



ATTACHMENTS TO REPORTS

ORDINARY COUNCIL MEETING

Wednesday 10 June 2020

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ATTACHMENTS TO REPORT

Item 11.6

Report to Recommend Public Exhibition of Draft Playspace Strategy

Attachment 1

Draft Playspace Strategy for Public Exhibition V1.5



Draft Playspace Strategy

Working with you

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Version Control

Version.	Authored	Reviewed	Date
1.1	Brian Milne, Director, Xyst Australia Pty Ltd	Jayson Kelly, Director, Xyst Australia Pty Ltd	25/09/2017
1.2	Brian Milne	WSC Parks & Buildings Assets	08/12/2017
1.3	Brian Milne	WSC Parks & Buildings Assets	27/03/2018
1.4	Brian Milne	Daniel Ames, Senior Consultant, Xyst Australia Pty Ltd	17/12/2019
1.4	Brian Milne	NSW Government, South Western Sydney Local Health District	13/02/2020
1.5	Brian Milne	Review and update based on WSC staff review and comments	02/03/2020
1.5	Brian Milne	Department of Planning, Industry and Environment, Open Space Team, Public Spaces Division, Everyone Can Play	14/04/2020
1.5	Brian Milne	WSC Parks & Buildings Assets	27/05/2020



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Executive Summary

There are currently 48 playspaces provided in Wingecarribee Shire and these are located on the following park categories and locations:

<i>Park Category</i>	<i>Number</i>
Premier 1	0
Premier 2	1
Community 1	5
Community 2	11
Community 3	18
Sports 2	9
Sports 3	5

<i>Location</i>	<i>Number</i>
Bowral	9
Moss Vale	12
Mittagong	8
Villages	19
Total	48

This provides a current level of service of 5.4 playspaces per 1,000 children, compared to a median of 5.7 per 1,000 children nationally. Whilst this indicates a lower than average median score, it is important to remember that this average is not necessarily related to optimum use of playspaces.

The level of funding currently allocated to the renewal of playspaces is insufficient to meet the desired level of service and operation and maintenance funding is also below typical industry rates.

A performance assessment, which considered criteria such as location, play value and ancillary facilities, was undertaken of all the Shire's 48 playspaces, with the majority of playspaces scoring below 50%. The notable aspect of existing playspaces is their consistently low "play value"¹ attribute, with scores ranging from a high of 66% to a low of 24%.

This was generally a result of the equipment being relatively old, only catering to a narrow (relatively young) age range and offering little in the way of challenging or imaginative play experiences.

There are also a large proportion of playspaces located on Community 3 category parks, which are often poorly situated, with few other assets supporting the use of playspaces. The Parks Strategy, 2016, Level of Service specifies that Community 3 parks may contain playgrounds only where no other playground is within 800m. It emphasises Community 1 and 2 parks as more appropriate to contain playspaces, as these parks have a higher level of service overall and are more likely to contain supporting infrastructure such as public toilets, bins and shade. There are 4 Premier Parks located within the LGA. Winifred West in Mittagong is the only one containing a playground. The primary use of the other Premier Parks is not suitable for playspaces.

¹ "Play values" is a term used to describe the performance of a play space to meet the full range of play activities and experiences.

Priorities for the future:

- Additional funding provision for capital renewal and maintenance over the next ten years. This level of service is designed to meet a reasonable balance between affordability and meeting current and future playspace needs for residents and visitors to the Shire
- Future investment, playspace design, and play equipment selection will focus on achieving high play values and effective inclusivity
- Integrated design and development that will include the preparation of a master plan, landscape development, with a focus on natural elements, and supporting facilities that ensures the playspace is an attractive place to visit and stay
- Progressive removal of 15 existing playspaces at the end of their life from Community 3 parks, emphasising less provision of playspaces, in favour of improving play values of the remaining playgrounds
- Progressive enhancement of existing playspaces on Community 1 and 2 parks as they are renewed
- Development of new playspaces in new subdivisions in accordance with the development levels of service documented in the Playspace Strategy



Berrima River Reserve



Introduction

This strategy sets out an approach to the future provision of playspaces across the Shire. Playspaces have an important role in providing free and fun activity for our children.

Play is a fundamental human right. The United Nations Declaration of the Rights of the Child states that every child:

“shall have full opportunity for play and recreation, which should be directed to the same purposes as education; society and the public authorities shall endeavour to promote the enjoyment of this right.”

Our Council can support this right by providing playspaces that enable children to develop, learn, grow and have fun.

Playspaces can also help revitalise and sustain communities becoming a visitor attraction in its own right.

A key element in the success of playspaces, is the play value they provide. A playspace with high play values would include the following attributes:

- enticing play
- challenging
- cater for a range of ages and abilities
- movement imaginative play
- loose/moveable parts
- natural elements and/or access to nature
- socialising opportunities
- space for ball games

The purpose of this strategy is to analyse the current situation in terms of playspace provision, quality, and financial investment. It will then provide a framework upon which to base decisions for the future development of playspaces that meet the community's needs for a sustainable network of playspaces that are attractive, inclusive, safe and affordable for the community.

Current Provision

There are 48 playspaces provide by the Council within the Shire.

The total number of playgrounds is very similar to other Councils at 5.4 playspaces per 1,000 children, compared to a median of 5.7 per 1,000 children nationally². Whilst this indicates a lower than average median score, it is important to remember that this average is not necessarily related to optimum use of playspaces.

However, the current quality of the playspaces is falling below community expectations and investment over the last 10 -15 years has not been effectively renewing playspaces at the rate required to maintain desired levels of service.

² IPWEA Yardstick Benchmarks 2017



- The overall level of satisfaction for playspaces is relatively low at 68%, compared with an overall parks satisfaction score of 96%³
- The overall average score for the playground performance assessment was 49%⁴

Appendix 1 provides a list of current playspaces and their category.

Youth facilities

Youth facilities such as skate ramps and basketball half courts are not included within this Playspace Strategy. Their provision will be addressed as part of the Sports Facilities Strategy to be developed in the future.

Inclusivity – Everyone Can Play

A fundamental objective for playspace design and equipment provision is to ensure inclusive access is provided for all members of the community.

In 2019 the NSW State Government, along with a variety of Advocacy Groups, launched the Everyone Can Play Guidelines to assist councils, community leaders and landscape architects to use when creating playspaces for future generations.

What is an inclusive playspace?

An inclusive playspace invites people of all ages, abilities and cultures to come together. Inclusive playspaces are easy to access, easy to move around, provide a range of play options and challenges, and have appropriate facilities in a comfortable environment. Inclusive playspaces encourage everyone to stay for as long as they choose. A playspace is more than just equipment. It is the entire setting used and enjoyed as part of the play experience. An inclusive playspace utilises principles of inclusive design and accessibility, creating spaces people of all ages and abilities can enjoy

Accessibility vs Inclusivity

Accessibility is commonly associated with mobility standards and safety compliance and generally refers to the physical ability of people to access a place or thing. Accessible design mainly addresses the movement needs of people with disabilities. When applied to playspaces, conforming to accessibility standards in key aspects including the equipment, surfacing and supporting facilities, creates an all abilities playspace.

Inclusive playspaces consider as many needs as possible. They provide a welcoming place where people feel comfortable yet challenged and remove obstacles and barriers that prevent people of all ages, cultural backgrounds and abilities (both physical and mental) from playing. Inclusive playspaces provide access to a variety of play experiences people enjoy together. The Everyone Can Play guideline encourages users to think beyond accessibility needs, so everyone can experience the joys of play

The creation of inclusive playspaces requires a new way of thinking about the way playspaces are planned, designed and managed. The three principles of Everyone Can Play encourage thinking about creating more inclusive playspaces across NSW.

³ Park User survey 2016

⁴ Xyst Playground performance assessment 2017



Can I get there?

Consider location, layout, signage, wayfinding and accessibility to ensure everyone can find their way to, in and around the playspace.



Lake Alexandra, Mittagong

Can I play?

The play experience, including the equipment and surfacing, should allow everyone to experience a variety of challenging and engaging play opportunities

Can I stay?

Consider safety, facilities, landscape and the wider environment to ensure everyone can stay at the playspace for as long as they would like.

This Strategy seeks to incorporate the principles of the Everyone Can Play Guidelines consistent with the Levels of Service of each Playspace, in line with the projected costs.



Hampton Park, Robertson

Inclusive playspaces consider as many needs as possible. They provide a welcoming place where people feel comfortable yet challenged, and remove obstacles and barriers that prevent people of all ages, cultural backgrounds and abilities (both physical and mental) from playing.

Health and well being

One of the objectives of an effective parks and green space network is that it supports and provides opportunities to promote health and wellbeing.



Playspace provision provides a key component of this objective. The benefits of play for children's development is well understood, but they are also highly beneficial in terms of physical activity, assisting in lowering the risk of obesity in childhood.

Playspaces and parks in general provide a range of wider community health and wellbeing benefits including:

- A restorative function
- Opportunities for physical activity
- Facilitates social connections⁵

In addition to the direct benefits of play, playspaces provide a wide range of benefits due to their ability to be a significant attractor for the community to visit and spend time in parks. This has the following general health and wellbeing benefits:

- **General health benefits**

Access to parks, recreational facilities and open space increases frequency of exercise. Strong evidence shows that when people have access to parks, they exercise more. Regular physical activity has been shown to increase health and reduce the risk of a wide range of diseases, including heart disease, hypertension, colon cancer, and diabetes.

- **Encourage active play**

In Australia, 60% of adults and 70% of children and adolescents do not get enough exercise to obtain health benefits⁶.

Children in Wingecarribee Shire have higher obesity levels than Greater Sydney (30.1% compared to 24.5%)⁷.

Playgrounds help encourage children to be physically active.

Neighbourhoods characterised by mixed land use and many playgrounds and sport venues have been associated with less television viewing on weekends in children (5-6yrs and 10-12 yrs).

Play equipment that deliberately builds in challenging elements gives children the opportunity to take on the level of challenge they desire, which in turn leads to an increase in confidence. Studies show that when children are allowed to challenge themselves in a safe environment, they become more resilient and are better-equipped to handle challenges later in life¹.

⁵ James P et al. A Review of the Health Benefits of Greenness. *Curr Epidemiol Rep.* 2015 June; 2(2): 131–142. doi:10.1007/s40471-015-0043-7. (2) Hartig T et al. *Nature and Health. Annu. Rev. Public Health* 2014. 35:207–28.

⁶ (<https://www1.health.gov.au/internet/main/publishing.nsf/Content/health-publth-strateg-active-evidence.htm>)

⁷ (PHIDU modelled estimates)



- **Mental health**

Exposure to nature and greenery makes people healthier. Physical activity also relieves symptoms of depression and anxiety, improves mood, and enhances psychological well-being.

In Australia today, one in five people will experience depression. Regular exercise in green spaces has many mental health benefits. *In a study of people suffering from mental illness, 90% or more of them indicated that green exercise activities had benefited their mental health, they had greater self-esteem, focus of mind, were more relaxed, more motivated, enjoyed an improved quality of life, and felt 'refreshed and alive.'*⁸

- **Cultural and community support**

Parks, recreational facilities and open spaces produce important social and community development benefits. They make neighbourhoods more liveable; they offer recreational opportunities for at-risk youth, low-income children, and low-income families; and they provide places in low-income neighbourhoods where people can feel a sense of community.

Access to public parks and recreational facilities has been strongly linked to reductions in crime and, to reduced crime amongst young people.

Parks, recreational facilities and open space provide the opportunity for social interaction – both at the local level, at neighbourhood playgrounds, and as venues for larger community events. Parks, recreational facilities and open spaces are used by local communities for recreational activities and as places to meet, gather and socialise. They contribute to the development of cohesive and vibrant societies

Green spaces that offer a balance of diversity, distinctiveness, popularity, attractiveness and comfort, facilitate more positive outcomes. These positive outcomes support this Strategy's objective of improving play value of Council's playspaces thereby increasing utilisation, duration of use and personal development of our young residents.

⁸ Parks Forum – Value of Parks. Mind. 2007.



Place making

The purpose of place making is to create quality places where people want to live, work, play, learn and visit.

Place making inspires people to collectively reimagine and reinvent public spaces as the heart of every community. Strengthening the connection between people and the places they share, place making refers to a collaborative process by which we can shape our public realm to maximize shared value.

To be successful, public spaces generally share the following four qualities:

- 1) they are **accessible**
- 2) people are engaged in **activities** there
- 3) the space is **comfortable** and has a good image
- 4) it is a **sociable** place: one where people meet each other and take people when they come to visit.⁹

The contribution that well designed and attractive playspaces make to successful communities is now recognised. Playspaces can encourage visitors to stop in towns and stay longer. They can become important meeting places for caregivers and as social hubs in the community.

Risk management

Risk management and ensuring the safety of users is a critical role for the Shire as provider of playspaces and associated equipment and facilities.

Council's approach to achieve this is determined by:

- Effective risk management as outlined by Statewide Mutual 'Playground Best Practice' guidelines
- Compliance with the requirements of current safety standards (as defined in AS 4685.0:2017) for the development, installation, inspection, maintenance and operation of equipment and surfacing.

⁹ www.pps.org



Linkage to other documents

Document	Description
WSC Community Strategic Plan 2031	<p>Sets out the overarching direction for Council's vision and delivery of services.</p> <p>VISION A healthy and productive community, learning and living in harmony, proud of our heritage and nurturing our environment</p> <p>Specific goals and strategies that relate to playspaces include:</p> <p>PEOPLE</p> <ul style="list-style-type: none"> • Plan and deliver appropriate and accessible local services to the community • Increase promotion of healthy lifestyle choices • We are an inclusive community which actively reduces barriers for participation in community life <p>PLACES</p> <ul style="list-style-type: none"> • Create welcoming and accessible community facilities that support opportunities for people to meet and connect with one another • We have safe, maintained and effective assets and infrastructure <p>ECONOMY</p> <ul style="list-style-type: none"> • Our shire attracts people to work, live and visit
Parks Strategy 2016	<p>Provides a vision for parks in Wingecarribee Shire that provides guidance for Council's future provision, development and maintenance of park land.</p> <p>Note: Some of the levels of service identified in the Parks Strategy have been amended in this Playground Strategy, and these will take precedence over those in the earlier Parks Strategy.</p>
Public Toilet Strategy 2017	<p>Provides a guiding document for public toilets in Wingecarribee Shire relating to their provision, development, renewal, maintenance and operation.</p> <p>It has a relationship with the Playspace Strategy in regard to determining if public toilets are to be located together with a playspace development.</p>
Disability Inclusion Action Plan 2017-2021	<p>The plan seeks to attain sustainable outcomes while striving for equity, access, participation and equal rights for everyone.</p> <p>It relates to the Playspace Strategy to highlight the need for play areas to be inclusive for both users and carers.</p>
Council's Aging & Disability Strategy and Action Plan	<p>This plan includes a whole of Council approach to create an environment where older people can move safely and easily around the area.</p> <p>As carers to younger family members the ability to access Playspace Areas is a key focus.</p>



What's Changing?

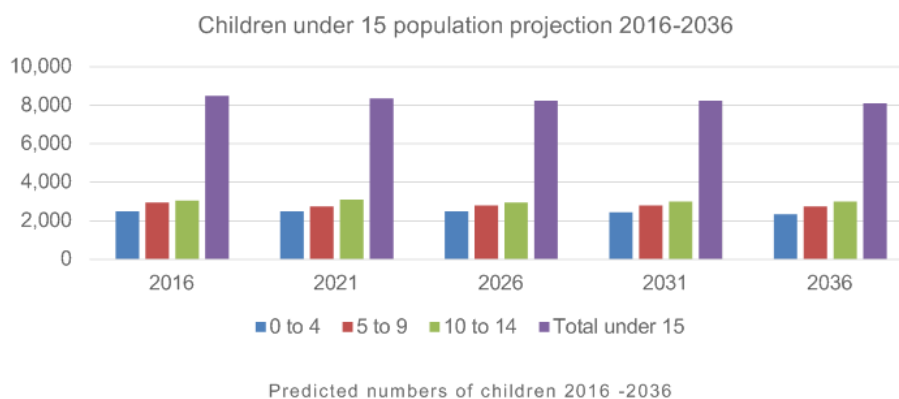
There are trends that will influence playspace provision in Wingecarribee Shire.

Decreasing numbers of children

The 2016 National Census indicates the population of the Wingecarribee Shire is growing and changing. While the total population is predicted to increase by approximately 5% over the next 10 years, the proportion of children under the age of 15 will decline slightly (Approx. 3% or 250 children).

This decline is fairly consistent across all three age groupings, and this trend is predicted to continue through to 2036. This means there is no population lead demand to increase the total number of playspaces provided. This quantifies the position to decrease current provision and increase play value and overall experience of playground hubs.

The 2016 Census recorded 8,500 children under the age of 15 residing in the Shire.



Playspace Design

The design of play equipment has changed to provide engaging equipment that is more challenging but safer to use. There is an increasing emphasis on nature play, that is using the natural environment, and natural features to provide play opportunities. Playspaces are also expected to cater for a range of life stages, rather than a single life stage.

Using the unique attributes of each location helps avoid repetition of play equipment and promotes a sense of identity. The range of locally produced and imported play equipment available provides opportunities to provide a wide range of creative, exciting and different play experiences and challenges.



Community Expectations

Communities value playspaces as a free activity that is good for children, parents and grandparents alike.

The scale and design quality of playspaces has increased tremendously over the years, with many families experiencing high quality playspaces in other towns and cities. There has also been a trend away from the opportunities for children to play unsupervised in unstructured natural and local environments. Also, due to increasing safety concerns, parents and carers are now often reluctant to allow children younger than teens to go independently to playgrounds.

These changes and expectations are driving solutions towards playspaces that are larger with a higher number and range of play equipment, together with supporting facilities such as parking, toilets, seating, drinking water and shade.

How are they performing?

Overall there are many opportunities for improvement by doing a few things well, rather than many not so well.

Performance assessment

Each playspace has been assessed using the Playable Space Quality Assessment Tool¹⁰. This has enabled each playspace to be assessed via a subjective but structured process. The assessment focuses on three major aspects to children's outdoor play provision: the location of play areas, play value and the ancillary facilities (such as shade, seating, toilets, etc.).

The most striking result is the low **play value** scores across all sites. This was generally a result of most of the equipment being installed prior to the availability of current higher play value designs, only catering to a narrow (relatively young) age range and offering little in the way of challenging or imaginative play experiences.

When considering improvements to existing playspaces, particular consideration should be given to the location score. Where this score is low, it indicates that the location will not support the successful provision of a playspace.

This may be a lack of informal oversight, poor personal safety and security, or difficult/unsafe access.

As these elements are difficult to modify, consideration should be given to removing or relocating the playspace to a more favourable position or park.

Overall the area requiring the most focus is the improvement of play value¹¹.

¹⁰ Playable Space Assessment Tool, Play England 2009 adapted by Xyst for Wingecarribee Shire Council

¹¹ Refer to Appendix 5 and 6 for play value scoring criteria



Example of a high value playspace

Play value

Playspaces that are challenging, and that can engage children for extended periods of time, are considered to have high value. Equipment that is functional but does not encourage different, innovative and challenging use will quickly lose attraction.

Creating playspaces in which children can have a wide variety of play experiences and sensations such as rocking, swinging and sliding is important for all children.

The natural environment offers many opportunities for this and consideration should be given to the varied and interesting ways in which children can play in these environments. Quiet, contemplative play is as important as boisterous and physical play and although children will play in their own way in any given area, their play can be enriched through creating appropriate and stimulating play environments.

Children need to take risks to learn about, and understand, their own capabilities. Risk does not mean creating hazardous environments, but it does mean ensuring opportunities for challenging play are available through design.

Playspaces need to consider catering for different age groups, as the physical abilities and cognitive needs of children differ widely with age. Many existing playspaces are focused strongly on the 5 – 9 year age group, with limited opportunities for toddler (0 – 4) and senior (10 – 14) play.

Generally, Wingecarribee playgrounds scored poorly for play value. The reasons for this include:

- Small quantity and range of equipment
- Often only cater for one age group
- Older equipment (newer equipment often has multiple values)
- Minimal natural play opportunities

Location

Location is reflective of a site's potential to be easily accessed and well used, particularly for Level 2 and 3 playspaces, where the ability for children and caregivers to walk or cycle to the playspace is important. For Level 1 playgrounds, while there is a greater tendency for access to be by car, having the playspace centrally located in the community, or associated with other facilities, will support a high level of utilisation.



Therefore, playspace sites need to be centrally located in a neighbourhood/community, which maximises the potential number of people that can easily access it. The site should also ideally have multiple route options and accessibility points. Sites should also be highly visible and open, which supports both the community's awareness and enhances safety characteristics.

A number of Wingecarribee playgrounds score poorly for location value, particularly Level 3 playspaces. The reasons for this include:

- Parks located on the edge of residential areas
- Parks located with single access routes
- Parks located within short distances of each other

Ancillary facilities

The provision of ancillary facilities adds to the overall attractiveness, useability and comfort of each playspace site. Facilities may include seating, shade, picnic/BBQ facilities, drinking fountains and public toilets. People will stay longer at the park with these types of facilities available.

The provision of public toilets at Playspace 1 and higher use Playspace 2 playspaces is essential to their effective utilisation. Public toilet provision at Playspace 3 sites is generally not justified, unless already provided for other activities at the park.

Fencing of playspaces will be undertaken where the risk profile identified through the Council's risk assessment process indicates that fencing is required. High risk elements for fencing are proximity to high volume/speed roads or another specific hazard. Fencing playspaces is generally not desirable, as it detracts from visual and physical access between the playspace and the park, reducing the concept of the area as a playspace. There is also a duty of care required of caregivers visiting any park/open space area. The presence of a fence may detract from this.

Shading of playspaces is consistently applied across all levels of service. Preferred options for shade associated with Council's play spaces is natural using appropriate tree species for new or existing trees located at the facility.

There is evidence that well-designed and correctly positioned shade, from both natural vegetation and built structures, can reduce exposure to UVR by up to 75%.

Further, investments in tree canopy may provide support for mental health as people exposed to at least 30% tree canopy tend to have 31% lower odds of incident psychological distress. Therefore, Council will first consider natural shade within our open space areas and will only apply artificial shade where natural options cannot be achieved.

Care, maintenance and management

All playspaces should ensure that children can play free from unexpected hazards. The quality of care and maintenance of playspaces, and areas, is vital for their safe use. Poorly maintained playspaces will discourage use, appear unattractive, and be targets for graffiti and vandalism.

Management should also ensure that controls are put in place to implement general policies, local ordinances and legislation, particularly relating to prohibition of dogs and smoking around the playspace.



Aylmerton Reserve



Sunrise Park, Yerrinbool

11.6 Report to Recommend Public Exhibition of Draft Playspace Strategy
 ATTACHMENT 1 Draft Playspace Strategy for Public Exhibition V1.5



Assessment Results

Site	Area	Location	Play Value	Ancillary Facilities	Total Score
Mirren Nunguna Gulla Park	Renwick	100%	66%	80%	79%
Lake Alexandra Reserve	Mittagong	73%	56%	100%	71%
Rotherwood Park	Renwick	93%	66%	52%	70%
Acacia Park	Moss Vale	86%	62%	64%	69%
Berrima Market Place	Berrima	80%	60%	72%	68%
Glebe Park	Bowral	86%	54%	76%	68%
Hampden Park	Robertson	63%	64%	60%	62%
Bundanoon Oval	Bundanoon	63%	48%	80%	60%
Exeter Oval	Exeter	60%	48%	76%	58%
Winifred West Park	Mittagong	56%	44%	86%	58%
Hoddle Street Playground	Burrawang	87%	50%	36%	57%
Monterey Park	Moss Vale	77%	50%	44%	56%
Casburn Park	Wingello	73%	44%	60%	56%
New Berrima Community Hall	New Berrima	83%	34%	64%	55%
Waratah Park	Hill Top	90%	38%	48%	55%
Boronia Park	Hill Top	57%	52%	52%	53%
David Woods Playing Field	East Bowral	70%	48%	40%	52%
Henderson Park	Moss Vale	53%	50%	48%	50%
Alice Park	East Bowral	73%	44%	32%	49%
Broulee Park	Moss Vale	86%	38%	28%	49%
Seymour Park	Moss Vale	60%	48%	40%	49%
Jurd Park	Colo Vale	60%	32%	64%	47%
Sunrise Park	Yerrinbool	73%	30%	52%	47%
Burrawang Oval	Burrawang	53%	32%	68%	46%
Mimosa Gardens	Fitzroy Falls	60%	46%	32%	46%
Penrose Park	Penrose	56%	30%	68%	46%
Railway Park	Colo Vale	70%	32%	48%	46%
Berrima Campground	Berrima	43%	40%	60%	45%
Colo Street Park	Mittagong	63%	40%	36%	45%
Stephens Park	Bowral	66%	44%	24%	45%
Apex Park	Burradoo	36%	34%	76%	44%
Isabella Park	East Bowral	76%	34%	28%	44%
Orient Street Playground	Willow Vale	60%	34%	48%	44%
Welby Oval	Welby	60%	32%	52%	44%
Church Road Oval	Moss Vale	53%	32%	52%	42%
Lackey Park	Moss Vale	56%	32%	48%	42%
Loseby Skate Park	Bowral	70%	36%	24%	42%
Goode Park	Moss Vale	56%	34%	40%	41%
Jensen Park	Exeter	56%	32%	44%	41%
Centennial Park	Bowral	50%	24%	64%	40%
Coromandel Place Park	Moss Vale	60%	36%	24%	40%
Richie Park	Moss Vale	50%	42%	28%	40%
Broughton Park	Bundanoon	56%	24%	48%	39%
Jasmine Street Park	Colo Vale	53%	36%	20%	37%
Robinia Park	East Bowral	43%	32%	40%	37%
Thwaites Park	Moss Vale	53%	32%	20%	35%
Argyle Street Playground	Moss Vale	46%	28%	28%	33%
Cook Street Park	Mittagong	46%	24%	20%	29%

Playground performance assessment



What does the community think?

