

# AGENDA

## Ordinary Meeting of Council



*We're with you*

Wednesday, 17 July 2024

Council Chambers, Wingecarribee Shire Council  
68 Elizabeth Street, Moss Vale at 3:30PM

## **MEETING NOTICE**

An Ordinary Meeting of Wingecarribee Shire Council will be held in Council Chambers at Wingecarribee Shire Council Civic Centre, 68 Elizabeth Street, Moss Vale on Wednesday, 17 July 2024 at 3.30pm.

The Public Forum will commence at 3.00pm, subject to any registered speaker/s to items listed on this Agenda.

Further information and details on registration process can be found on Council's website, using the following link:

[Public Forum Application Form | Wingecarribee Shire Council \(nsw.gov.au\)](#)

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## **Council Chambers**

### **Recording and Webcasting of Ordinary and Extraordinary Meetings of Council**

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The meeting must not be recorded by others without the prior written consent of Council in accordance with Council's Code of Meeting Practice.

Please ensure that all electronic devices including mobile phones are switched to silent.

The Council Chamber has 24 Hour Video Surveillance.

## **1 OPENING OF THE MEETING**

The Administrator, Mr Viv May PSM will open the meeting.

## **2 ACKNOWLEDGEMENT OF COUNTRY**

“Wingecarribee Shire Council acknowledges the Gundungurra and Tharawal people as the traditional custodians of this land we now call the Wingecarribee Shire. I pay my respect to Elders both past, present and emerging. I would also like to extend that respect to all Aboriginal and Torres Strait Islanders present here today.”

The Administrator is reminded of the obligations conferred on them at the time of their appointment.

The Administrator is to undertake the duties of the office of Administrator in the best interests of the people of the Wingecarribee Shire Council area and are to act faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act 1993 or any other Act to the best of your ability and judgement.

The Administrator is committed to the declaration of conflicts of interest in relation to items listed for consideration on the Agenda or which are considered at this meeting, in accordance with the Code of Conduct and Code of Meeting Practice.

## **4 APOLOGIES**

Nil at time of print.

## **5 ADOPTION OF MINUTES OF PREVIOUS MEETING**

That the minutes of the Ordinary Meeting of Council held on 19 June 2024, *MN 2024/158 to MN 2024/195* inclusive, be adopted as a correct record of the proceedings of the meeting.

That the minutes of the Extraordinary Meeting of Council held on 26 June 2024, *MN 2024/196 to MN 2024/208* inclusive, be adopted as a correct record of the proceedings of the meeting.

## **6 DECLARATIONS OF INTEREST**

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

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

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

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

**7 ADMINISTRATOR MINUTES**

**8 GENERAL MANAGER**

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**8.1 Draft Bowral Town Centre Master Plan**

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**Report of:** Rachel Murray  
**Acting Coordinator Strategy and Place**

**Authorised by:** Deniz Kilic  
**Executive Manager Strategic Outcomes**

**PURPOSE**

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The purpose of this report is to present the outcomes of the public exhibition of the Draft Bowral Town Centre Master Plan and seek the adoption of the revised Draft Bowral Town Centre Master Plan, Engagement Outcomes Report and Supporting Evidence Report.

**THIS MATTER WAS CONSIDERED BY THE WINGECARRIBEE LOCAL PLANNING PANEL ON 05 JULY 2024.**

**OFFICER'S RECOMMENDATION**

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**THAT Council:**

- 1. Adopt the revised Draft Bowral Town Centre Master Plan.**
- 2. Endorse the Supporting Evidence Report and Engagement Outcomes Report.**
- 3. Write to all persons who made a submission through the public exhibition period and advise them of the resolution.**

**LOCAL PLANNING PANEL'S ADVICE**

A report was prepared for the Local Planning Panel (LPP) Extraordinary Meeting of 05 July 2024, for advice. The staff recommended the following in the report:

***THAT:***

- 1. The revised Draft Bowral Town Centre Master Plan be adopted.***
- 2. The Supporting Evidence Report and Engagement Outcomes Report be endorsed.***
- 3. Council write to all persons who made a submission through the public exhibition period and advise them of the resolution.***

Following a briefing of the Panel by Council staff on the Draft Bowral Town Centre Master Plan (the Draft Master Plan), the Panel provided the following advice:

**PANEL'S ADVICE**

- 1. The Panel support the Council adoption of the revised Draft Bowral Town Centre Master Plan.***
- 2. The Panel endorse the Supporting Evidence Report and Engagement Outcomes Report.***
- 3. That Council write to all persons who made a submission through the public exhibition period and advise them of the resolution.***

## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024**

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### **REASONS:**

- 1. *The Panel is of the view that the Bowral Town Centre Masterplan (BTCM) is a sound evidence-based plan which requires further development particularly with regard to integrated transport policy and place activation.***
- 2. *The BTCM demonstrates opportunities for readily implementable positive outcomes such as street furniture and landscaping.***
- 3. *The Panel suggests that Council investigate a comprehensive Developer Contributions framework in order to support future development and associated public amenities and services.***

### **STAFF RESPONSE**

Council staff note the advice of the Panel in relation to the endorsement of the Draft Bowral Town Centre Master Plan, Supporting Evidence Report and Engagement Outcomes report to proceed to Council for adoption.

In relation to reason one (1) of the Panel's advice, the Master Plan's implementation aligns with other strategic work including the Integrated Transport Strategy, that also recently underwent public exhibition. Place activation initiatives are identified in the Master Plan and these are expected to be implemented over the life of the Master Plan.

In relation to reason two (2), the Panel's advice is appreciated as the Master Plan has identified immediate and short-term actions such as street furniture (smart bins, benches, lighting, wayfinding) and landscaping. These actions will be implemented in consultation with Council's Assets Branch and Shire Presentation Branch, as funding becomes available for specific initiatives.

In relation to reason three (3) of the Panel's advice, the Strategic Outcomes Works Program, which was presented at the Ordinary Meeting of Council 16 August 2023, provided an update on key strategic and infrastructure planning projects required to inform the review of Council's planning framework and contributions plans. The Draft Master Plan is one (1) of many long-term strategic bodies of work that will provide an evidence base to inform this review. The Strategic Outcomes Works Program identifies that the development of a comprehensive Developer Contributions Plan and is anticipated to commence in 2024/25 to 2025/26 financial year, subject to funding.

### **REPORT**

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#### **BACKGROUND**

At the Ordinary Council Meeting of 16 March 2022, Council approved a works program of key strategic planning projects to implement the priority actions outlined in the Wingecarribee Local Strategic Planning Statement (LSPS) and Local Housing Strategy.

The Wingecarribee LSPS and Local Housing Strategy provides a long-term planning framework to meet the economic, housing, social and cultural needs of the community, and guide how and where growth will occur in the Shire over the next twenty years. The LSPS and the approved strategic works program commit Council to critical strategic planning projects over the coming years, including developing Master Plans for the three main town centres of Bowral, Mittagong and Moss Vale, to provide a clear vision and strategic direction, and to act as a catalyst for new development and the revitalisation of the centres.

Bowral was identified as the first Town Centre to undergo this place-based planning process. At the Ordinary Council meeting of 16 November 2022, Council resolved to proceed with a Request for Quote (RFQ) to engage a suitably qualified consultant to prepare the Bowral Town Centre Master Plan. Following this, Council underwent a procurement process, with Studio GL being appointed as the consultants for the project in December 2022.



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Since the commencement of the Bowral Town Centre Master Plan project in January 2023, two (2) rounds of community consultation have been conducted at various stages of the project. This valuable feedback from the community and stakeholders has directly informed the development of the Draft Master Plan. Following the resolution of the Ordinary Meeting of Council 13 December 2023, the Draft Bowral Town Centre Master Plan was formally placed on public exhibition for a period of eight (8) weeks from Monday, 22 January to Sunday, 17 March 2024. During this time, a number of face-to-face and online engagement opportunities were made available, and the outcomes of the exhibition period are detailed in **Attachment 2** of this report.

### **INTRODUCTION**

The Draft Bowral Town Centre Master Plan (Draft Master Plan) is a holistic, place-based plan that has been developed in partnership with the community and key stakeholders and provides a clear strategic direction for the Town Centre. The purpose of the Draft Master Plan is to ensure that the vision is reflective of the unique identity, function and rich character of Bowral.