Community household survey indicates strong support for improvements

Community survey

Council undertook an online community survey from December 2017 to February 2018. There were 382 submissions with 961 views of this survey which was the third highest response to a Council survey using this methodology (at this time). This indicates a high level of interest in the provision of playspaces.

The survey asked a range of questions relating to frequency of use, travel methods, and preference for the mix of playspaces and invited comments about desired enhancements to improve their children’s play experience.

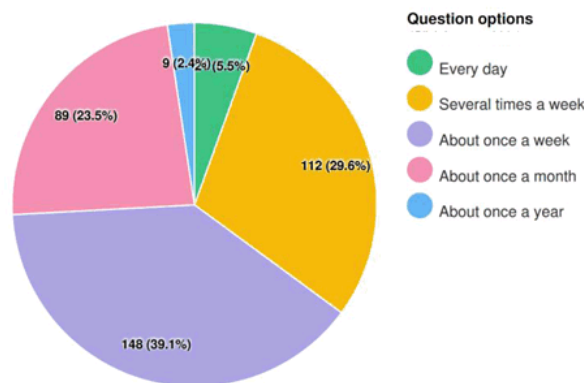
A breakdown of the localities of submissions is as follows:

Location	Number of Submission	% of 382 Received Submission
Shire Towns	234	61%
Shire Villages	131	34%
Shire Rural Communities	8	2%
Out of Area	9	2%

Visiting our Playspaces

The majority of respondents who visit Council Playspaces were frequent users, with 75% using a playspace at least every week.

How frequently do you visit a playground in the Shire (on average)?



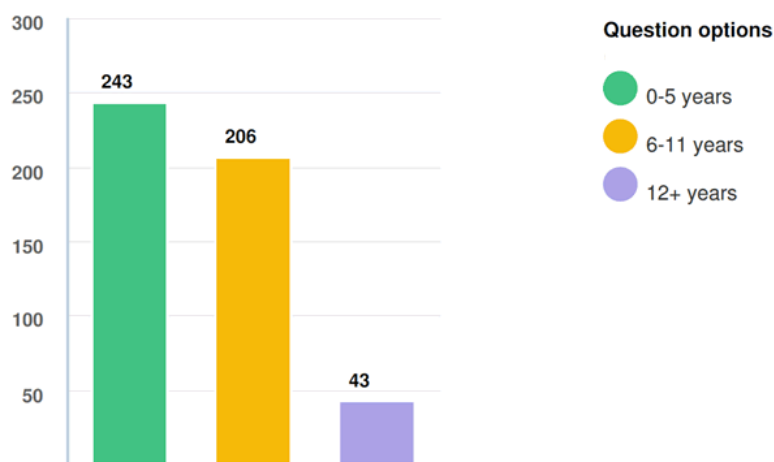
Frequency of playspace visit – Community Survey 2018



The survey told us that 49% of the age group that are using our playspaces are children aged from 0-5 years followed by 42% aged 6-11years with the smallest demographic of children using playspaces being 12 years or older at 9%.

Parents are the highest percentage of guardians bringing children to the facilities at 68% with Grandparents second at 14%. Carers make up 6% of guardians visiting with 10% of visitors considering themselves in the Other category.

Which age groups do you generally take to the playground?



Age Groups visiting playspaces – Community Survey 2018

Travelling to our Playspaces

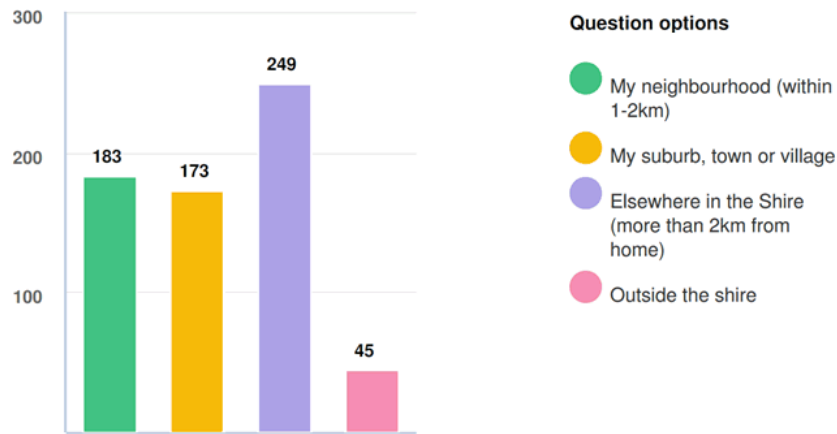
The responses to the location of playspaces visited, indicates a willingness (or need) to travel beyond participants local area.

The question 'Where are the playgrounds you typically visit?' allowed participants to select as many options as pertained to them. The responses demonstrated that whilst participants enjoyed their local playspaces, they were also willing to travel elsewhere in the Shire.

With 650 choices recorded 38% of people were willing to travel elsewhere in the shire with 7% visiting playgrounds outside the Shire. 55% respondents advised they typically visited playspaces within their neighbourhood, town or village.



Where are the playgrounds you typically visit?



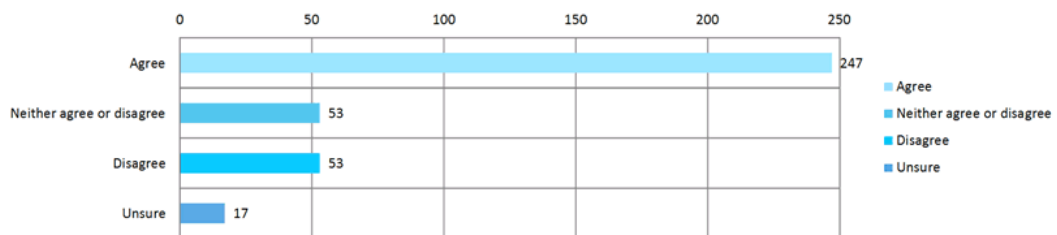
Location of playspaces visited – Community Survey 2018

When travelling to playspaces within 2km of their home, 44% of respondents indicated they walk, 36% will drive, 7% will cycle or use public transport and 12% identified no playground within this radius.

Should a playspace be further than 2km from their home, 90% of respondents have indicated they drive, 5% will walk or cycle, 2% use public transport and 2% indicated it was not applicable.

Further, Council asked if people would travel to a larger destination playspace experience. 67% of responses indicated they would.

Im happy to travel further for a destination park experience



Those that Travel to playspaces– Community Survey 2018



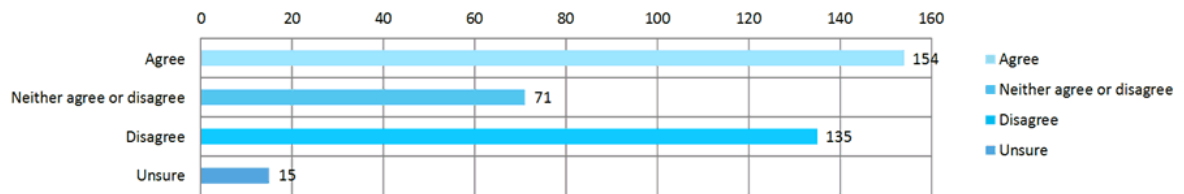
Community Future Expectations

In response to the question about the preferred mix of playspaces, the results are somewhat ambiguous, indicating respondents want to maintain the current mix of small and large playspaces, together with a few larger destination scale playspaces. A high response to neither agree or disagree was also received.

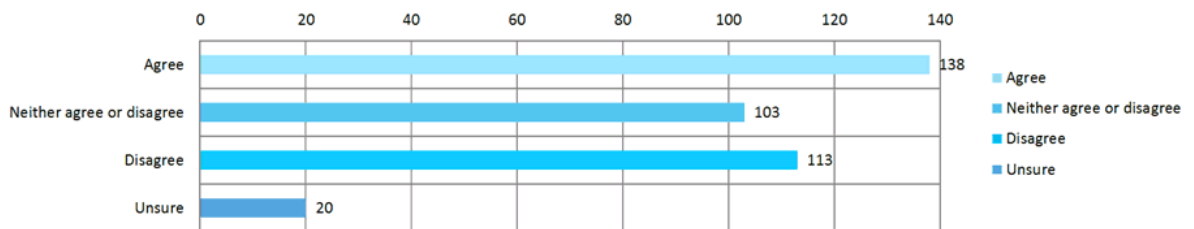
Overall, providing fewer playgrounds, centrally located with high quality equipment and supporting facilities was supported by 41% of answers, 36% disagreed, 19% neither agreed or disagreed and 4% were unsure.

When asked if the provision of smaller playgrounds should continue 37% agreed, 30% disagreed, 28% neither agreed or disagreed and 5% of the responses were unsure.

Council should provide fewer playgrounds overall but those provided will be centrally located high quality with a variety of play equipment and supporting facilities such as toilets shelters and landscaping



Council should continue to provide a large number of neighbourhood playgrounds smaller in size eg a swing set in a pocket park



Community Future Expectations– Community Survey 2018



Berrima River Reserve



Colo Park, Mittagong

In response to the open question “how can we cater for your child’s individual needs?” responses indicated strong interest in a range of play opportunities that can typically only be provided at larger scale playspaces.

An analysis of the commonly suggested items in this question includes the following results:

- Skate and scooter facilities; provision for a wider age range;
- Ancillary facilities such as toilets, barbecues, shelters and water fountains, shade; fencing and improved maintenance;
- Play experiences such as natural play elements, greater challenges and a greater range for play opportunities.

It is intended that the provision of skate parks and other youth facilities (including multipurpose slabs) will be addressed as part of the Sports Facilities Strategy.

The response to the Playspace Survey was very encouraging and provided meaningful and constructive feedback. In Appendix 9 are a sample of comments received in survey submissions.

In Conclusion:

The Survey identified the age groups 0-5yrs and 6-11yrs are the majority of children using Council’s playspaces with parents the mostly likely to take their children to these facilities.

Playgrounds are visited weekly with the majority of people walking or driving to visit their local or elsewhere in the Shires playspaces.

Respondents agree that children can have fun in natural playspaces without formal play equipment and that having space to kick a ball and run around is also important.

The Community is divided on whether to focus funding on providing fewer playgrounds with high quality play value or providing a larger variety of playspaces with lower play values. Feedback was even when participants were asked their preference between maintaining the current mix of small and large playspaces or providing centrally located large playgrounds with better play value.

Delving into the comments Council further interprets the Community has a desire for improved play values, inclusive play, better maintenance and ancillary features which can only be provided at larger facilities and at a higher cost. (Appendix 9)

As a result, this Strategy has taken a balanced approach to the competing preferences of the community with consideration for costs associated with playspaces.



Casburn Park, Wingello

Are there enough playspaces?

In the future, more playspaces will be required in areas of residential growth.

Current provision

At present, there are 48 playgrounds which equates to 5.4 playspaces for every 1,000 children aged between 0 – 14 residing in the region.

This is consistent with the median provision reported by Yardstick in 2018 of 5.7 playspaces per 1,000 children.

Due to projected decline in the proportion of children in the Shire, there is no population lead demand for additional playspaces. However, it is expected that new playspaces will need to be created in subdivisional areas to meet distribution and accessibility level of service objectives.

A target level of service of 4.5 playspaces per 1,000 resident children is recommended. While this is lower than the national median indicator of 5.7, it is still within the typical industry range of 4.0 - 7.5 playgrounds per 1,000 children. (Refer to Appendix 8).

This level of service will maintain an adequate number of playspaces in the future, for Wingecarribee Shire's projected demographic spread, with a focus on fewer, higher value playspaces.

- The overall direction will be a slight decrease in the number of playspaces, and gradual removal of existing playspaces from unsuitable parks. This will be offset by new playspaces created in new subdivision parks, further development of existing playspaces in desirable locations, and the possible future development of a Destination playspace.



Winifred West, Mittagong

- There is a total of 15 playspaces identified for either removal or non-renewal at the end of their useful life. This will reduce the total number of playspaces to 33, equivalent to 3.7 per 1,000 children. However, it is anticipated that additional new playspaces will also be added in new subdivision developments during this same period, to achieve the long term target level of service of 4.5 per 1,000 children which is equivalent to approximately 40 playgrounds based on current population levels.



Playspace distribution

The level of service target identified in the Parks Strategy is to provide access to an open space park area within an approximate 10-minute walk of any residential property in urban areas. This is defined in the Strategy as a distance of no greater distance than 800 metres from an urban residential property to a park.

This level of service is often also applied to the target distribution for playspaces in urban residential areas, with the distance typically ranging from 500 to 800 metres depending on urban densities and desired level of service. This strategy uses the same distance as the Parks Strategy of 800m.

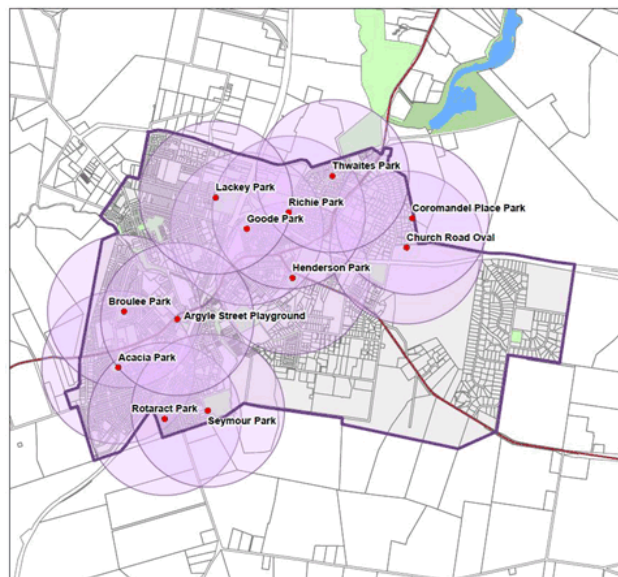
An analysis of current playspace distribution has been undertaken by mapping the playspaces in each township, with 800m radius circles. See Appendix 7 for a full set of maps.

Moss Vale, Mittagong and Berrima have reasonable access. Bowral and Bundanoon have areas outside this accessibility target. Overall distribution is inconsistent with significant overlaps (playspaces closer together than they need to be).

This is largely a consequence of relatively poor park distribution, particularly community parks, throughout the towns and villages.

Due to the cost of acquiring additional parkland space within established communities, it is not economically justified to attempt to obtain new parkland to improve the distribution of playspaces. Consideration will only be given to acquiring additional park land, if a suitable site becomes available, that has other important values in addition to “filling a gap” in playspace distribution.

For new greenfield subdivisions the level of service target for distribution of a playspace facility, will be 800 metres.



Moss Vale Playspace distribution



What level of service will be provided?

Playspace Hierarchy

Four playspace categories have been identified to organise levels of service based on expected level of use, which guides the scale of development and operational requirements.

Destination

Destination playspaces will offer the most comprehensive and interesting play experiences for children. By nature, they will be attractive enough to be a destination in their own right and be a significant draw card in bringing people to the park or area. Facilities supporting these playspaces will be comprehensive and support an extended stay.

Destination playspaces can have a role in supporting and stimulating activity, and support community regeneration programs. They will strongly relate to and support the identity of the locality with appropriate theming and unique experiences.

They will also be designed as all abilities playgrounds to ensure at least one fully inclusive playspace is provide in the Shire.

Due to the cost of Destination playspaces, it is envisaged that only one will be considered for development within the timeframe of this Strategy.

Level One

Level One playspaces will offer a wide variety of play experiences, located in select high use parks. They will cater for both local residents and visitors to the community.

They will be designed with a high level of inclusivity, together with the full range of supporting facilities to support extended stays.

These spaces and facilities will ideally provide a varied and interesting physical environment including for example, natural features like logs and boulders, interesting and attractive landscape features with varying levels and contours which test children's abilities.

There might also be features designed for specific activities, such as ball games, wheeled sports or meeting places and/or several items of play equipment offering a variety of play experiences.

Facilities and associated landscaping will support the playspace as being attractive meeting places for local children and caregivers.

Level Two

Level Two playspaces will offer a variety of play experiences, primarily located in well-distributed parks, so that a playspace is located within 800m of residential properties.

Typically, Level Two playspaces could be a grassed area with a designed space for play or informal recreation, which is attractive to children and encourages social development.

Landscaping will support the playspace as being an attractive place to visit and stay.



Level Two playspaces will ideally offer experiences related to the form and landscape of the park in which they are located, but do not need to be unique to the park.

Level Two playspaces will not be provided for households within rural areas where the density of properties (and children) is relatively low; there are few sites suitable for playspaces owned by the Council and the number of playspaces that would need to be provided would not be financially sustainable.

Level Three

Level Three playspaces will offer the least variety of play experiences due to their smaller scale and lower cost than the other categories. They are typically located in targeted use Sports parks or limited use Community parks where no other playspace is available within 800m.

These playspaces are often ancillary to the primary purpose of the facility and are designed to enrich the community's use of the facility (such as sports grounds and community centres).

Level Three playspaces will provide play opportunities targeted for a single age group and will be designed to complement the primary purpose of the site. Landscaping treatments will be limited with a focus on provision of natural shade.

In extraordinary circumstances playspaces may be provisioned less than 800m from another playspace. In these cases, the playspace will be a Level 3 playspace to avoid over investment in close proximity.

Level Three playspaces will not be provided for households within rural areas where the density of properties (and children) is relatively low; there are few sites suitable for playspaces owned by the Council in rural areas and the number of playspaces that would need to be provided would not be financially sustainable.

Current Situation

Destination

There are currently no existing playspaces that could be considered to be of destination standard.

Nationally, there is a general trend in playspace provision to concentrate effort and expenditure on fewer playspaces that cater for a wide range of age groups, are of significant scale, that provide high play values, and are supported by associated facilities. This ensures they attract a high level of use for residents and visitors and are therefore economically efficient and effective. As the Shire also promotes itself as a visitor destination, the provision of one or more Destination playspaces would be an added attraction for visitors with children.

The Shire's Premier parks have a "destination" function, however they are not considered suitable as sites for future Destination playspaces. This is due to their primary focus on horticultural display, plus their size and location is generally not suitable.

The Parks Strategy identified that the Shire currently lacks a significant Premier park that would provide a suitable site for a destination playspace, so the identification and development of one or more sites would have multiple benefits.



The identification (and possibly acquisition) of a suitable site for the development of a Destination level playspace is identified in the 10-20 year timeframe.

Level One and Two

Other than a few exceptions, the majority of existing Level One and Two playspaces perform poorly, primarily as a result of the park's limited range and quality of play equipment provided resulting in low play value scores.

The majority of Level One and Two playspaces are located on Community Parks and unfortunately, the location of many of these are on the edge of residential areas. It is generally not affordable or practical to try and acquire alternative Community parks in these existing residential areas. It is therefore vital that when new Community parks within areas of residential development are proposed, the park location should be carefully considered for its potential for successful playspace placement.

Good examples of this are Mirren Nunguna Gulla and Rotherwood parks in Renwick.

Level Three

Level Three playspaces are generally provided at sports grounds and other specific use sites such as campgrounds and halls. Many of these playspaces also provide a dual function of usage by the local community.

The current standard varies considerably between basic and limited play equipment to well-developed sites. This development is, on the whole, appropriate to the level of use and location of each park.

Parks Strategy categories

The likely location of playspaces in relation to the park's categories identified in the Parks Strategy are identified below:

Playspace category	Parks Strategy Categories
Destination	Community 1 or Premier
Level One	Community 1 or village equivalent
Level Two	Community 1 and 2, and Sports 2
Level Three	Community 2, and Sports 2 and 3

Playspace categories and linkage to Parks Strategy categories

Playspace infrastructure requires a higher level of maintenance than other items typically found in open space settings, such as park furniture. Further, a successful playspace is generally supported by other infrastructure such as public toilets, formed pathways and bins. Because the overall level of service at Community 3 parks doesn't support this, locating playspaces at Community 3 parks should be avoided.



Level of service performance target

The following levels of service performance targets are recommended for assessing the effectiveness of playspace delivery.

Playspace category	Play assessment score target
Destination	90%
Level One	80%
Level Two	70%
Level Three	60%

Playspace assessment targets

General Guidelines

Distribution

Where possible playspaces will be provided (approximately) every 800m within residential areas. This aims to provide a playspace that is within reasonable walking distance of no more than 5-10 minutes of every household in main residential areas.

It will be difficult to rectify any gaps in provision in existing residential areas if appropriate parks are not present, therefore this objective is of greater relevance when planning new subdivisional development and to prevent possible over provision.

Importance of site design and landscaping

The design of a new playspace or the improvement of existing playspaces is not an exercise in the selection and placement of play equipment. The overall design of the park must be considered first, and the playspace should be skilfully integrated into the park using landscape, urban design and crime prevention through environmental design principles. Unique attributes of the park that can add play value should be utilised and capitalised on. The value of engaging skilled design services for this work should not be underestimated and should be the starting point for playspace improvement and development projects.

Design Guideline

The following table identifies the general best practice requirements for playground design and will be used as a guide for every future playground development and renewal project.

The below guidelines are to be interpreted in line with the playspace hierarchy level.

Element	Guidelines
Designed for the Site	Playgrounds should be placed to work with the terrain and natural features incorporated into the design where possible.
Involvement of Children And Young People	Local children and young people should be consulted and participate actively in the design and development process.
Character	The playspace should be enticing to play and an attractive place in its own right. Ideally the playground should reflect the local community and environment. Landscape design, and artistic features may also deliver this and can provide further play elements.

11.6 Report to Recommend Public Exhibition of Draft Playspace Strategy
 ATTACHMENT 1 Draft Playspace Strategy for Public Exhibition V1.5



Getting There	Children can get to the site easily, safely and without facing significant hazards. There is safe access to the site using footpaths or cycle routes.
Play Value	Look to maximise play value at each playground whether it is 3 items of equipment or multiple catering to a range of ages and abilities. Providing opportunities for different play sensations: movement such as swinging, revolving, rocking etc; sensory activities; for role playing or imaginative play; cooperative play and enticing, challenging play.
Inclusive Use	Opportunities are provided for a range of abilities and impairments including play design, park furniture and associated infrastructure
Size	Be of appropriate scale to service the community they are intended for.
Access to Natural Environment	Provide an opportunity where possible to use the natural environment in play but also nature play features can be added such as rocks, plants and sand.
Meeting Place	Playspace is located with high visibility and likelihood of social gathering area which will enhance community social needs.
Security	Good visibility from the road, surrounding houses and workplaces. Site is in an area with people frequently passing by or through it. Avoid places of concealment adjacent to playground.
Accessibility	A barrier-free accessible path of travel should link the playground and its equipment to the site entrance, other facilities and transport arrival points. Access paths to playgrounds to be a gentle gradient (1:12 or greater) and of sufficient width (minimum 1m). If steps form part of the access way then an alternate ramp is to be provided. If access is across grass it shall be even without bumps or ruts and mown regularly. Playground sites should have multiple access points and connectivity.
Added Play Value, Ball Games and Opportunities to Change Some Play Features	This involves looking beyond the standard play equipment whereby play could be creating an obstacle course, building a hut, adventure play. Where possible, allow space for casual ball games and social play. Soccer goals, backboards and half courts could be provided at the more popular or larger sites.
Shade	High use playgrounds should have shade provided during the peak summer months, whether it is by shade sails or trees. The preference is to use trees to provide natural shade for the majority of sites. Suitable trees adjacent to all playgrounds should be considered to provide shade and amenity value. Shade for playground seating is equally important.
Surface and Edging	Playground surfacing and edging is designed in compliance with AS 4685.0:2017, allow for inclusive use and be cost effective over the long term. Synthetic surfacing should be considered for high



	use playgrounds and particularly under high scuff areas eg: swings
Signs	A main reserve identifier sign clearly identifies the public space and gives the community a sense of ownership. Include signage indicating the playground is dog free, smoke free, contact details for reporting problems and any site specific safety information.
Additional facilities	Additional facilities shall be provided in line with the Parks Strategy, 2016 Levels of Service. This includes, but is not limited to: <ul style="list-style-type: none"> • Seating for caregivers • Litter bins • Barbecues • Shelters • Drink fountains • Public Toilets
Parking	Where playgrounds are located on busy roads pull-off parking should be provided for safe access and to stop parking on grass verges or footpaths. Bike racks may also be provided as identified in the Parks Strategy 2016, Levels of Service.