Following the resolution of the Ordinary Meeting of Council 13 December 2023, the Draft Master Plan was formally exhibited for a period of eight (8) weeks from Monday, 22 January to Sunday, 17 March 2024. Further information regarding the exhibition period has been provided in the 'Community Consultation' section of this report. The feedback that was attained during the public exhibition period has informed the review of the Draft Master Plan and an overview of post-exhibition amendments is detailed below in the 'Summary of Amendments'.

### **FRAMEWORK OF THE MASTER PLAN**

Through collaborative community consultation, the Draft Master Plan identifies a clear vision and six (6) urban design principles that collectively aim to ensure the continued success of Bowral as a vibrant, active and sustainable centre that has a rich cultural heritage. The six (6) urban design principles include:

- Celebrate Local Identity and Diverse Community
- Encourage Green and Sustainable Public Domain
- Improve Permeability and Connectivity
- Strengthen Economy and Opportunities
- Enhance Vibrancy and Attractiveness
- Promote Safety and Comfort

The Draft Master Plan is divided into four (4) separate themes, and they include:

- Access and Movement
- Built Form and Heritage
- Public Domain and Spaces
- Activation and Placemaking

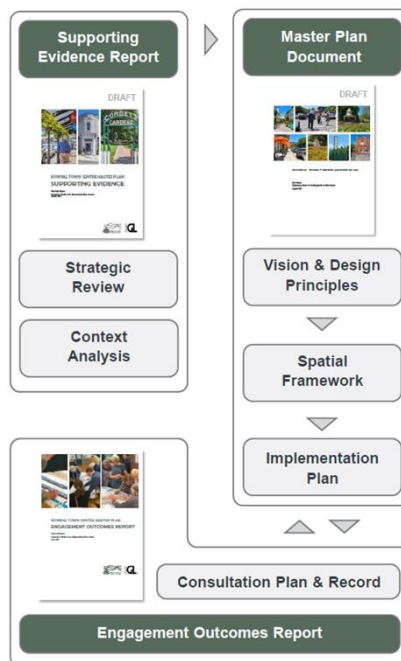
Each theme is accompanied by a 'Spatial Framework' map and a set of 'Strategic Principles' which illustrate the high-level intent, potential opportunities and future direction for the Town Centre. Each theme also contains a series of numbered initiatives, and this relates to the 'Implementation Plan' which outlines the suggested steps towards their delivery.

**Figure 1** below provides a diagrammatic representation of the overall Spatial Framework structure of the Draft Master Plan.



**Figure 1- How to use the Master Plan.**


In addition, two (2) supplementary reports have been prepared to document the spatial analysis, strategic review and engagement process that was undertaken to develop the Draft Master Plan, and they include the Engagement Outcomes Report (**Attachment 2**) and Supporting Evidence Report (**Attachment 3**). The relationship between the three (3) documents is highlighted through **Figure 2**.




**Figure 2- Bowral Master Plan Process and Document Output.**

**SUMMARY OF AMENDMENTS**

Following the review of submissions made during the public exhibition period of the Draft Master Plan, a number of revisions have been made and a summary of key amendments is provided below.

Section of the Draft Master Plan	Amendment Overview
Engagement Outcomes Report	<p>An Engagement Outcomes Report (<b>Attachment 2</b>) has been provided which details the outcomes of each of the three (3) rounds of community and stakeholder engagements that were conducted during the life of the project:</p> <ul style="list-style-type: none"> <li>• Round One (1) - Initial place check</li> <li>• Round Two (2) - Testing of emerging initiatives.</li> <li>• Round Three (3) - Public exhibition of the Draft Master Plan.</li> </ul> <p>By providing an accompanying engagement report that is separate to the 'Supporting Evidence Report', improves readability and responds to feedback from the community.</p>
Executive Summary	<p>An Executive Summary has been added to the start of the Draft Master Plan to enable enhanced readability and understanding of the document. This accompanies the illustrative Draft Master Plan which was previously located at the end of the document.</p> <p>The Executive Summary better outlines the overall purpose of the Draft Master Plan and presents the Vision and Design Principles that will guide the future of the Town Centre.</p>
Public Domain and Spaces	<p>Feedback received during the public exhibition informed several amendments in the Public Domain and Spaces theme. Examples of amendments that have been reflected in the Draft Master Plan include:</p> <ol style="list-style-type: none"> <li>Figure 12 has been amended to remove illustrated kerbing and a tree adjacent to the loading dock, allowing for a greater consideration of the functioning of Wingecarribee Street.</li> </ol>  <ol style="list-style-type: none"> <li>Initiative PS02 has been amended to recommend that the existing one-way direction of Wingecarribee Street (west) is to be retained (p. 28).</li> <li>Initiative PS03 - Street Trees has been amended to add reference to Council's Street Tree Master Plan, requirements when installing new street trees and permeable surfaces.</li> </ol>

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Section of the Draft Master Plan	Amendment Overview
	<p>d) Feedback has informed the addition of text and imagery to address pedestrian access at the Southern Gateway of Bowral Town Centre (PS07).</p>  <p>Example of pedestrian refuge with safety rail and low level landscaping</p>
Built Form and Heritage	<p>Examples of amendments that have been reflected in the Draft Master Plan include:</p> <ul style="list-style-type: none"> <li>a) The previous indicative colour palette featured in initiative BF02 Facades and Shopfronts/Materials has been amended to better reflect a Bowral specific colour palette.</li> <li>b) Initiative BF04 - Building Heights has been amended to include reference to the Housing SEPP 2021 and current maximum Floor Space Ratios.</li> <li>c) Additional reference to the significance of the Camellias and Pin Oaks included in initiative BF01 text.</li> </ul>
Access and Movement	<p>Examples of amendments that have been reflected in the Draft Master Plan include:</p> <ul style="list-style-type: none"> <li>a) Figure 34 - Access and Movement Framework Diagram amended to include potential future electric vehicle charger destination.</li> <li>b) Initiative AM01 Green Links and Orbital was amended to provide recommendation for bike racks throughout the Town Centre.</li> <li>c) Initiative AM05 amended to include reference for the design of future wayfinding/signage to take into consideration those in the community with dementia or low vision.</li> </ul>
Activation and Placemaking	<p>Following feedback received during the public exhibition stage, supplementary imagery and text has been provided to enhance the Activation and Placemaking theme.</p> <p>For example, initiative A01 Temporary Activation has been amended to include additional text that identifies Station Street Carpark as a potential venue for future activation opportunities and markets.</p>

A more detailed overview of the outcomes of the exhibition period and the amendments that have been implemented in the Draft Master Plan are available through the Engagement Outcomes Report (**Attachment 2**).

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**COMMUNICATION AND CONSULTATION**

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**Community Engagement**

***Development of the Draft Bowral Town Centre Master Plan***

The Draft Master Plan was developed through a collaborative process with the community and key stakeholders in order to ensure that the Draft Master Plan identifies a clear vision for Bowral that is reflective of the unique identity and function of the Town Centre. Valuable feedback was gained during two (2) rounds of engagement, and this has directly informed the development of a Draft Master Plan that was later placed on public exhibition. The table below outlines a timeline of previous engagement opportunities.

<b>Consultation</b>	<b>When?</b>	<b>Description</b>
<i>Round 1: Place Check</i>		
Your Say Wingecarribee (YSW) Community Survey	February to March 2023	Participants were asked to provide their ideas and comments about the future of Bowral Town Centre. Approximately 286 survey responses were received.
YSW Community Interactive Map	February to March 2023	Participants were able to place a marker on a map of the study area to identify key opportunities and current constraints. Approximately 44 people made 107 comments on the interactive map activity.
Community Drop-in Sessions	Wednesday, 8 March 2023 and Saturday, 11 March 2023	Two community drop-in sessions were organised in Corbett Plaza to encourage the community to ask questions and provide their feedback. An estimated total of 65-70 people gave their input during these sessions.
External Stakeholder Workshop	Wednesday, 8 March 2023	A community workshop was hosted at the Bowral Public School Hall providing participants with the opportunity to ask questions and provide insights into the strengths, opportunities and key constraints within Bowral Town Centre. Approximately 30 community members participated in the workshop.
Drawing Activity	March 2023	Students from Bowral Public School participated in consultation by completing a drawing to share their vision for the Bowral Town Centre. Approximately 50 drawings were received.
<i>Round 2: Master Plan</i>		
YSW Community Survey	May to June 2023	Participants were asked to provide their feedback on a series of preliminary ideas for the Draft Master Plan. Approximately 75 responses were received.
YSW Community Interactive Map	May to June 2023	Participants were able to place a marker on a map of the study area to provide their comments on the preliminary ideas for the Master Plan. Approximately 30 submissions were received through the interactive map.
Community Drop-in sessions	Tuesday, 9 May 2023 and Saturday, 13 May 2023	Two community drop-in sessions were organised in Corbett Plaza to encourage the community to ask questions and provide their feedback on the series of preliminary ideas.