Hampton Park, Robertson

Development and Operation Levels of Service

Play features are defined as individual play elements that provide a different play/movement activity. For example, a modular play unit will typically provide from 5-20 play features, depending on its scale. A double swing set is counted as one feature although 2 seats, it provides only one activity type. A large pyramid rope climber may be counted as 2-4 play features due to the capacity to host multiple children which adds an element of co-operation and social skills to the play experience. The recommended number of play features should be used as a guide only as to the general scale of the playspace equipment provided and not as a prescriptive requirement.



Berrima River Reserve

The following tables identify the specific requirements for each playspace category.

The **development section** defines the equipment and design requirements.

The **operation section** defines operational and maintenance requirements, with the main variable being safety and maintenance inspection frequencies.



Destination

Destination Playspace - Development Level of Service	
Location	A single, central location in the Shire that is easily accessed by the majority of residents. It should also be highly visible and accessible to visitors to the Shire and therefore may ideally be located in proximity to other visitor attractions or community facilities.
Design	An overall master plan will be prepared for the site and include extensive landscaping, and natural features where possible
Access	Adequate parking and bike racks are provided in proximity to the playspace. Sealed paths from carparks to playspace and other facilities such as toilets.
Age Groups	Play features meet the needs of all three age groups including teenagers.
Everyone Can Play	This will provide a dedicated all abilities play space, with the remaining space providing a very high level of inclusive design, including smooth surface access into and through the site and a number of inclusive play equipment items.
Litter Bins	Litter bins provided
Toilets	Toilets located within proximity to playspace. All toilets to have baby change facilities and be accessible to disabled.
Drinking Water	At least one drinking fountain will be provided
Shade	Minimum 50% shaded area, provided naturally through the use of trees. Planting of mature trees 4m or greater
Play Assessment Score Target	90%
Play Features	Greater than 25 high quality play features that provide a wide range of play values
Soft fall	Permanent synthetic surfacing for high impact areas and to facilitate all abilities access
Furniture	Furniture and structures such as seats, tables, barbeques, and shelters will be included
Fencing	Fencing only if in close proximity to major road or other specific hazard, based on risk assessment process outcome.

Destination Playspace – Operation and Maintenance Level of Service	
Visual Inspection	A visual inspection shall be undertaken in line with parks maintenance schedule. Inspection to ensure equipment is free from broken equipment and hazards (such as broken bottles).
Maintenance and Safety Inspections	A quarterly inspection shall be carried out by appropriately trained Council staff to ensure all fixings, finishes and surfaces are working, compliant and free from hazards. A formal maintenance and safety audit inspection shall be undertaken annually to check compliance of fixings, finishes and surfaces and report on mitigation treatments and priorities. Inspection to be carried out by independent specialist.
Maintenance	In line with Council's parks maintenance schedule playspaces to be maintained in good operational condition, free from any breakages, damage or graffiti and safe to use. As part of the facility's maintenance schedule the natural based soft fall areas will be checked for dangerous items, foreign material and litter. The synthetic surface areas shall be checked for trip hazards and breakage. All moving parts will be lubricated at each maintenance visit. Non-repairable or unsafe items will be isolated or removed from the playspace until repairs can be affected.



Level One Playspaces

Level One Playspace - Development Level of Service	
Location	Located at Community 1 parks but may also be present at some Community 2 parks that are well placed in the community and help achieve the provision and distribution level of service targets
Design	Integrated landscape design, with a focus on natural elements
Access	Footpath provision to playground from car park & good access to all abilities play equipment (100m). Bike racks may be provided in proximity to the playspace.
Age Groups	Play features suitable for two to three age groups.
Litter Bins	Litter bin provided in line with the Parks Strategy, 2016.
Drinking Water	Where appropriate, maximum of one drinking fountain may be provided.
Everyone Can Play Guidelines	A high level of inclusive design, including smooth surface access into and through the site, together with a high proportion of equipment that has inclusive use attributes. Ideally, will also include some all-abilities equipment.
Toilets	Considered for Community 1 parks but not provided specifically for the playspace users.
Shade	Minimum 50% shaded area, provided naturally through the use of trees. Planting of mature trees 3m or greater
Play Assessment Score Target	80%
Play Features	20 -25 play features. 3-4 inclusive items. Natural play area/elements. At least one added value/special item, such as a significant rope climber or bespoke design piece of equipment not typically found at other playspaces.
Furniture	Seats, shelters and tables will be provided at sites in line with the Parks Strategy, 2016.
Fencing	Fencing only if in close proximity to major road or other specific hazard, based on risk assessment process outcome.

Level One Playspace – Operation and Maintenance Level of Service	
Visual Inspection	A visual inspection shall be undertaken in line with parks maintenance schedule. Inspection to ensure equipment is free from broken equipment and hazards (such as broken bottles).
Maintenance and Safety Inspections	A quarterly inspection shall be carried out by appropriately trained Council staff to ensure all fixings, finishes and surfaces are working, compliant and free from hazards. A formal maintenance and safety audit inspection shall be undertaken annually to check compliance of fixings, finishes and surfaces and report on mitigation treatments and priorities. Inspection to be carried out by independent specialist.
Maintenance	In line with Council's parks maintenance schedule playspaces to be maintained in good operational condition, free from any breakages, damage or graffiti and safe to use. As part of the facility's maintenance schedule the natural based soft fall areas will be checked for dangerous items, foreign material and litter. The synthetic surface areas shall be checked for trip hazards and breakage. All moving parts will be lubricated at each maintenance visit. Non-repairable or unsafe items will be isolated or removed from the playspace until repairs can be affected.



Level Two Playspaces

Level Two Playspace - Development Level of Service	
Location	Located at Community 1 and 2 parks that are well placed in the community and help achieve the provision and distribution level of service targets
Design	Integrated landscape design, with a focus on natural elements
Access	More typically accessed by foot or bicycle. Bike racks may be provided in proximity to the playspace.
Age Groups	Play features suitable for a minimum of two (out of three) age groups, typically for 0-4 and 5-9 year old age groups.
Everyone Can Play Guidelines	A medium level of inclusive design, including smooth surface access into and the site, together with at least 1-2 pieces of equipment that has inclusive use attributes.
Litter Bins	Litter bin provided in line with the Parks Strategy, 2016.
Drinking water	Not provided at level 2 playspaces, in line with Parks Strategy, 2016.
Toilets	Not provided at level 2 playspaces, in line with Parks Strategy, 2016.
Shade	Minimum 50% shaded area, provided naturally through the use of trees. Planting of mature trees 3m or greater
Play Assessment Score Target	70%
Play Features	15-20 play features and minimum of 1-2 inclusive ability items
Furniture	Seats, shelters and tables will be provided at sites in line with the Parks Strategy, 2016.
Fencing	Fencing only if in close proximity to major road or other specific hazard, based on risk assessment process outcome.

Level Two Playspace – Operation and Maintenance Level of Service	
Visual Inspection	A visual inspection shall be undertaken in line with parks maintenance schedule. Inspection to ensure equipment is free from broken equipment and hazards (such as broken bottles).
Maintenance and Safety Inspections	A quarterly inspection shall be carried out by appropriately trained Council staff to ensure all fixings, finishes and surfaces are working, compliant and free from hazards. A formal maintenance and safety audit inspection shall be undertaken annually to check compliance of fixings, finishes and surfaces and report on mitigation treatments and priorities. Inspection to be carried out by independent specialist.
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Level Three Playspaces

Level Three Playspace - Development Level of Service	
Location	Located at any park type where there a significant activity driver such as a campground, community hall or sporting facility.
Access	Typically accessed by vehicle. Parking will be provided in association with adjacent facility.
Age Groups	Play features suitable for a minimum of one (out of three) age groups.
Everyone Can Play Guidelines	A basic level of inclusive design and provision that focuses on minimising barriers to accessibility. Consider selection of equipment that provides inclusive use e.g. birds nest swings.
Litter Bins	Not provided at level 3 playspaces, in line with Parks Strategy, 2016.
Drinking Water	Not provided at level 3 playspaces, in line with Parks Strategy, 2016.
Toilets	Not provided at level 3 playspaces, in line with Parks Strategy, 2016.
Shade	Minimum 50% shaded area, provided naturally through the use of trees. Planting of mature trees 3m or greater
Play Assessment Score Target	60%
Play Features	8-15 play features.
Furniture	Seats, shelters and tables will be provided at sites in line with the Parks Strategy, 2016.
Fencing	Fencing only if in close proximity to major road or other specific hazard, based on risk assessment process outcome.

Level Three Playspace – Operation and Maintenance Level of Service	
Visual Inspection	A visual inspection shall be undertaken in line with parks maintenance schedule. Inspection to ensure equipment is free from broken equipment and hazards (such as broken bottles).
Maintenance and Safety Inspections	A quarterly inspection shall be carried out by appropriately trained Council staff to ensure all fixings, finishes and surfaces are working, compliant and free from hazards. A formal maintenance and safety audit inspection shall be undertaken annually to check compliance of fixings, finishes and surfaces and report on mitigation treatments and priorities. Inspection to be carried out by independent specialist.
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What are the priorities?

A focus on improving the play values and consolidating investment on fewer higher play value playspaces will be the main priorities.

- A key result from the assessment of existing playspaces and equipment provided was the consistently low play value scores. As a result, future investment, playspace design and play equipment selection will focus on achieving high play values.
- All new playspaces and upgrade projects will include landscape design and development to create an attractive space, shade and opportunities to access natural and imaginative play experiences, beyond the manufactured play equipment. The focus will be on investment in play features and natural elements, rather than hard landscaping. Playspace designs will be relevant to the playspace hierarchy level.
- The development of key sites in particular, will include the preparation of a master plan, landscape development and selection of play equipment that ensures the following play values are fully achieved:
 - Enticing & Inclusive for all abilities
 - Play needs for different ages
 - Imaginative play
 - Added play value
 - Inclusive furniture
 - Play opportunities for all abilities
 - Play equipment with movement / loose parts
 - Ball games
 - Access to natural features
 - Places for children/carers to sit and socialise
- Existing playspaces that have low play and location values will be removed over time, or not renewed at the end of their life. Playspaces that will be removed are identified in the Implementation Plan in Appendix 2.



Cable ride at Mirren Nunguna Gulla Playspace

What are we going to do?

Achieving the desired level of service requires a funding increase.

The current age profile of the playspaces is summarised in table 13 below.

Age range	Number of playspaces	Percentage
>20 years	17	35%
15-19 years	16	33%
10-14 years	0	0%
1-9 years	15	31%

Age profile of playspaces

The typical industry life used for playspaces is from 15 – 20 years. This means that of 68% of the current playspaces are overdue for replacement or will require replacement within the next 5 years.

In addition to this, the Playspace Strategy has identified the desirability of increasing the current level of service in terms of quality and scale of playspace to meet current community expectations

The current level of funding budgeted over the next ten years, for the renewal of playspaces is an average of approximately \$166,000 which is well below that required to deliver on the desired level of service.

The annual operation and maintenance expenditure for playspaces is \$30,000 which equates to \$625 per playspace. The industry median cost¹² is \$2,771 per playspace. Using a rate of \$2,000 per playspace indicates an appropriate operating budget should be in the order of \$100,000 per year for the current number of playspaces. The main effect of this additional funding will be to increase the frequency of scheduled safety and maintenance inspections, particularly for higher use playspaces.

To assist in achieving a more financially sustainable solution it is proposed that a number of the small, low use playspaces will not be replaced at the end of their life, however this is still insufficient to meet the funding shortfall.

To determine the preferred approach, four funding scenarios were considered as part of the Playspace Strategy's preparation. These included:

- **Scenario 1** - Continuing to operate within the current allocated budget
- **Scenario 2** - Maintain current level of service with play equipment largely being replaced like for like, with no increase in LoS or play values
- **Scenario 3** - Implementing the recommendations and level of service proposed in the Draft Playspace Strategy, *excluding* the development of a Destination playground
- **Scenario 4** - Implementing the recommendations and level of service proposed in the Draft Playspace Strategy, *including* the development of a Destination playground.

¹² IPWEA Yardstick 2017



The preferred scenarios are Scenarios Three & Four which require an average annual budget increase over the next ten years. This level of service is designed to meet a reasonable balance between affordability and meeting current and future playspace needs for residents and visitors to the Shire.

The destination playground in Scenario Four will provide a significant level of service increase for residents of the Shire in addition to providing a significant attraction to visitors. Determination to pursue the development of a destination playground can be deferred until a subsequent review and update of the strategy in 5-10 years, and in the meantime, potential location and external funding opportunities can continue to be explored.

Budgeting for the replacement of playspaces is based on the category of playspace as identified in table below:

Category	Budget
Destination	\$1,500,000+
Level One	\$480k - \$900k
Level Two	\$200k - \$350k
Level Three	\$65k - \$90k

Budget amounts for playspace renewal/development

Additional information on the four scenarios is provided in Appendix 4.



Boronia Park, Hill Top



Appendix 1 – Current Playspace Provision




Site	Town/Village	Category Parks Strategy	Category Playspace Strategy
Acacia Park	Moss Vale	Community 2	Playspace 2
Alice Park	East Bowral	Linear Park 1	Playspace 2
Apex Park	Burradoo	Community 2	Playspace 3
Argyle Street Playground	Moss Vale	Community 3	Playspace 3
Berrima Campground	Berrima	Community 2	Playspace 3
Berrima Market Place	Berrima	Community 1	Playspace 1
Boronia Park	Hill Top	Sports 2	Playspace 3
Broughton Park	Bundanoon	Community 3	Playspace 3
Broulee Park	Moss Vale	Community 2	Playspace 2
Bundanoon Oval	Bundanoon	Sports 2	Playspace 1
Burrawang Oval	Burrawang	Sports 3	Playspace 3
Casburn Park	Wingello	Community 1	Playspace 1
Centennial Park	Bowral	Sports 3	Playspace 3
Church Road Oval	Moss Vale	Sports 2	Playspace 3
Colo Street Park	Mittagong	Community 3	Playspace 3
Cook Street Park	Mittagong	Community 3	Playspace 3
Coromandel Place Park	Moss Vale	Community 3	Playspace 3
David Woods Playing Field	East Bowral	Sports 2	Playspace 2
Exeter Oval	Exeter	Sports 3	Playspace 1
Glebe Park	Bowral	Community 1	Playspace 1
Goode Park	Moss Vale	Community 3	Playspace 3
Hampden Park	Robertson	Sports 2	Playspace 1
Henderson Park	Moss Vale	Community 2	Playspace 3
Hoddle Street Playground	Burrawang	Community 2	Playspace 2
Isabella Park	East Bowral	Community 3	Playspace 3
Jasmine Street Park	Colo Vale	Community 3	Playspace 3
Jensen Park	Exeter	Community 3	Playspace 3







Jurd Park	Colo Vale	Sports 3	Playspace 2
Lackey Park	Moss Vale	Sports 2	Playspace 3
Lake Alexandra Reserve	Mittagong	Community 1	Playspace 1
Loseby Skate Park	Bowral	Sports 2	Playspace 2
Mimosa Gardens	Fitzroy Falls	Community 3	Playspace 3
Mirren Nunguna Gulla Park	Renwick	Community 1	Playspace 1
Monterey Park	Moss Vale	Community 3	Playspace 3
New Berrima Community Hall	New Berrima	Community 3	Playspace 2
Orient Street Playground	Willow Vale	Community 3	Playspace 3
Penrose Park	Penrose	Sports 3	Playspace 3
Railway Park	Colo Vale	Community 3	Playspace 3
Richie Park	Moss Vale	Community 3	Playspace 3
Robinia Park	East Bowral	Community 3	Playspace 3
Rotherwood Park	Renwick	Community 2	Playspace 1
Seymour Park	Moss Vale	Community 2	Playspace 1
Stephens Park	Bowral	Sports 2	Playspace 3
Sunrise Park	Yerrinbool	Community 3	Playspace 2
Thwaites Park	Moss Vale	Community 3	Playspace 3
Waratah Park	Hill Top	Community 2	Playspace 2
Welby Oval	Welby	Sports 2	Playspace 2
Winifred West Park	Mittagong	Premier 2	Playspace 2



Appendix 2 – Performance Assessment and Renewal Plan





Site	Suburb	Photo	Park Category	Play Category	Site Description	Total Score	Age	Renewal period	Action
Acacia Park	Moss Vale		Community 2	Play Space 2	Good large site with good Rd frontage onto 2 streets. Medium combo unit, swing set, climbing rope	69%	4	Year 11-20	Maintain at current level. Consider play value at renewal
Alice Park	East Bowral		Community 3	Play Space 2	Nice elevated site with trees behind	49%	16	Year 1-10	Maintain at current level
Apex Park	Burradoo		Community 2	Play Space 3	On main Rd between Bowral & Moss Vale. Main use probably traveling public. Small combo unit and swing set	44%	16	Year 1-10	Maintain at current level




Argyle Street Playspace	Moss Vale		Community 3	Play Space 3	Basic site with walkway to carpark opposite school with swing set only	33%	20	No Renewal	Remove at end of life
Berrima Campground	Berrima		Community 2	Play Space 3	Campground Reserve on edge of village. Visible location at entrance. Some village use in addition to campers	45%	16	No Renewal	Remove at end of life
Berrima Market Place	Berrima		Community 1	Play Space 1	Large central reserve. Well used by travelling public	68%	4	Year 11-20	Maintain at current level
Boronia Park	Hill Top		Sports 3	Play Space 3	Medium modular unit and swings adjacent tennis courts & oval	53%	1	Year 11-20	Renewed in 2018

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Broughton Park	Bundanoon		Community 3	Play Space 3	Narrow com park that opens up as you go in but slopes downhill. Mature trees that block vision. Located centrally in residential area- 1 swing set only	39%	24	No Renewal	Remove current equipment at end of life.
Broulee Park	Moss Vale		Community 2	Play Space 2	Large site located with roads on 4 sides and play centre on site. Excellent site location/park size. Mid size combo unit but no swings	49%	19	Year 1-10	Maintain at current level. Consider play value at renewal
Bundanoon Oval	Bundanoon		Sports 2	Play Space 1	Multiple other sports activities and facilities but located poorly for residential walking access. New equipment	60%	3	Year 11-20	Maintain at current level
Burrawang Oval	Burrawang		Sports 3	Play Space 3	Small modular unit in parking/entrance area	46%	16	Year 1-10	Maintain at current level



Casburn Park	Wingello		Community 2	Play Space 1	Central Wingello on Main Street - fairly new equipment & quite good variety	56%	16	Year 1-10	Maintain at current level
Centennial Park	Bowral		Community 2	Play Space 3	Adjacent dog park car park - very limited equipment	40%	20	Year 1-10	Develop as part of overall entrance area redevelopment
Church Road Oval	Moss Vale		Sports 2	Play Space 3	Located at corner of sports grounds	42%	16	Year 1-10	Maintain at current level
Colo Street Park	Mittagong		Community 3	Play Space 3	Corner site with drainage reserve located through. Modular unit and swing set currently in playspace	45%	25	No Renewal	Remove at end of life





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Cook Street Park	Mittagong		Community 3	Play Space 3	Corner site basic playspace	29%	20	Year 1 -10	Playground has been removed due to end of life
Coromandel Place Park	Moss Vale		Community 3	Play Space 3	Section size park on cul-de-sac at edge of residential area. Small combo unit, rockers and swing set	40%	24	No Renewal	Remove at end of life
David Woods Playing Field	East Bowral		Sports 2	Play Space 2	Small site next to car park/pavilion with good (different) variety of equipment	52%	9	Year 11-20	Maintain at current level. Review options for better location or use of space
Exeter Oval	Exeter		Sports 3	Play Space 1	Located at side/rear of large community/sports park	58%	23	Year 1-10	Review options for better location at site Consider play value at renewal

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Glebe Park	Bowral		Community 1	Play Space 1	Attractive site next to Bradman museum	68%	8	Year 11-20	Maintain at current level
Goode Park	Moss Vale		Community 3	Play Space 3	Very large, mostly empty community park. Small Combo unit - no swings	41%	15	No Renewal	Remove at end of life
Hampden Park	Robertson		Sports 2	Play Space 1	New playspace, central location by car park	62%	5	Year 11-20	Maintain at current level
Henderson Park	Moss Vale		Community 2	Play Space 3	Large sloping site with good road frontage. Nice mature trees at the back of site	50%	7	No Renewal	Remove at end of life
Hodde Street Playspace	Burrawang		Community 2	Play Space 2	Very small site centre of village. New equipment 2017	57%	1	Year 11-20	Maintain at current level







Isabella Park	East Bowral		Community 3	Play Space 3	Small community park with small combo unit and swing set	44%	17	Year 1-10	Maintain at current level
Jasmine Street Park	Colo Vale		Community 3	Play Space 3	Hidden from street behind houses on back section	37%	23	No Renewal	Remove due to lack of visibility
Jensen Park	Exeter		Community 3	Play Space 3	Decent size community park located at end of cul-de-sac- only small swing set and a couple of rockers	41%	23	No Renewal	Remove at end of life
Jurd Park	Colo Vale		Sports 3	Play Space 2	Between tennis courts and pavilion at entrance	47%	25	Year 1-10	Maintain at current level

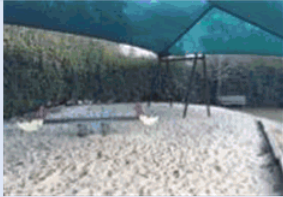


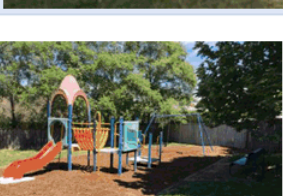


Lackey Park	Moss Vale		Sports 2	Play Space 3	Very small combo unit, swing set, seesaw & spinner. Beside Oval and adjacent road and residential	42%	3	Year 11-20	Maintain at current level
Lake Alexandra Reserve	Mittagong		Community 1	Play Space 1	Well developed & popular playspace at entrance to park	71%	8	Year 11-20	Maintain at current level
Loseby Park	Bowral		Sports 2	Play Space 2	Small playspace adjacent skate park on large site	42%	16	No Renewal	Remove at end of life
Mimosa Gardens	Fitzroy Falls		Community 3	Play Space 3	Com res on small cul-de-sac with large residential sections. Quite nice new equipment	46%	3	No Renewal	No renewal at end of life







Mirren Nunguna Gulla Park	Renwick		Community 1	Play Space 1	New park and playspace well located in new subdivision	79%	1	Year 11-20	Maintain at current level
Monterey Park	Moss Vale		Community 3	Play Space 3	Small park between 2 streets.	56%	1	No Renewal	Remove at end of life
New Berrima Community Hall	New Berrima		Community 3	Play Space 2	Corner site located in front of small Hall/community centre	55%	18	Year 1-10	Maintain at current level
Orient Street Playspace	Willow Vale		Community 3	Play Space 3	In centre of long narrow park between 2 streets - well treed park	44%	23	No Renewal	Remove at end of life





Penrose Park	Penrose		Sports 3	Play Space 3	Small site next to tennis courts and Hall	46%	24	Year 1-10	Investigate new location at site at time of renewal
Railway Park	Colo Vale		Community 3	Play Space 3	Very small playspace with shade cover next to historic railway line	46%	9	Year 11-20	Maintain at current level
Richie Park	Moss Vale		Community 3	Play Space 3	Large park with good road frontage but poor location at end of residential area/adjacent industrial area	40%	24	Year 1-10	Maintain at current level
Robinia Park	East Bowral		Community 3	Play Space 3	Small site with access via paths from 3 roads- no direct road frontage. Small combo unit and swing set	37%	15	No Renewal	Remove at end of life



Rotherwood Park	Renwick		Community 3	Play Space 1	Corner site - well developed new park with extensive landscaping	70%	1	Year 11-20	Maintain at current level
Seymour Park	Moss Vale		Community 2	Play Space 1	Located at top of very large, well treed park. Small combo unit, swing & seesaw	49%	23	Year 1-10	Development with additional play items, and associated facilities
Stephens Park	Bowral		Sports 2	Play Space 3	Next to road/car park beside sports fields	45%	20	Year 1-10	Maintain at current level
Sunrise Park	Yerrinbool		Community 3	Play Space 2	Small section size site with very basic small combo unit and swing	47%	18	Year 1-10	Maintain at current level. Consider play value at renewal

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Thwaites Park	Moss Vale		Community 3	Play Space 3	Quite large com park at end of cul-de-sac with link to second cul-de-sac. Small new combo unit and swing set	35%	17	No Renewal	Remove at end of life
Waratah Park	Hill Top		Community 2	Play Space 2	Small site located at end of Hall/ street corner	55%	22	Year 1-10	Maintain at current level
Welby Oval	Welby		Sports 2	Play Space 2	Medium Combo unit and swing set next to field	44%	21	Year 1-10	Maintain at current level
Winifred West Park	Mittagong		Premier 2	Play Space 2	Small combo unit and swing- fairly new -not up to Premier park level	58%	3	Year 11-20	Maintain at current level



Appendix 3 – Renewal Plan (Scenario 3)

Site	Suburb	Playground Category	Total Score %	Age	Renewal Value \$	Years	Renewal Group
Centennial Park	Bowral	Playspace 3	40%	21	65,000	2020 to 2029	1
Church Road	Moss Vale	Playspace 3	42%	17	65,000		2
Welby Oval	Welby	Playspace 2	44%	22	200,000		1
Isabella Park	East Bowral	Playspace 3	44%	18	65,000		1
Apex Park	Burradoo	Playspace 3	44%	17	65,000		1
Cook Street Park	Mittagong	Playspace 3	29%	21	65,000		1
Stephens Park	Bowral	Playspace 3	45%	21	65,000		1
Penrose Park	Penrose	Playspace 3	46%	25	65,000		1
Burrawang Oval	Burrawang	Playspace 3	46%	17	65,000		1
Jurd Park	Colo Vale	Playspace 2	47%	26	200,000		1
Sunrise Park	Yerrinbool	Playspace 2	47%	19	200,000		1
Seymour Park	Moss Vale	Playspace 1	49%	24	480,000		1
Broulee Park	Moss Vale	Playspace 2	49%	20	200,000		1
Alice Park	East Bowral	Playspace 2	49%	17	200,000		1
Waratah Park	Hill Top	Playspace 2	55%	23	200,000		1
New Berrima Community Hall	New Berrima	Playspace 2	55%	19	200,000		1
Casburn Park	Wingello	Playspace 1	56%	17	480,000		1
Ritchie Park	Moss Vale	Playspace 3	40%	25	65,000	1	

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Site	Suburb	Playground Category	Total Score %	Age	Renewal Value \$	Years	Renewal Group
Exeter Oval	Exeter	Playspace 1	58%	24	480,000		1
Lackey Park	Moss Vale	Playspace 3	42%	4	65,000	2030 to 2040	2
Railway Park	Colo Vale	Playspace 3	46%	10	65,000		2
David Woods Playing Field	East Bowral	Playspace 2	52%	10	200,000		2
Winifred West Park	Mittagong	Playspace 2	58%	4	200,000		2
Bundanoon Oval	Bundanoon	Playspace 1	60%	4	480,000		2
Hampden Park	Robertson	Playspace 1	62%	6	480,000		2
Glebe Park	Bowral	Playspace 1	68%	9	480,000		2
Berrima Market Place	Berrima	Playspace 1	68%	5	480,000		2
Acacia Park	Moss Vale	Playspace 2	69%	5	200,000		2
Rotherwood Park	Renwick	Playspace 1	70%	2	480,000		2
Lake Alexandra Reserve	Mittagong	Playspace 1	71%	9	480,000		2
Mirren Nunguna Gulla Park	Renwick	Playspace 1	79%	2	480,000		2
Hoddle Street Playground	Burrawang	Playspace 2	57%	1	200,000		2
Boronia Park	Hill Top	Playspace 3	53%	1	65,000		2
Colo Street Park	Mittagong	Playspace 3	45%	26			3
Argyle Street Playground	Moss Vale	Playspace 3	33%	21			3
Thwaites Park	Moss Vale	Playspace 3	35%	18			3
Jasmine Street Park	Colo Vale	Playspace 3	37%	24		3	
Robinia Park	East Bowral	Playspace 3	37%	16		3	



Site	Suburb	Playground Category	Total Score %	Age	Renewal Value \$	Years	Renewal Group
Broughton Park	Bundanoon	Playspace 3	39%	25			3
Coromandel Place Park	Moss Vale	Playspace 3	40%	25			3
Monterey Park	Moss Vale	Playspace 3	56%	1			3
Loseby Park	Bowral	Playspace 2	42%	17			3
Jensen Park	Exeter	Playspace 3	41%	24			3
Goode Park	Moss Vale	Playspace 3	41%	16			3
Henderson Park	Moss Vale	Playspace 3	50%	8			3
Orient Street Playground	Willow Vale	Playspace 3	44%	24			3
Berrima Campground	Berrima	Playspace 3	45%	17			3
Mimosa Gardens	Fitzroy Falls	Playspace 3	46%	4			3
Sub Total 2020-2029					3,785,000		
Sub Total 2030-2040					6,545,000		
TOTAL for 20 years					10,330,000		



Appendix 4 – Level of Service and Funding Options Scenarios

Scenario One

Scenario One is based on continuing to operate within the current allocated budget. This will mean replacing play equipment like for like, and not replacing approximately 23 playgrounds at the end of their life, ultimately resulting in reducing the provision of playgrounds to nearly half the current number.

Under this scenario, limited funding is provided to replace any playgrounds to Level 1 standard.

The Draft Strategy also recommends removing a number of playgrounds, but this is based on a number of sites having poor site location values and also to help ensure affordability for increasing service levels and play value experience at the remaining playgrounds.

For the following ten-year period (2030-2040), funding provision will be reviewed to determine if additional funding is provided to assist in meeting desired level of service for play space renewal projects, and/or continue to adjust the number of playgrounds provided to match budget provision.

Scenario 1 - Current budget provision - replacing like for like			
	Number for renewal next 10 years	Replacement Cost	Total
Level 1 Playspace	1	\$200,000	\$200,000
Level 2 Playspace	8	\$120,000	\$960,000
Level 3 Playspace	3	\$35,000	\$105,000
TOTAL	12		\$1,065,000
AVERAGE PER YEAR			\$126,500
OPEX			\$30,000
ANNUAL TOTAL			\$156,500
ADDITIONAL BUDGET			\$0

Playground provision	
Current number of playgrounds	48
Number of playgrounds Scenario 1 provides for	24
Number of playgrounds to be removed/not replaced	24



Scenario Two

Scenario Two is based on continuing to maintain current level of service with play equipment largely being replaced like for like, with no increase in LoS as is recommended in the draft strategy for play equipment and added features such as landscaping.

Current OPEX budget for inspections and maintenance was \$30,000 in 18/19, however actual cost was \$58,600. (which is still well below the industry median which would indicate an OPEX budget in the order of \$120,000)¹³.

Scenario 2 – Current Level of Service 1-10 years			
Description	Number for renewal next 10 years	Replacement Cost	Total
Level 1 Playspace	3	\$200,000	\$600,000
Level 2 Playspace	7	\$120,000	\$840,000
Level 3 Playspace	9	\$35,000	\$315,000
TOTAL	19		\$1,755,000
AVERAGE PER YEAR			\$175,500
OPEX			\$60,000
ANNUAL TOTAL			\$235,500
ADDITIONAL BUDGET			\$69,500

Scenario 2 – Current Level of Service – 11-20 years			
Description	Number for renewal 11-20 years	Replacement Cost	Total
Level 1 Playspace	7	\$200,000	\$1,400,000
Level 2 Playspace	4	\$120,000	\$480,000
Level 3 Playspace	3	\$35,000	\$105,000
TOTAL	14		\$1,985,000
AVERAGE PER YEAR			\$198,500
OPEX			\$60,000
ANNUAL TOTAL			\$258,500
ADDITIONAL BUDGET			\$92,500

Playground provision	
Current number of playgrounds	48
Number of playgrounds Scenario 2 provides for	33
Number of playgrounds to be removed/not replaced	15

¹³ IPWEA Yardstick Parks Benchmarks Report 2018



Scenario Three

Scenario Three is based on implementing the recommendations and level of service proposed in the Draft Strategy, **excluding** the development of a Destination playground.

Current OPEX budget for inspections and maintenance was \$30,000 in 18/19, however actual cost was \$58,600 (which is still well below the industry median which would indicate an OPEX budget in the order of \$120,000)¹⁴. The budget is increased by \$20,000 for years 11-20 to cater for new playground developments resulting from subdivisional development.

Scenario 3 – Current Level of Service 1-10 years			
Description	Number for renewal next 10 years	Replacement Cost	Total
Level 1 Playspace	3	\$480,000-\$900,000	\$1,440,000
Level 2 Playspace	7	\$200,000-\$350,000	\$1,700,000
Level 3 Playspace	9	\$65,000-\$90,000	\$645,000
TOTAL	19		\$3,785,000
AVERAGE PER YEAR			\$378,500
OPEX			\$100,000
ANNUAL TOTAL			\$478,500
ADDITIONAL BUDGET			\$312,500

Scenario 3 – Current Level of Service – 11-20 years			
Description	Number for renewal 11-20 years	Replacement Cost	Total
Level 1 Playspace	7	\$480,000-\$900,000	\$5,280,000
Level 2 Playspace	4	\$200,000-\$350,000	\$1,025,000
Level 3 Playspace	3	\$65,000-\$90,000	\$240,000
TOTAL	14		\$6,545,000
AVERAGE PER YEAR			\$654,500
OPEX			\$120,000
ANNUAL TOTAL			\$774,500
ADDITIONAL BUDGET			\$608,500

Playground provision	
Current number of playgrounds	48
Number of playgrounds Scenario 3 provides for	33
Number of playgrounds to be removed/not replaced	15

¹⁴ IPWEA Yardstick Parks Benchmarks Report 2018



Scenario Four

Scenario Four is based on implementing the recommendations and level of service proposed in the Draft Strategy, **including** the development of a Destination playground.

Scenario 4 – Current Level of Service 1-10 years			
Description	Number for renewal next 10 years	Replacement Cost	Total
Destination (new)	1	\$1,500,000+	\$1,500,000+
Level 1 Playspace	3	\$480,000-\$900,000	\$1,440,000
Level 2 Playspace	7	\$200,000-\$350,000	\$1,700,000
Level 3 Playspace	9	\$65,000-\$90,000	\$645,000
TOTAL	20		\$5,285,000+
AVERAGE PER YEAR			\$528,500+
OPEX			\$130,000
ANNUAL TOTAL			\$658,500+
ADDITIONAL BUDGET			\$492,500+

Scenario 4 – Current Level of Service – 11-20 years			
Description	Number for renewal 11-20 years	Replacement Cost	Total
Level 1 Playspace	7	\$480,000-\$900,000	\$5,280,000
Level 2 Playspace	4	\$200,000-\$350,000	\$1,025,000
Level 3 Playspace	3	\$65,000-\$90,000	\$240,000
TOTAL	14		\$6,545,000
AVERAGE PER YEAR			\$654,500
OPEX			\$130,000
ANNUAL TOTAL			\$784,500
ADDITIONAL BUDGET			\$618,500

Playground provision	
Current number of playgrounds	48
Number of playgrounds Scenario 4 provides for	34
Number of playgrounds to be removed/not replaced	15

Summary

Scenarios Three and Four are recommended to enable appropriate funding of the desired level of service in the Draft Play Space Strategy. This level of service is designed to meet a reasonable balance between affordability and meeting current and future playspace needs for residents and visitors to the Shire.

The destination playground in Scenario Four will provide a significant level of service increase for residents in addition to providing a significant attraction to visitors.

Determination to pursue the development of a destination playground can be deferred until a subsequent review and update of the strategy in 5-10 years, and in the meantime, potential location and external funding opportunities can continue to be explored.





Appendix 5 –Playspace Assessment Criteria

Criteria Assessed

Site Description
Playspace/park category
Description of site and its surroundings (which aspects of the site are being assessed?)
What fencing is provided
Location
Informal oversight
Personal safety, lighting and security
Potential for meeting other children
Accessibility in getting there
Designed for the site/landscaping
Lack of hazards present (e.g. water/high volume road)
Play Value
Enticing to children to play
Play needs of different ages
Movement
Inclusive access
Inclusive equipment
Imaginative play
Loose parts
Space for ball games
Added play value
Access to the natural environment
Places for children to sit/socialise
Ancillary facilities
Seating for adults
Drinking fountains
Litter Bins
Toilet facilities
Shade
Summary
Judgements for planning (what needs to be considered for this site when making future decisions and site potential)



Appendix 6 – Play Value Assessment Criteria

1.1 Play needs of different ages

Score	Assessment criteria
1. Very Good	Play features meet the play needs of all 3 age groups (under 4, 5-10 and 11-13) in a reasonably well balanced way.
2. Good	Play features meet the play needs of 2 age groups in a well-balanced way (i.e. approx. 50/50)
3. Average	Play features meet the play needs of 2 age groups in a less balanced way (e.g. 70/30)
4. Poor	Play features really only meet the play needs of 1 age group but some equipment might possibly be used by another age group
5. Very Poor	Features and equipment clearly only cater for the play needs of only 1 age group (typically small toddler units)

1.2 Movement

Score	Assessment criteria
1. Very Good	Equipment and features provide a very wide range of dynamic movement sensations including; for example, swinging, sliding, spinning, climbing, balance, or moving around freely using their whole body.
2. Good	Equipment and features provide a good range of different ways of dynamic movement activities and experiences.
3. Average	Equipment and features provide a reasonable range (3-4 items of different ways of dynamic movement activities and experiences. Typically, minimum of slide and swing and one other item.
4. Poor	Equipment and features provide a low range (1-2 items of different ways of movement activities and experiences e.g. a swing
5. Very Poor	Site offers limited activities/equipment for dynamic movement activities

1.3 Inclusive design that provides ease of access/minimal barriers for children and caregivers

Score	Assessment criteria
1. Very Good	Unobstructed access to the playspace and equipment, including sealed pathways from carpark or access point, no raised safety surface edging and rubberised or other softfall surface that allows easy access to all equipment.
2. Good	Unobstructed access to the playspace and equipment, including sealed pathways from carpark or access point, no raised safety surface edging and rubberised or other softfall surface that allows easy access to selected items of play equipment
3. Average	Unobstructed access to the playspace and equipment, including sealed pathways from carpark or access point, loose material softfall and possibly raised edging
4. Poor	No pathway (or loose surface) to playspace. Loose fill softfall with edging
5. Very Poor	No pathway (or loose surface) to play equipment. Loose fill softfall with edging. Other fences, steps or barriers that limit or restrict access.

1.4 Are play activities and equipment designed with some level of inclusivity



Score	Assessment criteria
1. Very Good	A high percentage of the features/equipment are designed for a range of abilities and impairments including sensory and physical impairments and behaviours. Disabled and non-disabled children and young people are able to use the space together.
2. Good	Several (3-4) features/equipment that provide for a range of abilities
3. Average	1-2 features/equipment that provide for a range of abilities
4. Poor	Some features/equipment that may provide for a range of abilities
5. Very Poor	Site offers little or nothing for children and young people with sensory or physical impairments.

1.5 Imaginative play

Score	Assessment criteria
1. Very Good	The site has a high percentage (e.g. 30% +) of features/equipment to provoke and engage children and young people's imagination, encourage fantasy and role play e.g. through changes in level and texture, loose parts, sculptures, storytelling elements such as pirate ships, natural features and imaginative signage.
2. Good	The site has a reasonable percentage (e.g. 20-30%) of equipment/features to provoke and engage children and young people's imagination, encourage fantasy and role play
3. Average	The site has some (e.g. 10-20%) of equipment/features to provoke and engage children and young people's imagination, encourage fantasy and role play
4. Poor	The site has minimal (e.g. under 10%) of equipment/features to provoke and engage children and young people's imagination, encourage fantasy and role play
5. Very Poor	The site has no design features to provoke the children and young people's imagination, fantasy or role play.

1.6 Natural play features or opportunities

Score	Assessment criteria
1. Very Good	The site has a high percentage (e.g. 30% +) of features/equipment and landscaping that are natural in character providing a range of textures and material and play experiences- typically timber, logs, posts, rocks, stone blocks, loose materials
2. Good	The site has reasonable percentage (e.g. 20-30% +) of features/equipment/landscaping that are natural in character
3. Average	The site has some (e.g. 10-20% +) of features/equipment that are natural in character
4. Poor	The site has minimal (e.g. under 10% +) of features/equipment that are natural in character
5. Very Poor	The site has no features/equipment that are natural in character



1.7 Places for children to sit and socialise

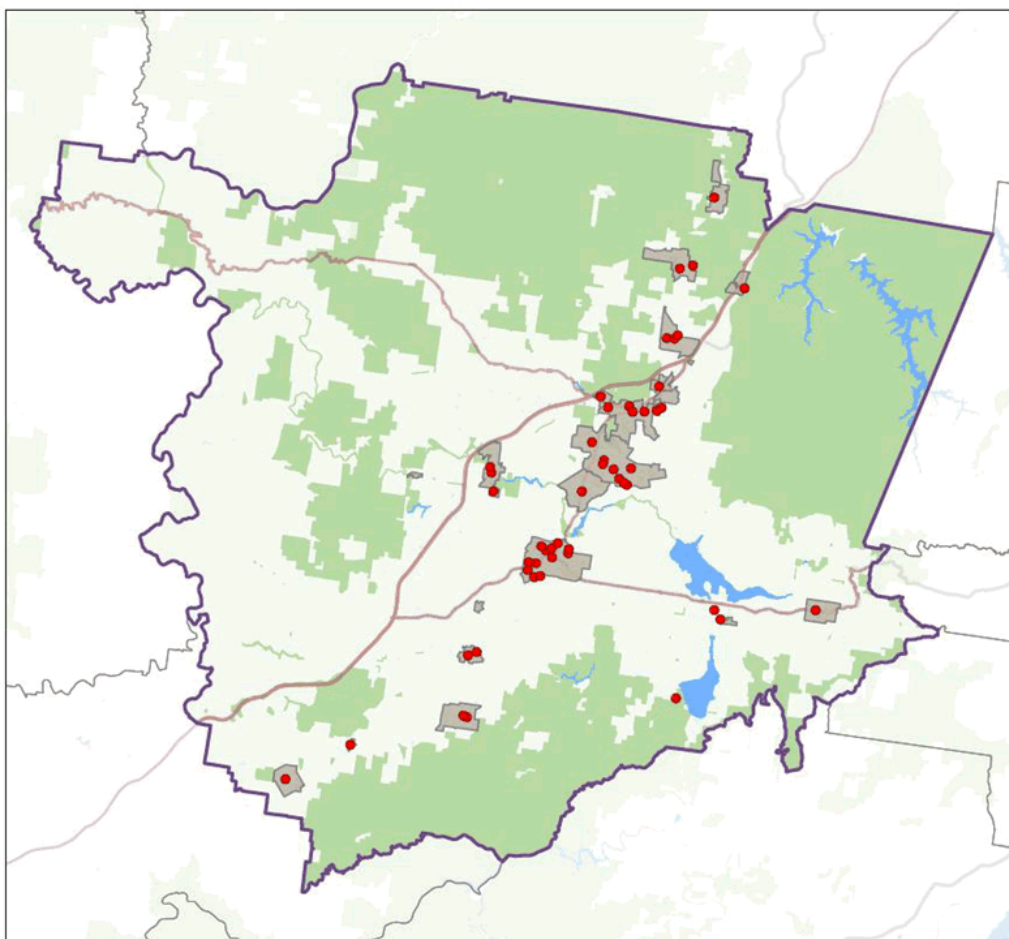
Score	Assessment criteria
1. Very Good	Children and young people can sit and play or talk together, places for children and young people to sit are incorporated into the playspace, and near to tables or other seated play surfaces.
2. Good	Some places for children and young people to sit and play or talk together
3. Average	Limited places for children and young people to sit and play or talk together
4. Poor	Limited places for children and young people to sit, not suitable for playing or talking together.
5. Very Poor	No places for children and young people to sit.

1.8 Added play value

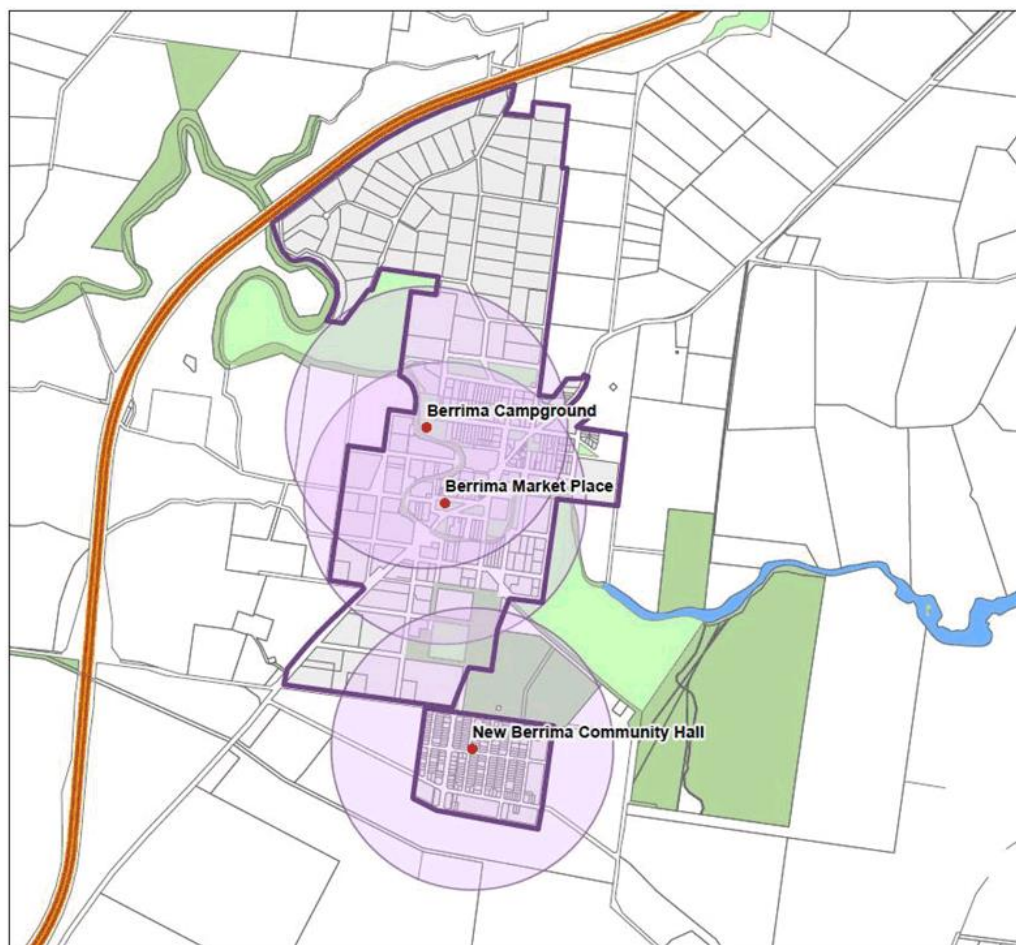
Score	Assessment criteria
1. Very Good	Features (including equipment, natural features and landscaping) are advanced in nature and add significantly to play value e.g. unique or bespoke design not typically found in other playspaces. Also; good integration and use of natural environment, a range of textures, planting, use of contours, challenging, risk, cooperation needed, and attention paid to all the senses.
2. Good	Some features are advanced in nature and add to play value e.g. unique or bespoke design not typically found in other playspaces.
3. Average	Some features (including equipment, natural features and landscaping) are more than basic and add to play value.
4. Poor	Features (including equipment, natural features and landscaping) are more than basic and adds to play value but does not do so significantly.
5. Very Poor	Equipment, is at basic "off the shelf" level only and provides no added play value.