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Consultation	When?	Description
	May 2023	
Community Workshop	Tuesday, 9 May 2023	A community workshop was hosted at Bowral Public School Hall providing participants with the opportunity to ask questions and provide feedback on the preliminary ideas for the Bowral Town Centre Master Plan. Approximately 35 community members participated in the workshop.

Key ideas and opportunities that were raised by the community during the two (2) rounds of initial consultation included, but were not limited to:

- Improved connectivity to community attractors, such as Bong Bong Street, Bowral Library and Corbett Gardens.
- Enhancing the existing character and celebrating the rural charm of Bowral.
- Encouraging night-time economy.
- Improved parking in the Town Centre by making it more accessible and visible.
- Enhancing gateway entries into the Town Centre.
- Retaining sight lines out to rural landscapes.
- Introducing more landscaping to “green” the streets of the Town Centre.
- Introducing public art, street furniture and interactive play opportunities that reflect the unique character of Bowral.

A more detailed overview of the various engagement opportunities mentioned above, and the outcomes of each community consultation activity is provided in the Engagement Outcomes Report, which forms **Attachment 2** of this report.

**Public Exhibition**

Following the resolution of the Ordinary Meeting of Council 13 December 2023, the Draft Master Plan was formally exhibited for a period of eight (8) weeks from Monday, 22 January to Sunday, 17 March 2024. During the exhibition period, the Draft Master Plan was accessible online via the ‘Document Library’ on Participate Wingecarribee and hard copies were available at Customer Service at Council’s Civic Centre, Wingecarribee Mobile Library Service and Bowral, Mittagong and Moss Vale Library. In addition, a number of face-to-face and online engagement sessions and activities were conducted to encourage further collaboration with the community and stakeholders. The following table provides a summary of participation opportunities.

Consultation	When?	Description
Round 3: Public Exhibition		
Participate Wingecarribee Online Survey	January to March 2024	Participants were asked to provide their feedback through a series of questions based on the Draft Master Plan. Approximately 71 responses were received.
Participate Wingecarribee Community Interactive Map	January to March 2024	Participants were able to place a marker, comment or vote on an idea on a map of the study area. This enabled feedback on key initiatives within the Draft Master Plan. Approximately 93 submissions were received.
Participate Wingecarribee Share your Thoughts activity	January to March 2024	Participants could make a short submission and share their thoughts in 100 words or less about the Draft Master Plan. Approximately 40 contributions were received.
Community Drop-in	Thursday, 15	A community drop-in session was held at the Henrietta

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Consultation	When?	Description
Session	February 2024, 5:30-7:30pm.	Rose Room in Bowral to encourage the community to ask questions and provide their feedback on the Draft Master Plan through a 'dotmocracy' activity in which green dots represented an idea that was liked and red dots represented an idea that was disliked. Approximately 55 green dots, 20 red dots and 32 comments were recorded.
Bowral Markets	Saturday, 10 February 2024	Council attended Bowral Markets to promote the Draft Master Plan and receive feedback from the local community. Approximately 20 comments were recorded.
Community Reference Panel (CRP)	Thursday, 22 February	Council presented the Draft Master Plan at a joint CRP session, welcoming feedback and thoughts through a 'dotmocracy' activity in which green dots represented an idea that was liked and red dots represented an idea that was disliked. Approximately 68 green dots, 29 red dots and 68 comments were recorded.
Written Submissions	January to March 2024	Participants were able to make a written submission to <a href="mailto:Strategic.Outcomes@wsc.nsw.gov.au">Strategic.Outcomes@wsc.nsw.gov.au</a> and share their thoughts on the Draft Master Plan. Approximately 16 written submissions were received.

As an overview, a summary of the key themes raised as part of the public exhibition period included, but were not limited to:

- Retaining and enhancing Bowral's unique identity.
- Preserving heritage and character buildings.
- Ensuring pedestrian safety and connectivity.
- Opportunities to incorporate Bowral's history, both First Nations and post settlement.
- Improving vibrancy and evening activation.
- Street trees and greening the town centre.