Appendix 7 – Current Playspace Distribution Maps

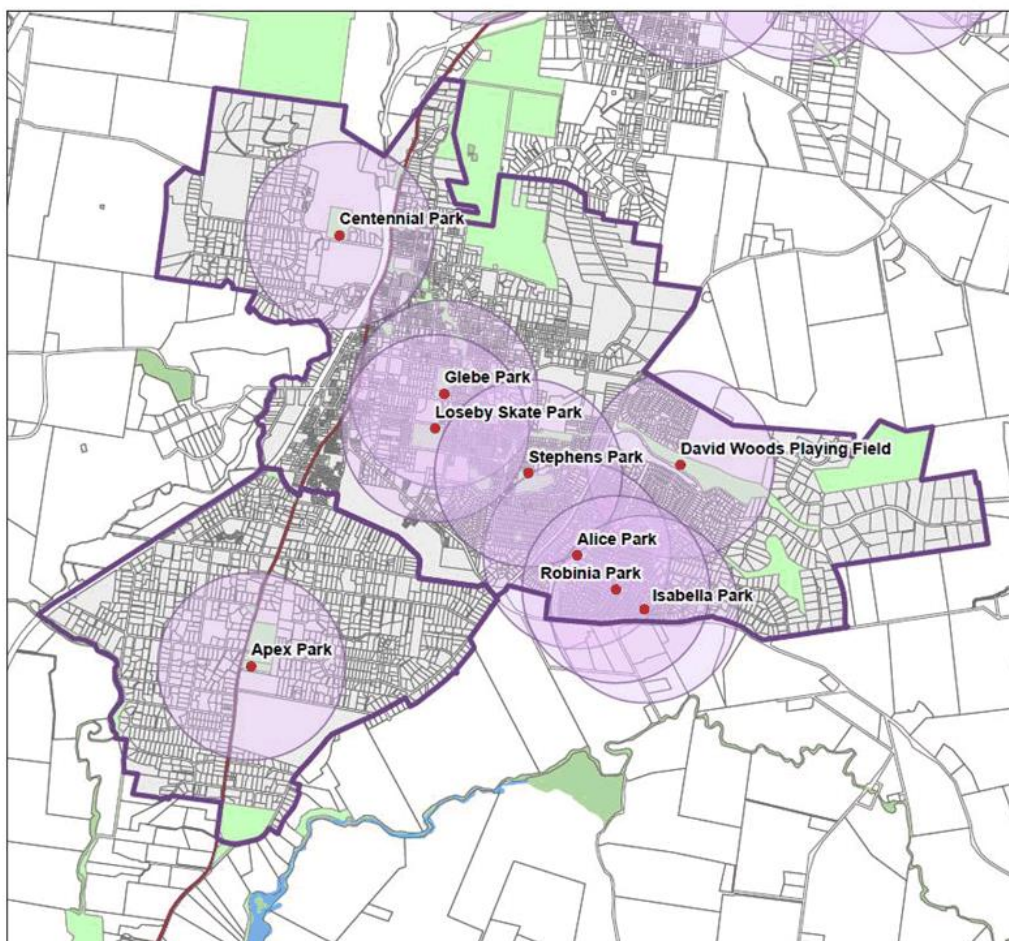
Map 1 – Wingecarribee LGA Playground Distribution



Map 2 – Berrima / New Berrima

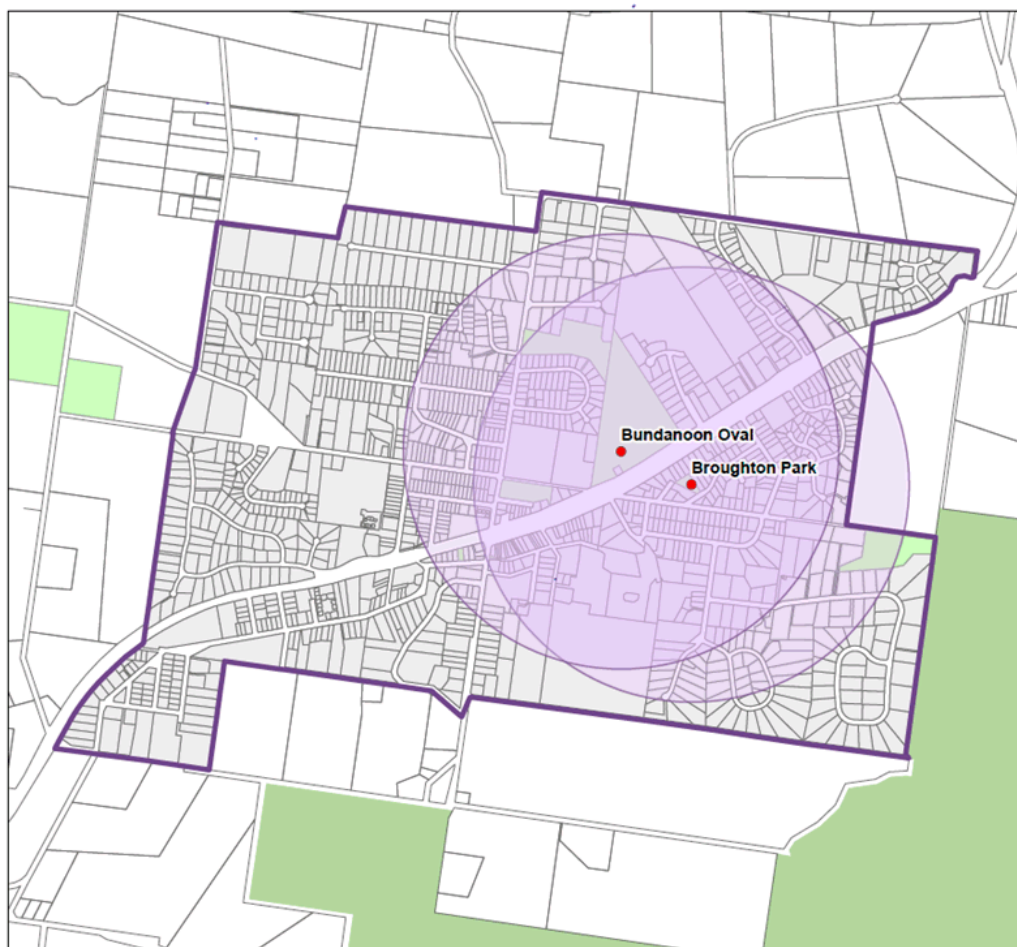


Map 3- Bowral

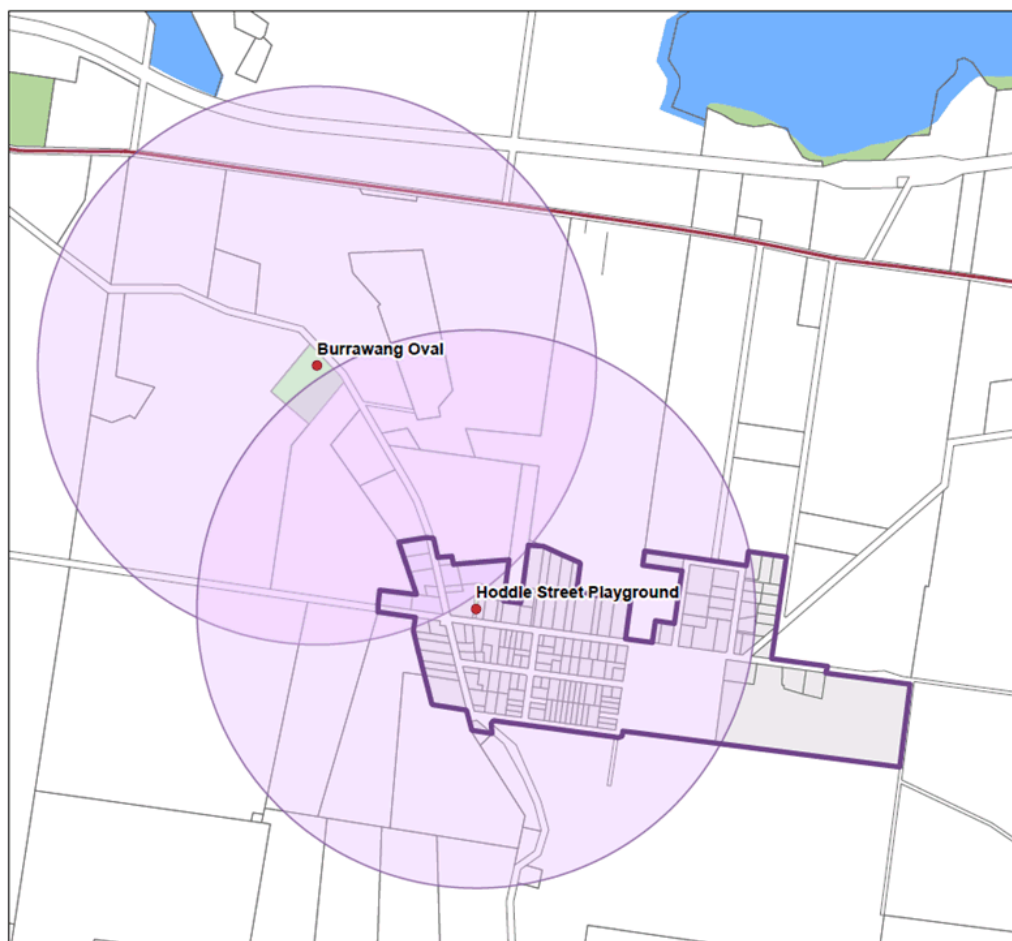




Map 4 - Bundanoon

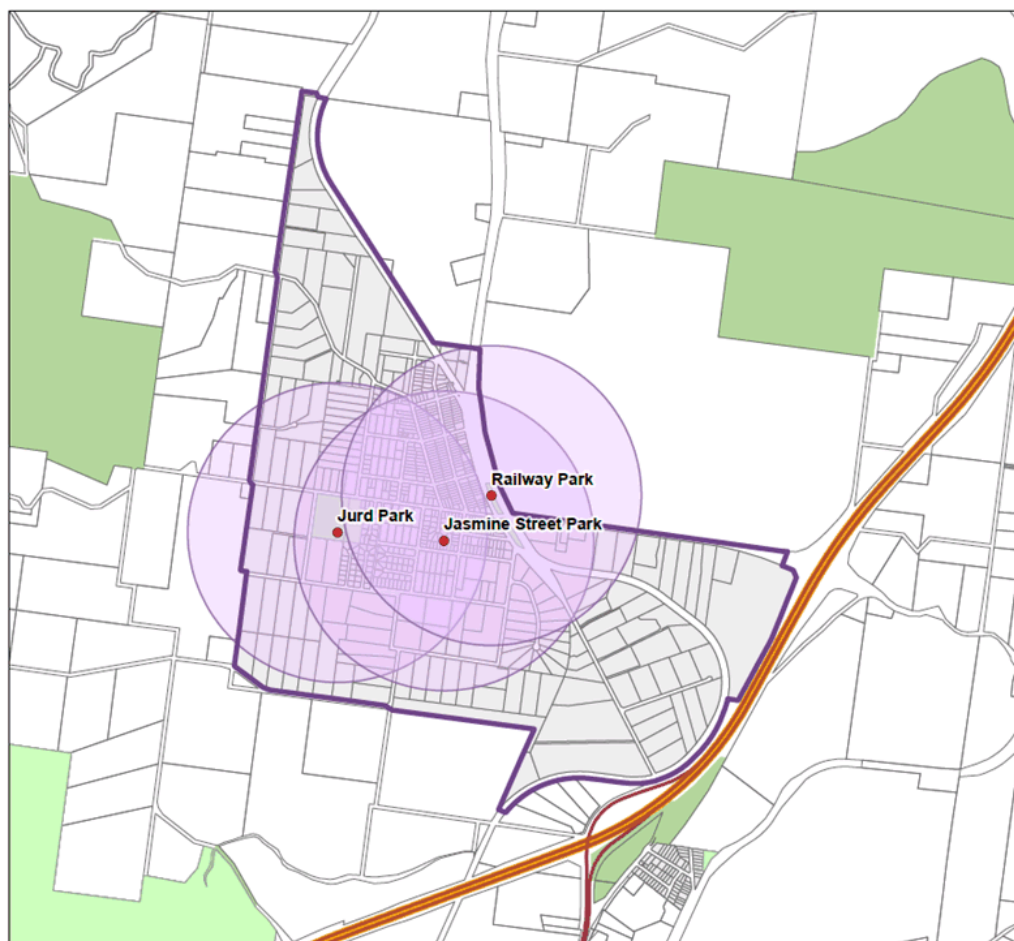


Map 5 – Burrawang

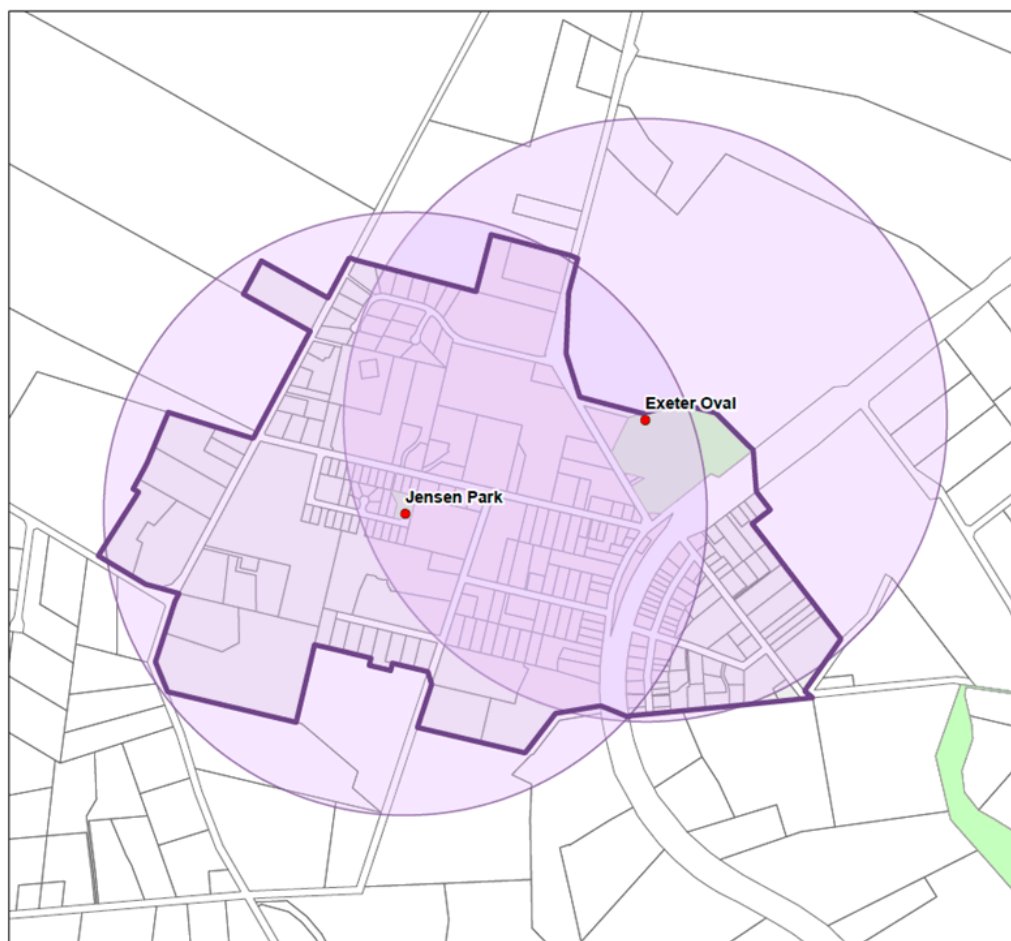




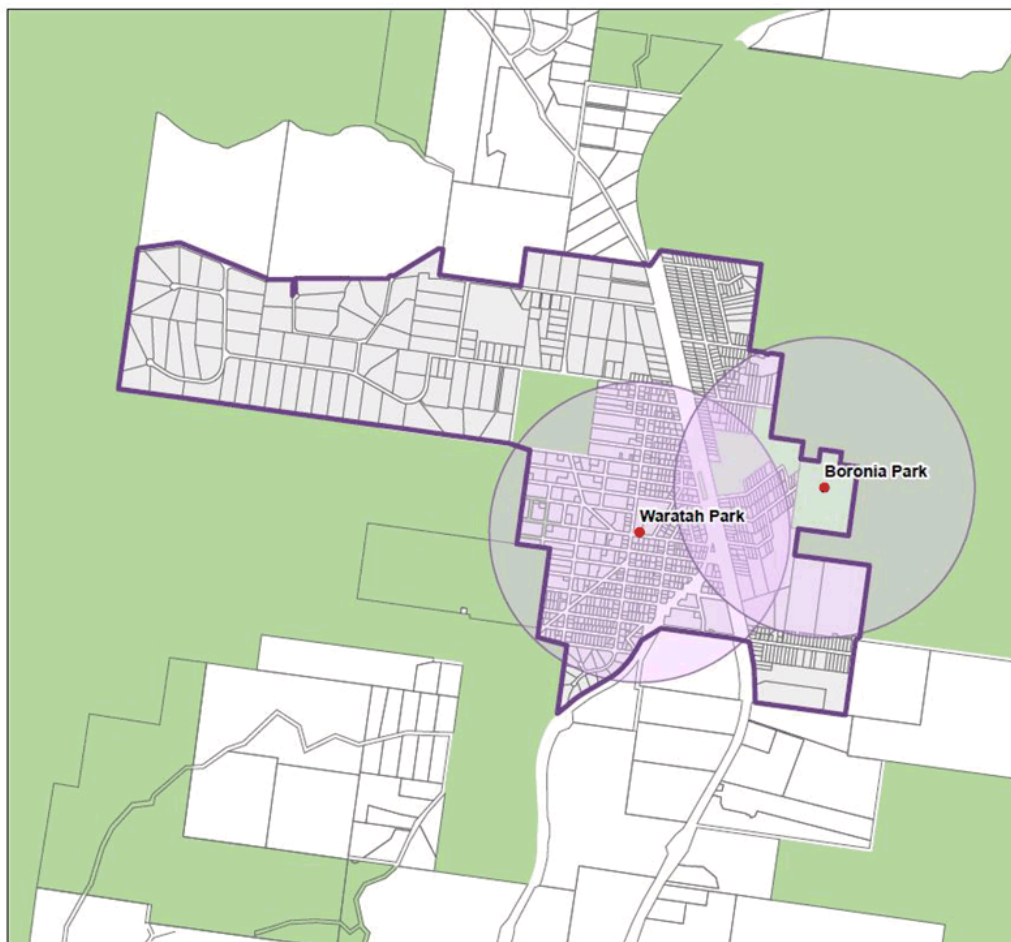
Map 6- Colo Vale



Map 7 - Exeter

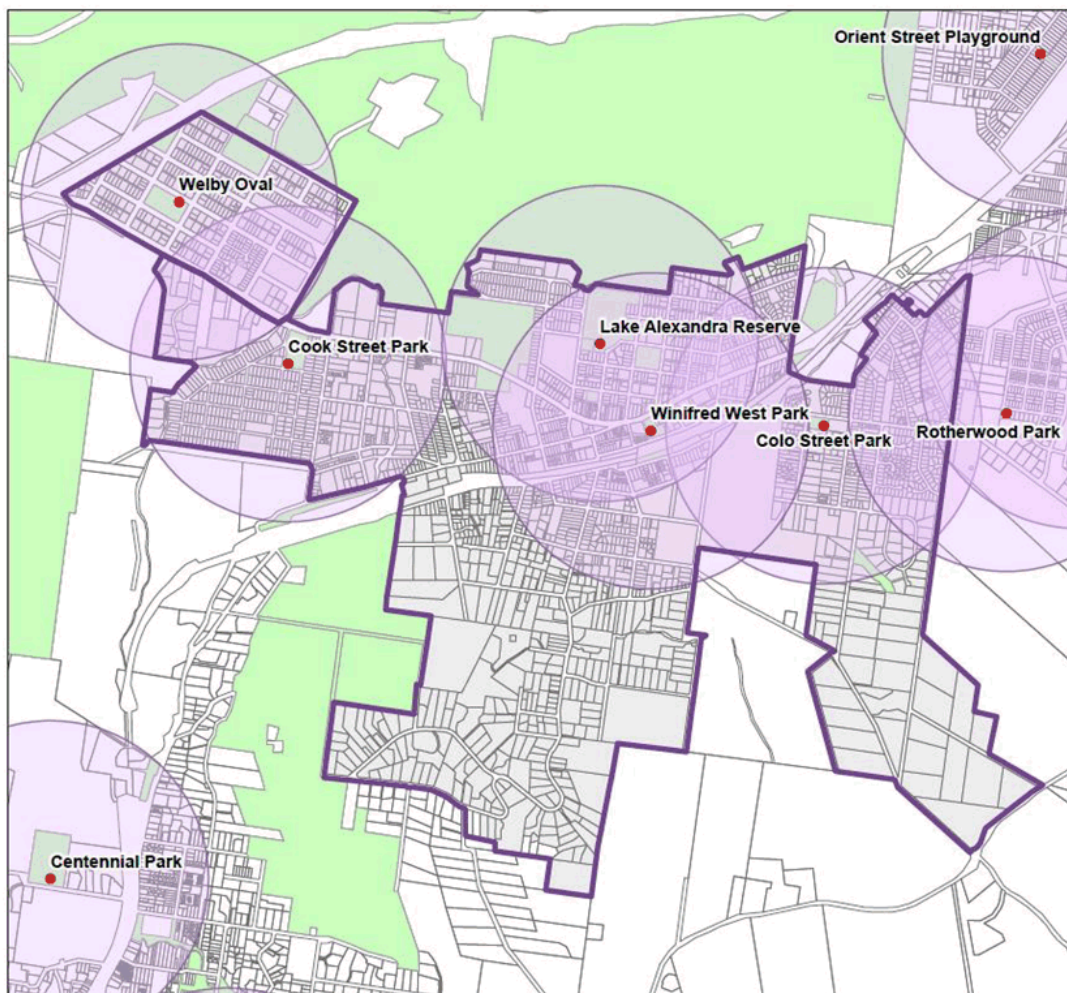


Map 8 – Hill Top



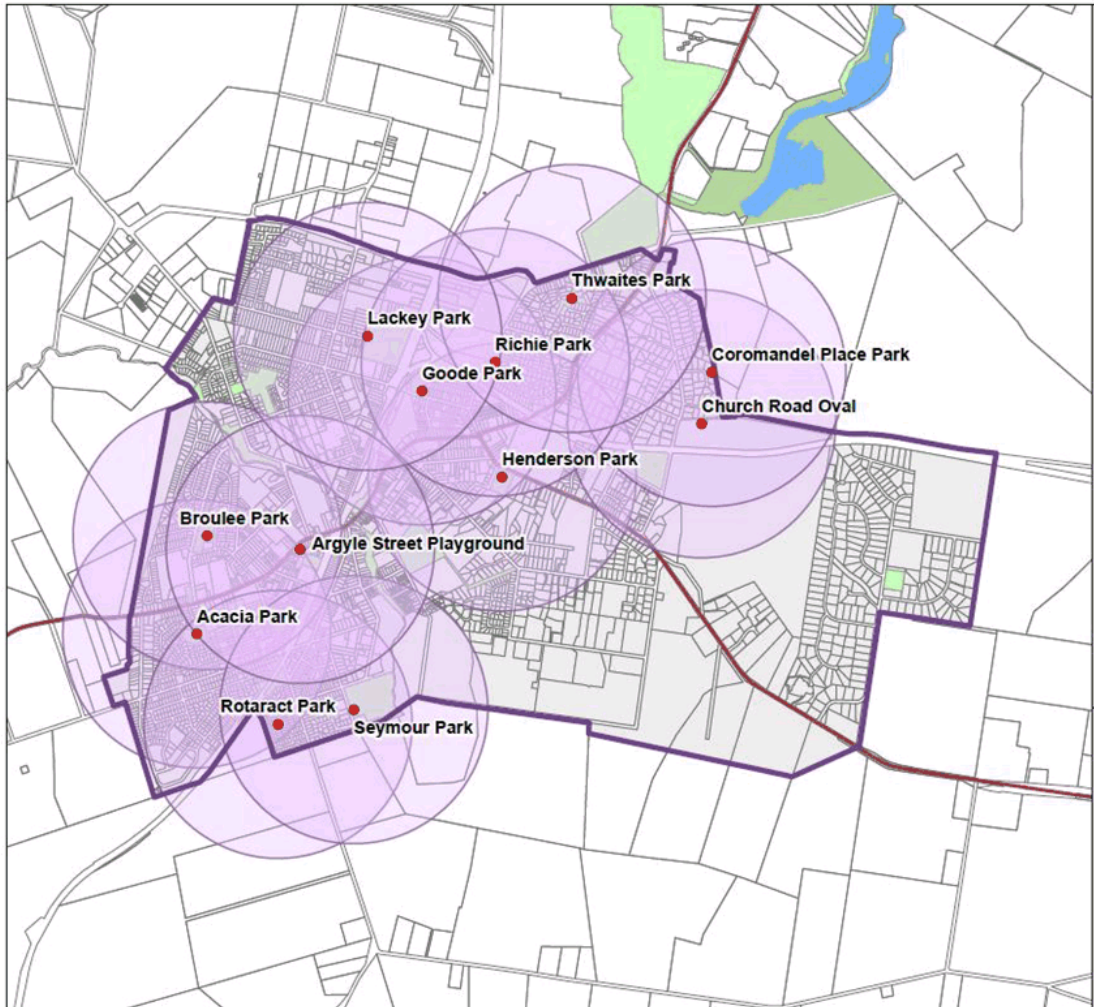


Map 9 – Mittagong / Welby

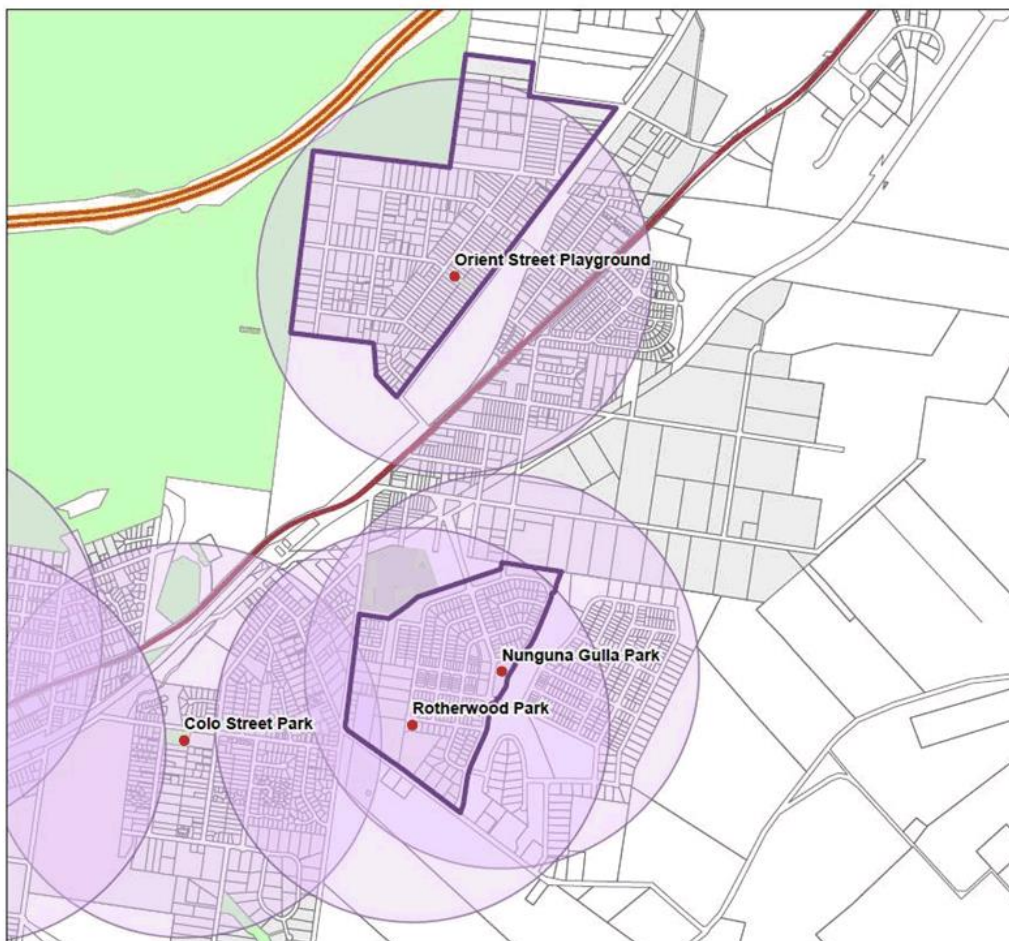




Map 10 - Moss Vale



Map 11 – Renwick / Willow Vale





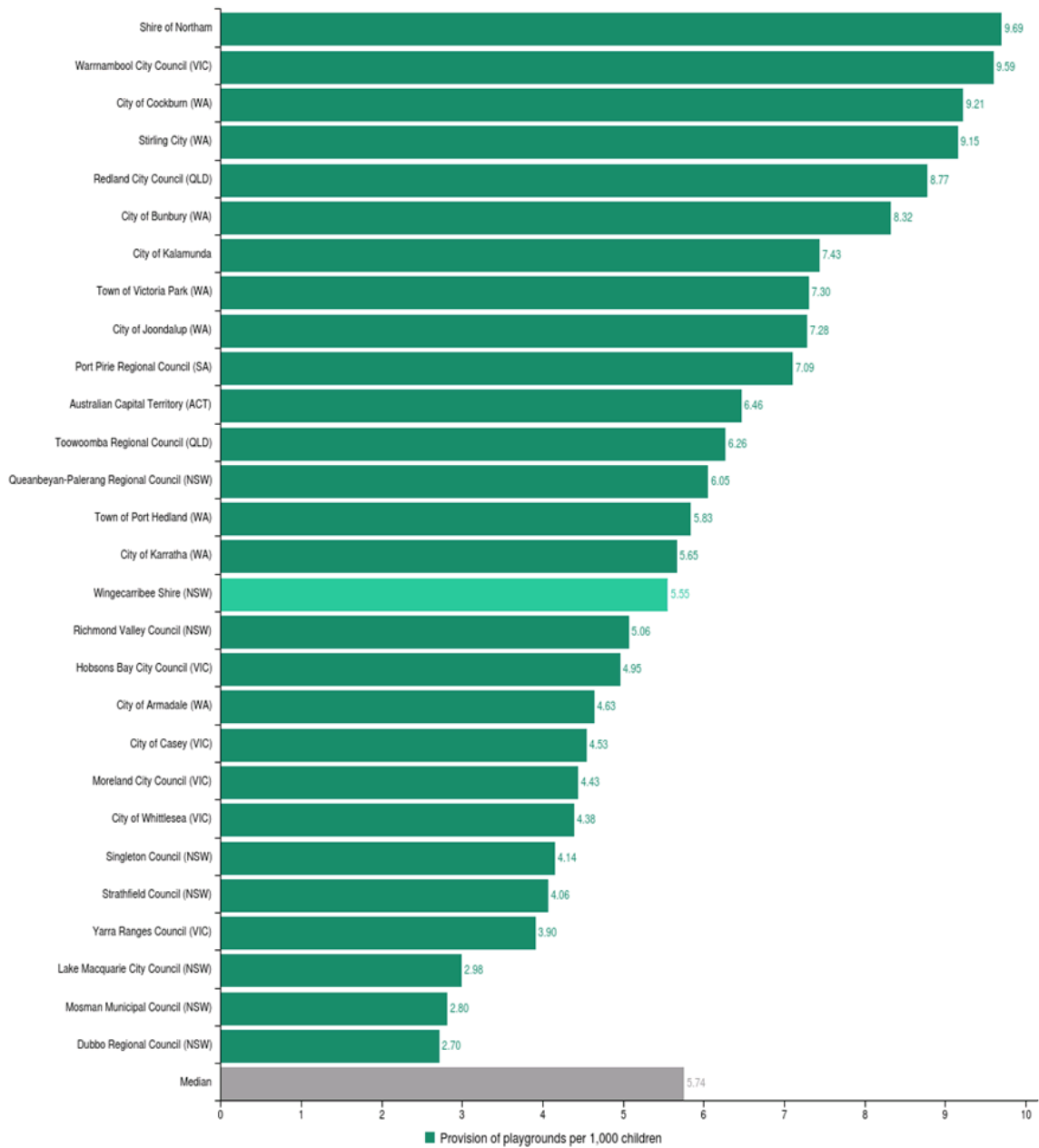
Appendix 8 – Provision of Playgrounds

Extract from Yardstick Benchmarking 2018

A. Provision: **Playground and youth facility provision**

Number of playgrounds per 1,000 children

Year Selection: 2018





Appendix 9 – Sample of Submission Comments

- Something for little kids. And those with special needs- softer/better flooring at parks that aren't grass.
- A large interesting park suitable for all ages with shade and facilities that are actually open would be amazing.
- A large, central park in the northern villages would be wonderful. Somewhere for our local kids to share and meet that doesn't include a long car ride and lots of organising to see friends after school , weekends etc
- Something to entertain the older children.
- Spaces for playing on bikes and scooters
- They would love to go to a local park that caters for their age and abilities rather than having to travel.
- Each town should have a large playground. It should be a place where friends, family and community can gather.
- For my use, I would just need a equipment for a range of ages - green space and trees for my teenager, challenging equipment for my 9 year old and some smaller stuff for the little ones
- Just maintain the equipment and keep the park clean. Toilets aren't that important but ensuring the park is clean and safe from rubbish is important for the kids.
- Equipment for a range of ages, nature based play (eg. places to just play hide & seek etc). Clean toilets, bubblers, water based play for summer.
- Fun playgrounds that invoked imagine play etc
- Leave space for adventure - don't overdevelop and make the space so sterile.
- As previously stated make the equipment assessable for children with special needs.
- Lots of playgrounds with lots of activities and space. Berrima is a good example. Activities, adventure, toilets, and space.
- I now have older children, so more challenging playgrounds would be fantastic.
- Try and include within the one playground some equipment that caters for children of different ages, something for toddlers up to primary aged kids
- Not all parents can drive easily and so smaller locations are needed. This survey makes me chose one over another and I don't like that.
- We desperately need a Centralised LARGE playground in BOWRAL but the smaller ones are also needed for those that can not travel.
- I understand all is not possible but the large one needs to be introduced and then see what smaller ones can be removed if no one is using them.
- As my children are very active we just need a fenced park. Unfortunately the fences are inadequate or older kids leave gates open. Do you have to spell it out to the parents with Signage? Other people don't get it as their child stays in the gate.I have used many parks around but I can't take my child anywhere. We went to Lake Alexandra's and he was playing near the storm water drain!
- Toilets and shade, along with safer climbing options for little kids as well as big kids as I have both and some parks don't cater to all ages
- People can run around and kick a ball in their backyard - we are not city slickers. Parks in the highlands need to be adventure parks. Spread out with quality equipment and places to set up for a BBQ/ party.
- Please please please look into Livvies place a charity that helps councils fund and plan inclusive playgrounds!
- Please consider disabled children!



- By providing plenty of shade over and around the play equipment and by having more play equipment for younger babies for age 1 and 2 year olds
- variety, monkey bars, shade, gardens, swings, water, smells, drinking water Great project !
- Provide more than a swing, if the Wollondilly Shire can offer their tax payers skate parks as well as normal traditional equipment I don't see why the Wingecarribee Council can't do the same for their rate payers.
- Pocket parks with a swing etc would be good but have limited equipment and then have a few of the large parks but must have all listed in survey like landscaping and shelter and outdoor exercise equipment for teens and adults social areas where you can walk and jog like around Lake at Mittagong and then have a mini pocket park branch off the adult exercise park and a visual and sensory park special needs a grass area and BBQs
- Fenced in so kids can't run through other side out of view
- Have a playground catering for a variety of ages in Robertson
- Be more aware of children with special needs so fencing and safety are a main concern. Give play space with a variety of aged equipment
- Allow for imagination in play. Most playgrounds today are prescriptive
- Less money spent on landscaping, timber and stone, these are unnecessary and found anywhere, kids can find rocks to climb everywhere. More should be spent on the amount of activities available on the structures in the play area, that's what they look forward to.
- Provide a small number of centrally located large playgrounds with facilities including bbq areas etc that cater for all ages like darling harbour, sydney park, much is playground, western parkland and Olympic park
- Natural play, large area, new equipment with challenging play
- Provide stimulating activities encouraging imagination and development
- We should provide local small playgrounds but a swing is inadequate. Some things to balance on and climb on is all that is needed.
- Provide a 'contained area', allowing free play without the constant interruption of play with 'don't go over there', 'watch out for this or that'
- Provide something our children can WALK to for exercise and play and socialize in
- Leave space for adventure - don't overdevelop and make the space so sterile.
- I like our local parks, I would go there more often if they had fences.
- Maintain the unique nature of our towns, including the smaller parks and open spaces.
- Local playgrounds should reflect our rural neighbourhood, not replicate the bland, seen everywhere plastic structures which offer little challenge to kids over 5.
- Provide a variety of equipment and experiences for school age children
- I love the idea of tiny local parks, close to home with very little facilities. I think it's super important to have these. But we need the bigger centrally located parks to have top notch facilities which are maintained!
- The playground should not only be targeting physical enjoyment but educational. Subtle messages can be incorporated in landscaping, type of activity, outcomes, etc. Where possible, selection of equipment should target all members of the family with the possible inclusion of small area for dogs.



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ATTACHMENTS TO REPORT

Item 12.1

Planning Proposal to Rezone and Reduce the Minimum Lot Size of 50A Bulwer Road, Moss Vale

Attachment 2

Figure 2 - Location of subject site

Attachment 3

Figure 3 - Adopted proposed Zoning and Minimum lot size for the study area

Attachment 4

Figure 4 - Three lots in the Subject Site

Attachment 5

Figure 5 - Sewer and Water Infrastructure around the Subject Site

Attachment 6

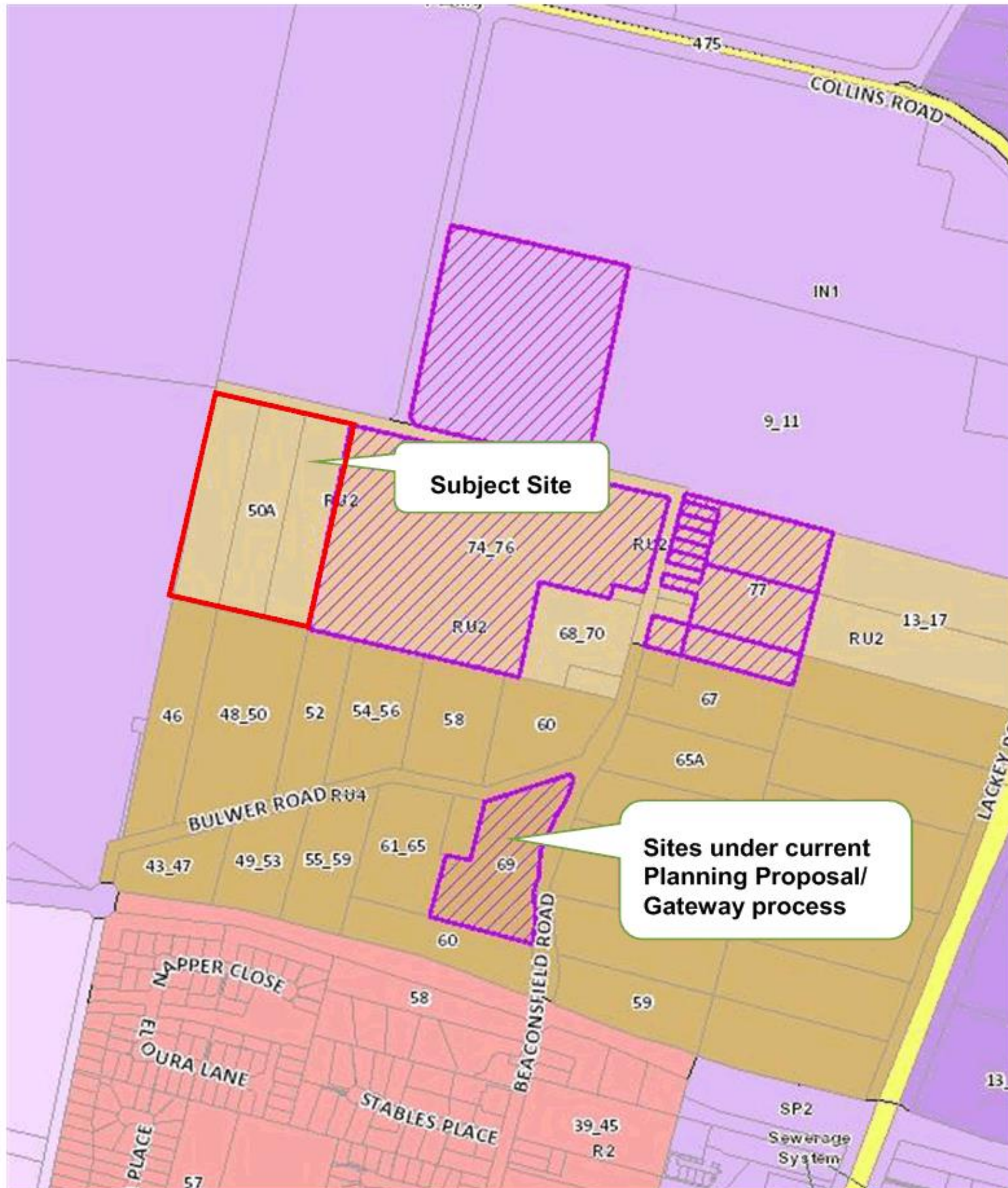
Figure 6 - Flooding constraint of the subject land

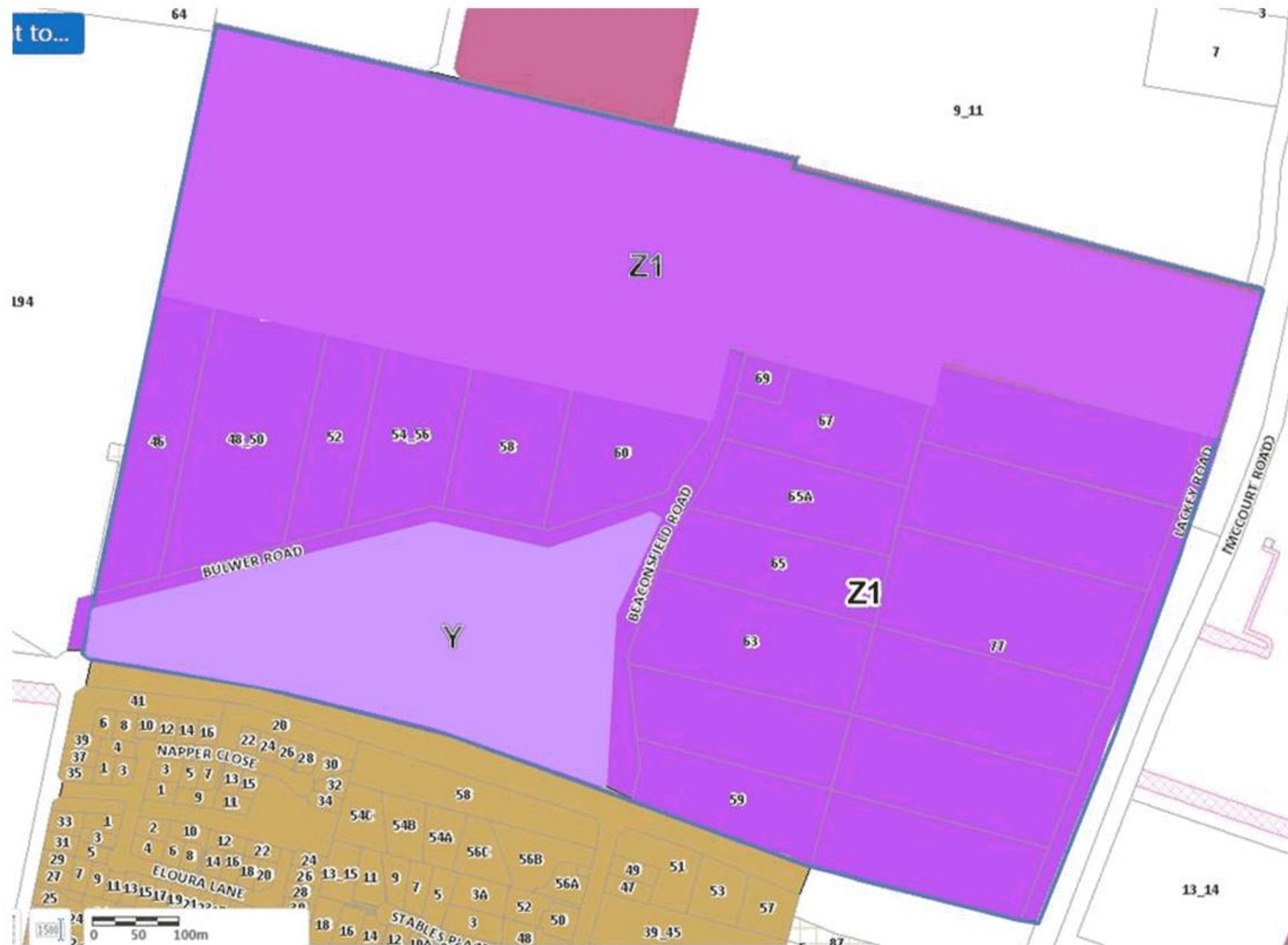
Attachment 7

Figure 7 - Vegetation and mapped Threatened Ecological

Attachment 8

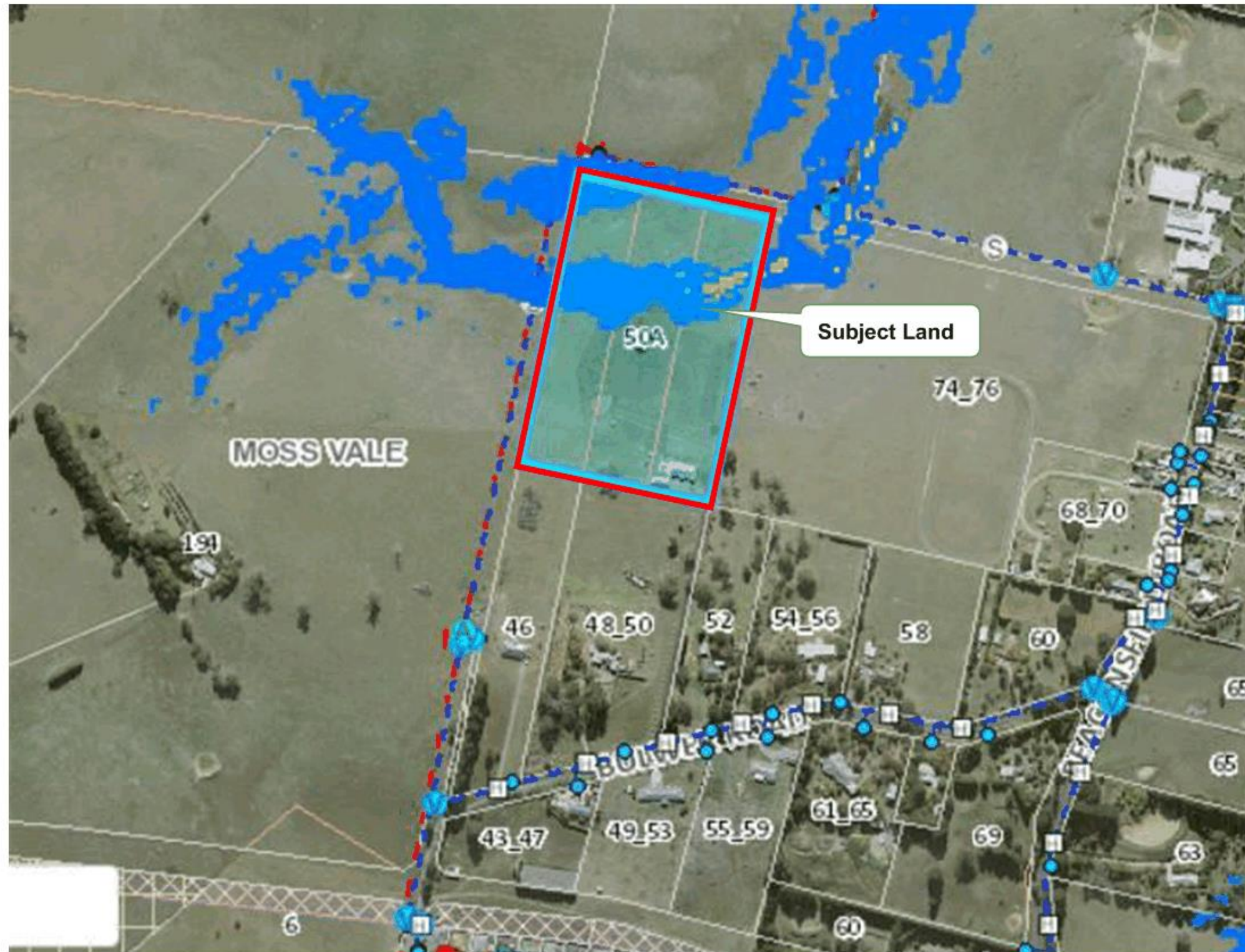
Figure 8 - Mapped Bushfire threat around the subject land















ATTACHMENTS TO REPORT

Item 12.2

Draft Committee Manual 2016-2021

Attachment 1

Committee Manual 2016-2021



Wingecarribee Shire Council Committee Manual 2016-2021

Adopted by Council on
Insert date (MN ##)



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1 Introduction

The purpose of this manual is to document the broad governance framework and appointment to committees for the 2016-2021 Council term. The manual is comprised of two sections. The first section of the manual deals with broad committee governance matters which apply to all forums, while the second part of the manual provides committee-specific terms of reference. The manual will be reviewed and updated to ensure it remains an accurate repository of all committee Terms of Reference and membership.

2 Committee Governance Structure

At its meeting on 23 November 2016 Council adopted its committee governance structure for the 2016-2020 term. The structure includes:

- Council committees
- Advisory committees
- Community reference groups
- Sunset working groups
- External committees

On 8 February 2017, Council adopted the Committee Manual 2016-2020. At its meeting on 10 June 2020, Council revised the duration of the committee governance structure by amending the Committee Manual 2016-2020 through the adoption of this manual which extended the term of Council's committees to 2021. This kept the term of Council's committees aligned with the Council term, which was extended following the decision of the NSW Government in March 2020 to postpone local government elections.

A Council committee is one where all the members of the committee are councillors; however, not all Councillors must be members. The committee must be chaired by the Mayor or a Chair elected from its membership or by the Council.

Section 10(1) of the *Local Government Act 1993* states:

- (a) everyone is entitled to attend a meeting of the council and those of its committees of which all the members are councillors, and
- (b) a council must ensure that all meetings of the council and of such committees are open to the public.

In addition to Council committees, Council also supports a number of advisory committees, reference groups, working groups and external committees. These committees and groups provide a mechanism by which interested residents and stakeholders can provide input into council policy development, direction and practice. They are an important link in Council's communication and engagement strategies and are supported via other community engagement methods. Committees are established by Council to:

- Harness the views of the wider community;
- Assist Council in its understanding of, and approach to, specific or localised issues, initiatives or community assets; and
- Provide a structured approach to the ongoing involvement of community members in Council affairs and the democratic process.

An overview of the agreed structure which helps guide Council decision making is outlined in Table 1.



Table 1: Committee Structure 2016-2021

Council Committees	<p>Committees established under clause 260 of the <i>Local Government (General) Regulation 2005</i> which are comprised only of Councillors. They may have delegated authority to make decisions in relation to their stated objective(s) and role(s).</p> <ul style="list-style-type: none"> • Finance
Advisory Committees	<p>Committees which include representatives of the community, other stakeholders or agencies. These committees provide advice to Council on a range of issues as specified in each committee's terms of reference. Councillors chair all of these committees except for the Audit, Risk and Improvement Committee.</p> <ul style="list-style-type: none"> • Arts and Culture • Audit, Risk and Improvement • Community Assistance Scheme • Community Development • Demographics and Housing • Economic Development and Tourism (<i>currently on hold</i>) • Environment and Sustainability • Heritage • Local Traffic • Southern Regional Livestock Exchange • Sport and Recreation • Water and Sewerage • Wingecarribee Floodplain Risk Management
Community Reference Groups	<p>Groups established to support the functions of an Advisory Committee. These groups include Council staff and community representatives. There are no Councillor representatives other than for the Tulip Time Reference Group.</p> <ul style="list-style-type: none"> • Access • Joadja Conservation Management • Seniors • Tulip Time
Sunset Working Groups	<p>Groups established for a limited term for a specific purpose or to provide input on a specific project. They generally include representatives of the community, other stakeholders or agencies. These groups provide advice to Council on a range of issues as specified in each group's terms of reference.</p> <ul style="list-style-type: none"> • Civic Centre Refurbishment • Youth Strategy and Action Plan
External Committees	<p>Committees established by an external body and requiring a Council delegate.</p> <ul style="list-style-type: none"> • Illawarra Academy of Sport Board of Directors • Local Emergency Management Committee • Southern Joint Regional Planning Panel • Southern Highlands Community Transport Committee • Wingecarribee Community Safety Committee
Other	<ul style="list-style-type: none"> • General Manager's Performance Review Committee

Wingecarribee Shire Council – Committee Manual 2016-2021

Version: 2.0

Adoption Date: 8 February 2017 (last amended 13 December 2019)



2 Appointments

2.1 Elected Members

Councillor representatives to committees, including Chairpersons where applicable, are elected at a Council meeting. They are elected for a two-year term in alignment with the term of the Mayoral office.

Prior to the expiration of the two-year period, a Councillor workshop is convened to discuss Councillor committee representatives. Following the workshop, a detailed report on the Councillor committee representatives is submitted to Council for ratification. The last committee election was held on 10 October 2018.

Councillor representatives elected to committees for the 2018-2020 term are outlined in Table 2.

Table 2: Councillor Representatives for Advisory Committees and Reference Groups 2018-2020

Committee/Group	Councillor Membership	Councillor Representatives
Arts and Culture Advisory Committee	Three Councillor Representatives	Chair: Clr L A C Whipper Alternate Chair: Clr G J Andrews Councillor: Clr P W Nelson
Audit, Risk and Improvement Advisory Committee	Two Councillor representatives	Councillor: Clr G Markwart Clr P W Nelson
Community Assistance Scheme Advisory Committee	Arts and Culture, Community Development, Sport and Recreation Committee chairs, plus one other Councillor as Chair	Chair: Mayor T D Gair Chair of Arts and Culture/Chair of Community Development: Clr L A C Whipper Chair of Sport and Recreation: Clr G J Andrews
Community Development Advisory Committee	Four Councillor representatives	Chair: Clr L A C Whipper Alternate Chair: Clr G J Andrews Councillor: Clr G M Turland Clr G Markwart
Civic Centre Sunset Working Group	Three Councillor representatives	Chair: Clr G M Turland Alternate Chair: Clr G J Andrews Councillor: Clr P W Nelson
Demographics and Housing Advisory Committee	Three Councillor representatives	Chair: Clr G Markwart Alternate Chair: Clr I M Scandrett Councillor: Clr L A C Whipper
Economic Development and Tourism Advisory Committee <i>(currently on hold)</i>	Three Councillor representatives	Chair: Alternate Chair: Councillor:
Environment and Sustainability Advisory Committee	Two Councillor representatives	Chair: Clr L A C Whipper Alternate Chair: Clr G Markwart
General Manager's Performance Review Committee	Mayor, Deputy Mayor, Council-appointed Councillor, a General Manager-appointed Councillor and independent facilitator	Chair: Mayor T D Gair Deputy Mayor: Clr G M Turland Councillor: Clr P W Nelson General Manager's appointed Councillor: Clr G Markwart



<i>Committee/Group</i>	<i>Councillor Membership</i>	<i>Councillor Representatives</i>
Heritage Advisory Committee	Two Councillor representatives	Chair: Clr G McLaughlin Alternate Chair: Clr P W Nelson
Joadja Conservation Management Reference Group	Heritage Advisory Committee Chair	Chair: Clr G McLaughlin
Local Traffic Committee (Advisory)	Two Councillor representatives	Chair: Clr K J Halstead Alternate Chair: Mayor T D Gair
Southern Regional Livestock Exchange (SRLX) Advisory Committee	Three Councillor representatives	Chair: Mayor T D Gair Alternate Chair: Clr G M Turland Councillor: Clr K J Halstead
Sport and Recreation Advisory Committee	Three Councillor representatives	Chair: Clr G J Andrews Alternate Chair: Clr G M Turland Councillor: Clr G McLaughlin
Tulip Time Reference Group	Three Councillor representatives	Chair: Clr G M Turland Alternate Chair: Clr P W Nelson Councillor: Clr G McLaughlin
Water and Sewerage Advisory Committee	Three Councillor representatives	Chair: Clr G M Turland Alternate Chair: Clr K J Halstead Councillor: Mayor T D Gair
Wingecarribee Floodplain Risk Management Advisory Committee	Two Councillor representatives	Chair: Clr K J Halstead Alternate Chair: Clr P W Nelson

2.2 Community and Stakeholder Representatives

There are a number of Council advisory committees, reference groups and working groups that require community or stakeholder representatives. This is outlined in the respective terms of reference for each committee or group included in this manual. Council appoints community and stakeholder representatives for the four-year council term, except for working group member appointments which are based on varying project lengths.

Ideally, a committee or group will have a complementary mix of interests, talents and experience as well as an understanding of the local community's needs and aspirations. The appointment of committee members is based on an assessment of each individual's likely contribution and the optimal combination of community representatives.

Community representatives, who are willing to volunteer their time and share skills and knowledge in a range of areas, are recruited through the nomination process. After Council calls for nominations for community membership, a selection panel consisting of the Mayor, committee/group Chair (except where the Chair is to be a community representative and has yet to be appointed) and the General Manager meet to short list the nominated community representatives. Applications are assessed on the extent to which they meet the relevant criteria adopted by Council. The outcomes of the nominations process and recommendations for appointment to committees and groups are reported to Council for decision-making.

Agencies and industry bodies can nominate any suitable candidate from their organisation to participate in a committee or group on which the stakeholder is represented. Generally, this should be the same person for each meeting; however, on occasions where that person is known in advance to be unavailable an alternative representative can attend on the stakeholder's behalf. When this occurs, the relevant committee support staff and the Chair must be informed prior to the meeting.

A community representative may resign at any time by advising his or her resignation to the relevant committee support staff member in writing. If a vacancy occurs for a community



representative position within 12 months of the position being filled, the selection panel will reconvene to consider whether another person on the original short list is suitable and can be offered the position. Before the details of the recommended person are reported to Council for decision-making, this person must be contacted by committee support staff to determine if they remain available for the committee or group. This process can be repeated until a suitable candidate confirms his or her availability.

If there is no other suitable candidate available, or it is more than 12 months since the position was filled, then the position will be readvertised for nominations and the above selection process will be repeated.

Following the appointment of community and stakeholder representatives, an induction program is undertaken to ensure that they are aware of their roles and responsibilities as well as relevant Council policies and procedures.

Table 3: Community Representatives for Advisory Committees and Reference Groups 2017-2021

<i>Committee/Group</i>	<i>Community Membership</i>	<i>Community Representatives</i>
Arts and Culture Advisory Committee	Seven community representatives One agency representative	Peter Campbell Harlan Hall Maisy Stapleton Dr Allan Stiles Hamish Ta-me Michael Turczynski Mark Viner Agency Representative: Southern Tablelands ARTS -Susan Conroy Stand By: Sara Farmer
Community Development Advisory Committee	Six community representatives Three agency representatives	Lynne Burgoyne Annabel Julian Brown Ric Mejias Gavan McDonell Monica O'Connor <i>Vacant</i> Agency Representatives: <i>All vacant</i>
Demographics and Housing Advisory Committee	Six community representatives	Laurel Cheetham Nicholas Dyer Chaplain Alan Hunt Tristan Ryall Tony Ward Peter Wurfel
Economic Development and Tourism Advisory Committee <i>(currently on hold)</i>	Ten sector group representatives Two agency representatives	
Environment and Sustainability Advisory Committee	Five community representatives Four (non-voting) agency representatives	Patricia Hall Lyndall McGrath Paul Shanahan Kevin Wale Clive West Agency Representatives: South East Local Land Services Geoff O'Connor

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Committee/Group	Community Membership	Community Representatives
		Stand By: Rebecca Reidy, Simon Robinson
Heritage Advisory Committee	Representative of Berrima District Historical and Family History Society Representative of the Southern Highlands Branch of the National Trust Representative of the Southern Highlands Branch of the Australian Garden of History Society Four community representatives with knowledge and/or experience in conservation of buildings, areas and other places of cultural significance.	Dennis McManus Ian Stapleton Charlotte Webb Simon Bathgate Agency Representatives: Berrima District Historical and Family History Society – Mrs Linda Emery Southern Highlands Branch of the Australian Garden History Society – Mrs Laurel Cheetham Representative of the Southern Highlands Branch of the National Trust of Australia (NSW) – Mrs Mhairi Clark
Audit, Risk and Improvement Advisory Committee	Three community representatives, with one community representative being appointed to chair the committee	Chair: Jan Edwards Paul Jeffares Jason Young
Southern Regional Livestock Exchange Advisory Committee	Four industry representatives	Geoff Byrne Anthony Guinness Carl Peterson Grahame Tooth
Sport and Recreation Advisory Committee	Four community representatives	Andrew Bell Steven Foster Craig Madsen John Wood Stand by: David Brindley, Scott McKelvey
Water and Sewerage Advisory Committee	Three agency representatives	WaterNSW Alan Benson Department of Primary Industries Roshan Iyadurai NSW Environment Protection Authority Andrew Couldridge
Wingecarribee Floodplain Risk Management Advisory Committee	Four community representatives Three agency representatives	Karl Batshon Carl Peterson Mark Sainsbury Mark Williams Stand By: Laurel Cheetham Agency: NSW Office of Environment and Heritage John Murtage Water NSW Ramen Charan State Emergency Services Anthony Kasoulis
Access Reference Group	Six community representatives Four agency representatives	Bruce Mumford Dympna Patricia Irwin

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Committee/Group	Community Membership	Community Representatives
		<p>Janet Laverty, OAM Pat Fulton Vesna Giles Kathryn C Steelman</p> <p>Agency: Enhance Health Services (DSA) Kylie Joselin, Spinal Cord Injuries Australia Melissa Gorman, Disability Services Australia Vanessa Webb</p>
Joadja Conservation Management Reference Group	<p>Two (2) representatives of the Joadja Heritage Site as nominated by the owners or proprietors of the Joadja Heritage Site</p> <p>Two (2) community members of the Heritage Committee as nominated by that Committee</p> <p>Other relevant persons as invited as required</p>	<p>Joadja Heritage Site: Elisa Jimenez Valero Jimenez</p> <p>Heritage Committee: Laurel Cheetham Linda Emery</p>
Seniors Reference Group	<p>Six community representatives</p> <p>Six service providers or agencies</p>	<p>Catherine Jean Constable Christina Jurd Gary William Norwell Ingrid McCulloch Paul Broekhuizen Ron Schofield</p> <p>Agency: Wingecarribee Adult Day Centres Helen Denning</p>
Tulip Time Reference Group	<p>Two agency representatives</p> <p>Three community representatives</p>	<p>Ian Langford Colleen Loury Robyn Karakasch</p> <p>Agency: Southern Highlands Chamber of Commerce and Industry Steven Horton, Bowral Lions Club Peter Fleming</p>



3 Roles and Responsibilities

3.1 Chair

The Chair of a committee or group is responsible for the effective conduct of meetings, drawing on the expertise of each member, and for guiding the committee or group's work towards fulfilling the responsibilities established in the terms of reference. This is a vital position, which requires an effective Chair to:

- Conduct business in the order set out in the agenda.
- Keep discussion focused on the item as set by the agenda.
- Make sure that a decision has been reached before going onto the next item on the agenda.
- Maintain order and ensure the correct meeting procedures are being followed.
- Allow everyone to speak and be heard.
- Exercise a casting vote, as well as an original vote, whenever the voting on a motion is equal.
- Make sure a clear and accurate record is kept of all decisions.

The Chair is also responsible for approving the draft minutes of the meeting for submission to committee members, confirming that they are a correct and accurate record.

3.2 Committee and Group Members

Committees and groups consider reports made by staff, discuss options and make recommendations to Council. Through the recommendation of a committee or group a member can offer an alternate view, identify issues, advise Council about effective policy or services and represent the diverse demographics, views and interests of the local community.

All committee and group members are expected to:

- Understand the relevant legislative and regulatory requirements appropriate to Council.
- Contribute the time needed to review meeting agendas and other materials and understand the papers provided prior to a meeting.
- Apply good analytical skills, objectivity and good judgment.
- Express opinions frankly and ask questions.
- Fully consider motions before voting on them.

3.3 Committee Support Staff

Council provides administrative support for committees and groups in the form of committee support staff, who attend each meeting in a non-voting capacity. The responsible manager and a staff contact person are detailed in the terms of reference for each committee or group.

With the oversight of the responsible manager, the nominated staff contact is responsible for:

- Preparing the meeting agenda.
- Ensuring that relevant matters are brought before the committee or group.
- Distributing the agenda and minutes as per this manual.
- Arranging (or providing) the minute taking.
- Organising for the Chair to approve the meeting minutes.
- Reporting the meeting minutes to Council for adoption.
- Following up the implementation of action items arising from each meeting.



The relevant Manager is a liaison point for committee or group members regarding matters within the scope of the responsibilities detailed above only.

It is important for committee or group members to be aware that meetings are not a suitable forum for making an action request of Council staff. Such requests must be made through regular channels as detailed on Council's website.

3.4 Other Attendees

A Councillor who is not a member of a committee or group may attend the committee or group as an observer. However, the Councillor is not entitled to give notice of business for inclusion in the agenda for the meeting, to move or second a motion at the meeting, or to vote at the meeting. The Councillor as a courtesy should in advance of the meeting advise the Chairperson and staff contact person in writing of their intention to attend the meeting.

The General Manager or a Deputy General Manager may also attend and speak at a committee or group meeting. Other Council staff may attend at the invitation of the Chair or the responsible manager; for example, to speak on a particular agenda item. Council staff cannot move or second a motion at the meeting, or vote at the meeting.

4 Code of Conduct and Other Policies

All committee and group members must comply with the applicable provisions of Council's Code of Conduct in performing their duties, and should:

- Act honestly and in good faith.
- Actively participate in the work of the committee or group.
- Perform their duties in a manner that engenders public trust in the integrity, objectivity, and impartiality of the committee or group.
- Declare any perceived, potential, or actual conflict of interest in relation to any matter before the committee or group.
- Conduct the business of the committee or group with the care, diligence and skill appropriate to the role.

In regard to information obtained as a member of a committee or group, members must:

- Only access information needed for committee or group business.
- Not use that information for private purposes.
- Not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for themselves, or any other person or body, from any information to which they have by virtue of their position.
- Only release Council information in accordance with established policies and procedures and in compliance with relevant legislation.

Councillor representatives on a committee or group must also adhere to the Councillors' Access to Information and Interaction with Staff Policy. This includes the following provisions:

- Councillors must not give direction to or request staff to undertake work for the Councillor or for any other person.
- Committee Chairs may contact committee staff representatives to clarify a matter currently before the committee.



Where relevant, the provisions of Council's Code of Meeting Practice which apply to Council committees also apply to advisory groups, community reference groups and sunset working groups, except where said provisions conflict with the guidelines given in this manual.

5 Quorum and Apologies

A quorum will consist of a majority of committee or group members. Where the committee or group includes both Councillor and community or stakeholder representatives, a quorum will also require at least one Councillor member and one independent member.

If a quorum exists yet both the Chair and the alternate Chair are absent from a meeting, the first business of every such meeting is to elect a Chair for that meeting from the members present. The elected Chair must remain a Councillor or an independent member as required by the relevant terms of reference (i.e. Risk, Audit and Improvement Advisory Committee).

Where a quorum is not present the committee or group may hold an informal meeting to discuss the agenda and make notes; however, it is unable to make recommendations. If it is known in advance of a meeting that a quorum cannot be reached, the relevant staff contact person will inform members and liaise with the Chair and responsible manager to determine whether the meeting can be rescheduled.

As a courtesy, committee or group members should tender an apology when they know in advance that they cannot attend a meeting. This avoids delaying the opening of a meeting pending the arrival of such members, and enables Council staff to anticipate whether a quorum will be present. The apology should initially be tendered to the nominated staff contact person, who will subsequently inform the Chair.

A member who is absent from three consecutive meetings without tendering an apology or providing a reasonable explanation shall be asked to explain their absences to the committee or group. If the committee or group does not accept the explanation, it may recommend that Council declares the position vacant and requests that a new representative be selected.

6 Meeting Frequency

Committee or group meetings are held quarterly with the exception of the Demographics and Housing Advisory Committee which meets every six months and the Heritage Advisory Committee which meets every two months.

If the Chair receives a request for an extraordinary meeting either verbally at a committee or group meeting or in writing from at least two members, then the Chair may call an extraordinary meeting following consultation with the relevant Deputy General Manager. The purpose of this consultation is to determine whether there are adequate staff resources available to provide the necessary administrative arrangements for the extraordinary meeting. The Chair can be one of the two members requesting the extraordinary meeting.

Only matters stated in the meeting agenda may be dealt with at an extraordinary meeting.

A forward meeting plan, including meeting dates and where appropriate standing agenda items, will be agreed by the committee or group each year. The forward meeting plan will cover all responsibilities as detailed in the applicable terms of reference.



7 Agenda and Minutes

The nominated committee support staff must ensure that the agenda for each committee or group meeting states all matters to be dealt at the meeting. Prior to the finalisation of the agenda, the Chair (or through the Chair, a committee or group member) or the responsible manager may also propose to put a particular matter to the meeting.

Agenda items will only be considered for inclusion on the agenda if they are relevant to the scope of a committee or group's terms of reference and are submitted with due notice as detailed in Table 4. If a proposed item is not included on the agenda, committee support staff must notify the relevant member (including the reasons for this decision) prior to the distribution of the meeting agenda.

General business cannot be raised for consideration at a meeting, unless the Chair rules the matter as urgent. Should this occur the reasons for urgent consideration must be documented in the minutes.

In preparing an agenda, committee support staff are responsible for ensuring the timeframes detailed in Table 4 are adhered to.

Table 4: Timeframes for agenda preparation and distribution

Action completed	Number of working days prior to the meeting
Agenda items are finalised	15
General Manager / Deputy General Manager signs-off on the draft agenda	10
Agenda is distributed electronically to committee or group members	5
If requested, the Chair is briefed on the agenda	1-5

Full and accurate minutes of the proceedings for each meeting must be kept, and should record the following matters:

- Details of each motion moved at a meeting and of any amendments moved to it.
- The names of the mover and seconder of the motion or amendment.
- Whether the motion or amendment is passed or lost.
- If a motion is passed or lost on the casting vote of the Chair, a statement to that effect.

Committee support staff will also ensure that the meeting minutes are prepared and provided to the Chair for approval within five working days. The approved minutes will then be circulated to committee or group members within 10 working days.

All agendas and minutes are distributed electronically via email. Committee support staff are not responsible for printing and distributing hard copies of meeting agendas and minutes.

8 Reporting to Council

In carrying out their respective responsibilities, committees and groups must at all times recognise that primary responsibility for strategic decision making rests with the Council and the day to day management is the responsibility of the General Manager as defined by the *Local Government Act 1993*. Therefore, committees and groups can make recommendations to Council but do not have power to make decisions or direct staff.



The meeting minutes of committees and groups are to be reported at a Council meeting for consideration by Councillors. This should occur no later than the second Council meeting scheduled to take place after the minutes have been distributed to the committee or group members.

If in the minutes distinct recommendations are made, the decision of Council may be made separately on each recommendation. The recommendations of a committee or group are, so far as adopted by the Council, resolutions of Council.

9 Terms of Reference

This section of Council's Committee Manual outlines the Terms of Reference for each committee or group within Council's Committee Governance Structure for which is it responsible. This includes committees, advisory committees, reference groups, sunset working groups and one external committee. The terms of reference provide an overview of the each committee or groups:

- purpose;
- membership; and
- roles and responsibilities.



9.1 FINANCE COMMITTEE

• PURPOSE

The purpose of the Finance Committee is to provide advice to Council on financial matters affecting the organisation.

The Committee will also ensure that Council funds are allocated prudently, sustainably and in line with Council's Integrated Planning and Reporting Framework.

The Committee plays an important role in ensuring that Council's finances are managed in line with Council's Improvement Plan submitted as part of the NSW State Government 'Fit for the Future' Reform Agenda.

Note: To ensure transparency of Council's financial decision making, the Finance Committee Business Paper will be published on Council's website no later than the Friday preceding each meeting.

• MEMBERSHIP

The Finance Committee will consist of the following members:

All Councillors with the Mayor as Chairperson

Responsible Manager: Chief Financial Officer

Staff Contact: Chief Financial Officer

• ROLES AND RESPONSILITIES

The role of the Finance Committee is to provide advice and recommendations to Council in respect to the following matters:

- To consider and make recommendations on Policy and Strategic matters which will impact the financial sustainability of the Council.
- To review Quarterly Reviews of the Annual Budget and make recommendations on identified budget variations and issues.
- Review and make recommendations on Policy Statements of Council that relate to financial matters.
- Review and make recommendations on financial strategy including Council's Long Term Financial Plan and other key financial plans such as Developer Contributions and Developer Servicing Plans.
- To review all matters with budgetary implications referred to it by other committees, and to make decisions in relation to these matters.

Note: Pursuant to section 377 of the Local Government Act 1993, the following matters **MUST** be referred to an Ordinary Meeting of Council for determination:

- The making of a rate.
- A determination under section 549 as to the levying of a rate.
- The making of a charge.
- The fixing of a fee.
- The borrowing of money.

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- The voting of money for expenditure on its works, services or operations.
- The compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment).
- The acceptance of tenders to provide services currently provided by members of staff of the council.
- The adoption of an operational plan under section 405.
- The adoption of a financial statement included in an annual financial report.
- The fixing of an amount or rate for the carrying out by the council of work on private land.
- The decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work.
- A decision under section 356 to contribute money or otherwise grant financial assistance to persons.



9.2 ARTS AND CULTURE ADVISORY COMMITTEE

▶ PURPOSE

The purpose of the Arts and Culture Advisory Committee is to advise on the implementation of Council's Arts and Culture Strategic Plan. In doing so it will assist in ensuring a coordinated, collaborative and strategic approach in the provision and planning of arts and cultural services, policies, programs, events and facilities in the Wingecarribee Shire.

The Arts and Culture Advisory Committee will provide an opportunity for community members with a knowledge and background in arts and culture to provide advice and guidance to Council on arts and cultural activities and opportunities within the Shire.

▶ MEMBERSHIP

The Advisory Committee will consist of the following members:

Councillor Chairperson
Alternate Councillor Chairperson
Councillor Members (1)
Community Representatives (7)
Agency Representative (1)

Responsible Manager: Group Manager Corporate & Community

Staff Contact: Cultural Development Officer

▶ ROLES AND RESPONSIBILITIES

The role of the Arts and Culture Advisory Committee is to:

- Monitor the implementation and review of the Arts and Culture Strategic Plan.
- Facilitate communication between the arts community (artists, arts organisations, event organisers, cultural services providers and community members) and Council in relation to arts and cultural matters.
- Provide advice on the planning and development of cultural infrastructure projects.
- Provide advice on arts and cultural related Council policies including the Public Art Policy.
- Provide representatives to participate on public art project advisory committees as they arise.
- Provide advice and recommendations relating to arts and culture proposals presented to the Committee by arts community members particularly in relation to funding sources and partnership opportunities.
- Assist in the evaluation of arts and culture related applications to Council's Community Assistance Scheme.
- Respond to requests for advice from the Southern Highlands Arts Fund.



9.3 AUDIT, RISK AND IMPROVEMENT ADVISORY COMMITTEE

› PURPOSE

The Audit, Risk and Improvement Advisory Committee has been established to promote good corporate governance. Good corporate governance of Council ensures that the people of the Wingecarribee Shire receive the services that they need in an effective and efficient manner, delivered with honesty and integrity.

The Audit, Risk and Improvement Advisory Committee performs a pivotal role in the governance framework by assisting the General Manager and the Council to carry out their responsibilities in the areas of audit, risk and organisational improvement. It provides independent oversight and monitoring of Council's audit processes, including the internal control activities.

› MEMBERSHIP

The Advisory Committee will consist of the following members:

Councillor Members (2)

Community Representatives (3)

One community representative will be appointed as chairperson of the Advisory Committee.

Responsible Manager: Group Manager Corporate and Community

Staff Contact: Senior Governance Officer

› ROLES AND RESPONSILITIES

The role of the Audit, Risk and Improvement Advisory Committee is to keep under review and provide advice and recommendations to Council with respect to the following matters:

- Risk management
- Control framework
- External accountability
- Legislative compliance
- Internal audit
- External audit

The Audit, Risk and Improvement Advisory Committee will apply the Audit, Risk and Improvement Advisory Committee Charter in carrying out these responsibilities.



9.4 COMMUNITY ASSISTANCE SCHEME ADVISORY COMMITTEE

▶ PURPOSE

The purpose of the Community Assistance Scheme Advisory Committee is to provide advice to Council on the allocation of Council grants and donations under the Community Assistance Scheme to ensure an accountable and equitable allocation of funds.

▶ MEMBERSHIP

The Advisory Committee will consist of the following members:

Councillor Chairperson

Councillor Members: Arts and Culture, Community Development, Sport and Recreation
Committee chairs (or alternate chairs if chair is on more than one
Committee)

Responsible Manager: Group Manager Corporate and Community

Staff Contact: Community Development Coordinator

▶ ROLES AND RESPONSILITIES

The role of the Community Assistance Scheme Advisory Committee is to provide advice and recommendations to the Council in respect to the following matters:

- To review guidelines for the operation of the Community Assistance Scheme.
- To receive and make the final recommendations to Council for allocations of grants and donations within the Community Assistance Scheme.



9.5 COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

› PURPOSE

The purpose of the Community Development Advisory Committee is to monitor and review the development and implementation of sector strategies. In doing so, it will ensure a coordinated, collaborative and strategic approach to the provision and planning of community development services and facilities in the Wingecarribee Shire.

The Community Development Advisory Committee will provide an opportunity for community members and organisational representatives with a knowledge and background in community development to provide advice and guidance to Council on community development issues and trends impacting on the Shire.

› MEMBERSHIP

The Community Development Advisory Committee will consist of the following members:

Councillor Chairperson
Alternate Councillor Chairperson
Councillor Members (2)
Community Representatives (6)
Agency Representatives (3)

Responsible Manager: Group Manager Corporate & Community

Staff Contact: Community Development Coordinator

› ROLES AND RESPONSIBILITIES

The role of the Community Development Advisory Committee is to:

- Monitor and review the development and implementation of sector strategies.
- Facilitate communication between community sectors (service providers and community members) and Council in relation to community development matters.
- Provide advice on community development related Council policies.
- Support the development, promotion and implementation of community development activities and events.
- Assist in identifying gaps in community services in the Wingecarribee Shire.
- Assist in the evaluation of community development related applications to Council's Community Assistance Scheme.
- Provide advice and recommendations relating to community development proposals or issues particularly in relation to funding sources, collaborative opportunities and advocacy.
- Receive reports and recommendations from the Access Community Reference Group the Seniors Community Reference Group and the Youth Strategy and Action Plan Sunset Working Groups and refer recommendations to Council.
- Promote collaboration and communication with other Committees, community forums and networks including the Wingecarribee Community Services Forum, Highlands Child and Wingecarribee Youth Interagency, the Wingecarribee Aboriginal Cluster Group, the Wingecarribee Community Safety Committee, and the Arts and Culture Advisory Committee.

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9.6 DEMOGRAPHICS AND HOUSING ADVISORY COMMITTEE

› PURPOSE

The purpose of the Demographics and Housing Advisory Committee is to provide advice to Council to ensure a coordinated, collaborative and strategic approach in the provision of residential land and housing opportunities to meet the needs of projected continued population growth in the Wingecarribee Shire.

The Demographics and Housing Advisory Committee will provide an opportunity for community members with a knowledge and background in regional planning, social planning, housing and demographics to provide advice and guidance to council on the provision of residential land and housing opportunities within the Shire.

› MEMBERSHIP

The Advisory Committee will consist of the following members:

Councillor Chairperson
Alternate Councillor Chairperson
Councillor Member (1)
Community Representatives (6)

Responsible Manager: Group Manager Planning, Development and Regulatory Services

Staff Contact: Coordinator Strategic Planning

› ROLES AND RESPONSILITIES

The role of the Demographics and Housing Advisory Committee is to provide advice and recommendations to the Council in respect to the following matters:

- The provision of residential zoned land to best meet the needs of projected future population.
- The provision of a suitable range of housing types in appropriate locations to best meet the needs of existing and future population.
- Opportunities for the provision of affordable housing.
- Opportunities for encouraging sustainable housing options.
- Application of relevant State, Regional and Local policies to the provision of housing.



9.7 ECONOMIC DEVELOPMENT AND TOURISM ADVISORY COMMITTEE

▶ PURPOSE

The purpose of the Economic Development and Tourism Advisory Committee is to advise Council on policies, strategies and initiatives to promote sustainable economic development and tourism.

▶ MEMBERSHIP

The Advisory Committee will consist of the following members:

Councillor Chairperson

Alternate Councillor Chair

Councillor Member (1)

Community representatives (10), with experience and background in the following sectors:

- Water
- Food
- Shelter
- Energy
- Transport
- Technology
- Recreation / Art
- Tourism & Hospitality
- Business
- Learning

Agency representatives (2)

Responsible Manager: Manager Tourism and Events, Manager Economic Development

Staff Contact: Manager Tourism, Manager Economic Development

▶ ROLES AND RESPONSIBILITIES

The role of the Economic Development and Tourism Advisory Committee is to:

- Provide a coordinated cross-community approach to advance Tourism and Economic Development interests in the Shire.
- To provide strategic advice and guidance to Council in relation to Tourism and Economic Development.
- Monitor implementation of Council's Economic Development Strategy and Destination Southern Highlands Strategic Plans.



9.8 ENVIRONMENT AND SUSTAINABILITY ADVISORY COMMITTEE

› PURPOSE

The purpose of the Environment and Sustainability Advisory Committee is to consider and advise on environmental and sustainability issues as they relate to the Shire with a major focus on the Environment Levy Program.

› MEMBERSHIP

The Advisory Committee will consist of the following members:

Councillor Chairperson
Alternate Councillor Chairperson
Community Representatives (5)
Agency Representatives (4)
Responsible Manager: Manager Environment and Sustainability

Staff Contact: Natural Resource Projects Coordinator

› ROLES AND RESPONSILITIES

The role of the Environment and Sustainability Advisory Committee is to provide advice and recommendations to Council in respect to the following matters:

- To monitor implementation of actions from Council's Environment Strategy.
- To advise on the delivery of the Environment Goals and Strategies from the 2031 Wingecarribee Community Strategic Plan.
- To monitor and review the progress of works and budgets under the Wingecarribee Environment Levy.
- To discuss and advise on strategic environmental issues.
- Provide input into the development or review of relevant environmental plans and policies.



9.9 HERITAGE ADVISORY COMMITTEE

› PURPOSE

The purpose of the Heritage Advisory Committee is to provide advice to Council on initiatives to promote and raise awareness of heritage matters, provide advice to on the management of heritage within the Shire and support the development, promotion and implementation of the heritage activities and events throughout the Shire.

› MEMBERSHIP

The Heritage Advisory Committee will consist of the following members:

- **Councillor Chairperson**
- **Alternate Councillor Chairperson**
- **Agency Representatives (3):**
 - Berrima District Historical and Family History Society
 - Southern Highlands Branch of the National Trust of Australia (NSW)
 - Representative of the Southern Highlands Branch of the Australian Garden History Society
- **Community Representatives (4):** who have skills and relevant experience including:
 - Qualifications in architecture, building, engineering, heritage conservation, town planning or related fields.
 - Proven interest and experience in the conservation of the built environment, natural environment, areas and other places of cultural significance.
 - Experience in practical procedures and techniques of heritage conservation.
 - Working knowledge of the NSW Heritage Act 1977, the Australia ICOMOS Burra Charter (1999) and the Environmental Planning and Assessment Act 1979.
 - Knowledge of the history and development of the Wingecarribee Shire.
 - Resident and/or property owner within the Wingecarribee Shire.

Responsible Manager: Group Manager Planning, Development and Regulatory Services

Staff Contact: Strategic Land Use Planner – Heritage

› ROLES AND RESPONSIBILITIES

The role of the Heritage Advisory Committee is to provide advice and recommendations to the Council on the following matters:

- Development and implementation of heritage policy, plans, strategies and programs.
- Heritage issues affecting the Wingecarribee Shire.
- The review of heritage listings, as required.
- Be notified of development applications relating to heritage properties or significant developments within heritage conservation areas listed under the Wingecarribee Local Environmental Plan.
- Planning and delivery of events for participation in the annual National Trust Heritage Festival, as required.



- Judging of the biennial Wingecarribee Heritage Awards.
- Oversight of the Joadja Conservation Management Group.



9.10 LOCAL TRAFFIC COMMITTEE

▶ PURPOSE

The Local Traffic Committees (LTC) is was established to enable Councils to meet their responsibilities to the Roads and Maritime Services (RMS) as part of the powers delegated to Councils by the RMS under the *Transport Administration Act 1988* and in accordance with the "Guide to the delegation to councils for the regulation of traffic".

▶ MEMBERSHIP

The LTC consists of the following members:

Voting

- Councillor Chairperson
- Roads and Maritime Services – Southern Region representative
- NSW Police Force – Goulburn Local Area Command representative
- The Local Member of State Parliament for Wollondilly or Goulburn (or their representative) depending on the location of the issue to be voted upon

Non-Voting

- Alternate Councillor Chair
- Berrima Buslines representative
- Southern Highlands Taxis, Hire Cars and Coaches representative

Responsible Manager: Manager Assets

Staff Contact: Traffic Engineer

▶ ROLES AND RESPONSILITIES

The role of the LTC is to provide advice and recommendations to the Council in respect to the following matters:

- The authorisation of traffic control devices.
- The regulation of traffic for road works or special events.
- General advice on traffic and road safety matters.



9.11 SOUTHERN REGIONAL LIVESTOCK EXCHANGE ADVISORY COMMITTEE

▶ PURPOSE

The purpose of Southern Regional Livestock Exchange (SRLX) Advisory Committee is to review and advise on policy, strategy and performance of SRLX.

▶ MEMBERSHIP

The Advisory Committee will consist of the following members:

Councillor Chair
Councillor Alternate Chair
Councillor (1)
Industry Representatives (4)

Responsible Manager: Manager Business Services

Staff Contact: Organisational Support and LEMC Administration

▶ ROLES AND RESPONSILITIES

The role of the SRLX Advisory Committee is to provide advice and recommendations to the Council in respect to the following matters:

- Identifying priorities.
- Long term strategic planning.
- Market conditions.
- Business opportunities.
- Network building within the industry.



9.12 SPORT AND RECREATION ADVISORY COMMITTEE

› PURPOSE

The purpose of the Sport and Recreation Advisory Committee is to ensure a coordinated, collaborative and strategic approach in the provision of sporting and recreational services and facilities within Wingecarribee Shire.

The Sport and Recreation Advisory Committee will provide an opportunity for community members with a knowledge and background in sport and recreation to provide advice and guidance to Council on related activities and opportunities within the Shire.

› MEMBERSHIP

The Advisory Committee will consist of the following members:

- Councillor Chairperson**
- Alternate Councillor Chairperson**
- Councillor Member (1)**
- Community Representatives (4)**

Responsible Manager: Manager Assets

Staff Contact: Asset Coordinator – Parks & Open Space

› ROLES AND RESPONSIBILITIES

The role of the Sport and Recreation Advisory Committee is to provide advice and recommendations to the Council in respect to the following matters:

- Strategic planning for Council's sporting and recreational facilities.
- Levels of service for facilities.
- Strategies to optimise use and equity of access to Council's sporting facilities.
- Input into the prioritisation of Capital & Renewal Projects.
- Consider Council Grants under the Community Assistance Scheme.



9.13 WATER AND SEWERAGE ADVISORY COMMITTEE

▶ PURPOSE

The purpose of the Water & Sewerage Advisory Committee is to coordinate discussions and actions between Council, Department of Primary Industries (DPI) Water, Water NSW and NSW Environment Protection Authority (EPA) and to assist Council in developing and implementing strategies and plans relating to provision of water and sewerage services by Council.

▶ MEMBERSHIP

The Advisory Committee will consist of the following members:

Councillor Chairperson

Alternate Councillor Chairperson

Councillor Members (1)

Agency Representatives (3)

- WaterNSW
- Department of Primary Industries
- NSW Environment Protection Authority

Responsible Manager: Manager Assets

Staff Contact: Manager Assets

▶ ROLES AND RESPONSILITIES

The role of the Water & Sewerage Advisory Committee Advisory Committee is to provide advice and recommendations to the Council in respect to the following matters:

- Construction of new water & sewage treatment plants.
- Upgrade of existing water & sewage treatment plants.
- Modification of existing water & sewage treatment plants.
- Coordination of activities between Council and the relevant agencies, relating to provision of water & sewerage services to customers.
- Development and implementation of Water & Sewerage Strategies and Plans.



9.14 WINGECARRIBEE FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE

▶ PURPOSE

The purpose of the Wingecarribee Floodplain Risk Management Advisory Committee is to assist Council in the development and implementation of flood risk management plans for the areas under its jurisdiction.

▶ MEMBERSHIP

The Advisory Committee will consist of the following members:

Councillor Chairperson
Alternate Councillor Chairperson
Community Representatives (4)
Agency Representatives (3)

Responsible Manager: Manager Assets

Staff Contact: Manager Assets

▶ ROLES AND RESPONSILITIES

The role of the Advisory Committee is to provide advice, recommendations and assistance to Council in respect to the following matters:

- Develop and monitor implementation of flood risk management plans.
- Supervising and monitoring progress & findings of studies being undertaken in the various stages of the management plan.
- Providing input into known flood behaviour as part of the flood studies.
- Identifying management options & providing input into their consideration as part of the management studies.
- Identifying implementation strategies for the floodplain risk management plans.



9.15 ACCESS COMMUNITY REFERENCE GROUP

› PURPOSE

The purpose of the Access Community Reference Group is to monitor the implementation and review of the Disability Inclusion Action Plan. In doing so, it will assist in ensuring a coordinated, collaborative and strategic approach in the provision and planning of services and facilities for people with disability in the Wingecarribee Shire.

The Access Community Reference Group will provide an opportunity for community members and organisational representatives with a knowledge and background in disability related issues to provide advice and guidance to Council on access and inclusion, disability services, activities and opportunities for people with disability within the Shire.

› MEMBERSHIP

The Access Community Reference Group will consist of the following members:

Community Representatives (6)

Agency Representatives (4)

Responsible Manager: Group Manager Corporate & Community

Staff Contact: Ageing & Disability Officer

› ROLES AND RESPONSIBILITIES

The role of the Access Community Reference Group is to:

- Monitor the implementation and review of the Disability Inclusion Action Plan.
- Promote an awareness of disability issues within Council and the community.
- Facilitate communication between community members, disability service providers and Council on access and inclusion and disability related issues.
- Contribute information for consideration in other Council plans and policies relevant to the target group.
- Provide feedback and suggestions on programs and events to ensure the inclusion of people from the target group.

The Access Community Reference Group reports and makes any recommendations to Council through the Community Development Advisory Committee.



9.16 JOADJA CONSERVATION MANAGEMENT COMMUNITY REFERENCE GROUP

▶ PURPOSE

The purpose of the Joadja Conservation Management Community Reference Group is to assist the owner/s or proprietor of 1760 Joadja Road, Joadja (Lot 11 DP 858859), also referred to as the Joadja Heritage Site, in conserving the heritage items on the site through:

- The prudential expenditure of monies raised from the imposition of the caveats under the terms of the Joadja Heritage Site Deed, and
- The provision of specialist heritage advice.

▶ MEMBERSHIP

The Joadja Conservation Management Community Reference Group will consist of the following members:

Chairperson (Chairperson of the Heritage Committee)
Representatives of the Joadja Heritage Site as nominated by the owners or proprietors of the Joadja Heritage Site (2)
Heritage Committee Community Members (2) as nominated by that Committee

Responsible Manager: Group Manager Planning, Development and Regulatory Services

Staff Contact: Strategic Planner – Heritage

▶ ROLES AND RESPONSIBILITIES

The role of the Joadja Conservation Management Community Reference Group is to provide advice and recommendations to the Heritage Committee in respect to the following matters:

- Expenditure of monies held by Council raised from the imposition of the caveats under the terms of the Joadja Heritage Site Deed.
- Alternative sources of funding for specific heritage projects within the Joadja Heritage Site and assistance in applying for such funding.
- The management of heritage issues on the Joadja Heritage Site.
- Other relevant advice or assistance to the owners of the Joadja Heritage Site.



9.17 SENIORS COMMUNITY REFERENCE GROUP

› PURPOSE

The purpose of the Seniors Community Reference Group is to monitor the implementation and review of the Positive Ageing Strategy and Action Plan 2016 – 2026. In doing so it will assist in ensuring a coordinated, collaborative and strategic approach in the provision of services and facilities for older people in the Wingecarribee Shire.

The Seniors Community Reference Group will provide an opportunity for community members and organisational representatives with a knowledge and background in the seniors community sector to provide advice and guidance to Council on ageing issues, aged care services and activities and opportunities for older people within the Shire.

› MEMBERSHIP

The Reference Group will consist of the following members:

Community Representatives (6)

Agency Representatives (6)

Responsible Manager: Group Manager Corporate & Community

Staff Contact: Ageing & Disability Officer

› ROLES AND RESPONSIBILITIES

The role of the Seniors Community Reference Group is to:

- Monitor the implementation and review of the Positive Ageing Strategy 2016 – 2026.
- Identify projects that meet the objectives of the Positive Ageing Strategy.
- Promote an awareness of ageing issues.
- Facilitate communication between community members, aged care service providers and Council on issues relating to ageing and older people.
- Contribute information for other Council plans and policies relevant to the target group.
- Provide feedback and suggestions on programs and events to ensure the inclusion of people from the target group.

The Seniors Community Reference Group reports and makes recommendations to Council through the Community Development Advisory Committee.



9.18 TULIP TIME COMMUNITY REFERENCE GROUP

▶ PURPOSE

The purpose of the Tulip Time Community Reference Group is:

- To plan and promote a successful Tulip Time Festival that engages the community.
- Increase visitation and showcase the region.
- Operate within the allocated budget and to ensure that the Festival is conducted on a 'no cost to Council basis'.

▶ MEMBERSHIP

The Tulip Time Community Reference Group will consist of the following members:

Councillor Chairperson
Alternate Councillor Chairperson
Councillor Member (1)
Community Representatives (3)
Agency Representatives (2)

Responsible Manager: Manager Tourism and Events

Staff Contact: Tourism Coordinator

▶ ROLES AND RESPONSILITIES

The role of the Tulip Time Community Reference Group is to provide advice and recommendations to Council in respect to the following matters:

- To provide leadership, advice and input on the festival program and civic events connected with the festival.
- To provide advice on matters referred to the working group by council.
- To act as an internal and external forum for constructive commentary and guidance in relation to the Tulip Time Festival.



9.19 CIVIC CENTRE REFURBISHMENT ADVISORY COMMITTEE

› PURPOSE

The purpose of the Civic Centre Refurbishment Advisory Committee is to provide advice on the scope and design of Council's Civic Centre Refurbishment.

› MEMBERSHIP

The Advisory Committee will consist of the following members:

Councillor Chair
Councillor Alternate Chair
Councillor (1)

Responsible Manager: Manager Project Delivery

Staff Contact: Manager Project Delivery

› ROLES AND RESPONSILITIES

The role of the Civic Centre Refurbishment Advisory Committee is to provide advice and recommendations to the Council in respect to scope of the project plan for the refurbishment of Council's Civic Centre including review of detailed designs and estimates.



9.20 YOUTH STRATEGY AND ACTION PLAN SUNSET WORKING GROUPS

▶ PURPOSE

The purpose of the Youth Strategy and Action Plan Sunset Working Groups will be to support, review and monitor the implementation of the Wingecarribee Youth Strategy and Action Plan 2016-2026. In doing so, the Working Groups will assist in ensuring a coordinated, collaborative and strategic approach in the provision and planning of services and facilities for young people in the Wingecarribee Shire.

Project specific Sunset Working Groups will address different actions identified in the Wingecarribee Youth Strategy and Action Plan and provide an opportunity for young people and organisational representatives with a knowledge and background in youth related issues to provide advice and guidance to Council on activities and opportunities for young people.

▶ MEMBERSHIP

The Youth Strategy and Action Plan Sunset Working Groups will consist of the following members:

Youth Representatives: as determined on a project basis
Agency Representatives: as determined on a project basis

Responsible Manager: Group Manager Corporate and Community

Staff Contact: Youth Liaison Officer

▶ ROLES AND RESPONSIBILITIES

The role of the Youth Strategy and Action Plan Sunset Working Groups is to:

- Support, review and monitor the implementation of the Wingecarribee Youth Strategy and Action Plan 2016 - 2026 by assisting with and advising on specific actions in the plan.
- Identify projects that meet the objectives of the Wingecarribee Youth Strategy and Action Plan.
- Facilitate communication between young people, service providers and Council on youth related issues, services and activities.

Youth Strategy and Action Plan Sunset Working Groups report and make recommendations to Council through the Community Development Advisory Committee.



9.21 WINGECARRIBEE COMMUNITY SAFETY COMMITTEE (External Committee)

▶ PURPOSE

The purpose of the Wingecarribee Community Safety Committee is to maintain a partnership and facilitate communication between Wingecarribee Shire Council, the Hume Local Area Command (Police) and the community in addressing local crime prevention, community safety and wellbeing issues.

The Wingecarribee Community Safety Committee will implement, monitor and review the Wingecarribee Shire Community Safety Plan 2015-2020.

The Wingecarribee Community Safety Committee will provide an opportunity for community members and organisational representatives with knowledge and expertise in community safety to provide advice and guidance to Council on community safety and well-being issues within the Shire.

▶ MEMBERSHIP

The Advisory Committee will consist of the following members:

Chairperson Mayor
Hume Local Area Command (3)
Business Chambers of Commerce Representatives (2)
Liquor Accord Representative (1)
Community Representatives (4)

Responsible Manager: Group Manager Corporate & Community

Staff Contact: Community Development Coordinator

Federal and State Local Members of Parliament or their delegates are also invited to attend meetings.

▶ ROLES AND RESPONSIBILITIES

The role of the Wingecarribee Community Safety Committee is to:

- Facilitate communication between Council, Hume Local Area Command and community members in regard to community safety issues.
- Monitor, review and undertake specific projects in the Wingecarribee Shire Community Safety Plan 2015 – 2020.
- Provide advice to Council on trends in the community concerning public safety and wellbeing.
- Provide advice to the Hume Local Area Command on issues concerning public safety in the Wingecarribee.
- To assess community concerns by way of safety audits from time to time.
- Receive Police reports and updates on local crime trends and crime prevention initiatives.
- Provide feedback and recommendations to relevant Council Committees and the Hume Local Area Command for action and discussion.



9.22 GENERAL MANAGER'S PERFORMANCE REVIEW COMMITTEE

› PURPOSE

The focus of this Committee is to monitor and review the General Manager's performance in accordance with the performance agreement, agreed with the committee annually.

The Committee has been established following consideration of the Office of Local Government Guidelines for the Appointment and Oversight of General Managers.

› MEMBERSHIP

The Committee will consist of the following members:

Mayor
Deputy Mayor
Council Appointed Councillor
General Manager selected Councillor

Independent Facilitator: the Mayor and General Manager will agree on an external facilitator to assist with the process of performance appraisal and the development of new performance plans.

› ROLES AND RESPONSILITIES

The General Manager's Performance Review Committee has full delegation for the whole process of performance management, including discussions regarding performance, any actions that should be taken and the determination of the new annual performance agreement. All committee members should be trained in the performance management of general managers.

The role of the General Manager's Performance Review Committee is to:

- Conduct the performance reviews of the General Manager on an annual basis.
- Develop the General Manager's performance agreement. The performance agreement should contain but not be limited to key indicators that measure how well the general manager has met the council's expectations with respect to:
 - service delivery targets from the council's Delivery Program and Operational Plan;
 - budget compliance;
 - organisational capability;
 - timeliness and accuracy of information and advice to Councillors;
 - timely implementation of council resolutions;
 - management of organisational risks;
 - leadership
- Report the findings and recommendations of performance reviews to the governing body of council in a closed session.

The review of the General Manager's performance will be conducted annually with an interim review conducted at six months after determination of a new performance agreement and a final review at 12 months.

The performance management report of any council staff member, including the general manager, should not be released to the public and should be retained on the appropriate confidential council

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Version: 2.0

Adoption Date: 8 February 2017 (last amended 13 December 2019)



employment file. Release of such personal information to other than the Performance Review Panel, the General Manager and the Councillors in confidence is a breach of privacy legislation.