All feedback received during the public exhibition period has directly informed the post-exhibition review of the Draft Master Plan (**Attachment 1**). A more detailed overview of the various engagement opportunities mentioned above, and the outcomes of the consultation process is provided in the Engagement Outcomes Report, which forms **Attachment 2** of this report.

**Internal Communication and Consultation**

Internal consultation with representatives from the Strategic Outcomes, Development Assessment, Property Services, Assets and Environment and Sustainability branches of Council was undertaken during the preparation and public exhibition of the Draft Master Plan and Supporting Evidence Report. Feedback received from internal consultation additionally supported the post-exhibition review of the Draft Master Plan.

**External Communication and Consultation**

Please refer to the 'Community Engagement' section of this report, which details the external consultation that was conducted, during the preparation of the Draft Master Plan.

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### **SUSTAINABILITY ASSESSMENT**

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#### **Environment**

The community identified environment and sustainability as a key priority through community consultation, therefore, one (1) of the six (6) overarching urban design principles, as well as a number of proposed initiatives in the Draft Master Plan, responds to encouraging a green and sustainable public domain.

#### **Social**

The Draft Master Plan was developed in collaboration with the community and aims to celebrate this strong sense of community in the Town Centre. This is intended to be achieved through initiatives that seek to enhance social activity through the promotion of access, safety, character and economy.

#### **Broader Economic Implications**

Bowral is recognised as having a significant economic and cultural function in the Shire. The Draft Master Plan therefore identifies initiatives that seek to celebrate and enhance the economic activity in the centre, in order to support the continued success of Bowral into the future.

The Draft Master Plan supports Council's transition to a better place-based planning framework and will form part of a suite of Master Plans for the three (3) Town Centres, being Bowral, Mittagong and Moss Vale, to stimulate economic activity and guide growth and change in the Shire.

#### **Culture**

The Draft Master Plan has been prepared through a collaborative community engagement process to ensure that the Draft Master Plan is reflective of the aspirations and desires of the local community.

#### **Governance**

This report has been prepared for Council to seek the adoption of the Draft Master Plan and the endorsement of the Engagement Outcomes Report and Supporting Evidence Report, which forms **Attachments 2 and 3** to the report.

### **COUNCIL BUDGET IMPLICATIONS**

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The development of the Bowral Town Centre Master Plan is being delivered at a cost of \$139,458.00 and this funding was allocated in 2022 as part of Council's non-recurrent budget.

The Draft Master Plan identifies infrastructure upgrades and local improvements which will require funding through Council, grants or developer contributions. Where possible, they may also be considered in Council's future budget allocations.

In addition to this, the Draft Master Plan makes recommendations for Transport for NSW led initiatives. Council will therefore continue to advocate and collaborate with Transport for NSW to guide the delivery of these agency led interventions. Council will additionally continue to work with other Government agencies to seek additional funding opportunities to implement the Draft Master Plan.

### **RELATED COUNCIL POLICY**

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The Draft Master Plan has been prepared in response to priority actions identified in the Wingecarribee Local Strategic Planning Statement (LSPS) and Planning Priority 1 of the Local Housing Strategy, specifically:



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### LSPS

- Planning Priority 6.1 (i) - Adopt a place-based approach to planning in local towns and villages to ensure that their special character is preserved.
- Planning Priority 6.1 (iv) - Undertake a review of the Town Centre Master Plans for Bowral, Mittagong and Moss Vale and ensure the outcomes of the Master Plan reviews are reflected in the Development Control Plans.

### Local Housing Strategy

- Planning Priority 1 – Promote infill development and increased densities in appropriate locations and facilitate a greater mix of housing types to ensure our housing stock is reflective of the needs of our community.

## **CONCLUSION**

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The Draft Bowral Town Centre Master Plan is a holistic place-based Master Plan that provides a clear vision and strategic direction for the Town Centre. The Draft Master Plan was developed through a collaborative engagement process with the community and key stakeholders, in order to ensure that the proposed initiatives guide the growth of the Town Centre in a way that respects and enhances the unique character and function of Bowral.

The purpose of this report is, therefore, to seek the adoption of the Draft Bowral Town Centre Master Plan and endorsement of the Engagement Outcomes Report and Supporting Evidence Report, to enable the progression to the implementation phase.

## **ATTACHMENTS UNDER SEPARATE COVER**

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1. Draft Bowral Town Centre Master Plan [**8.1.1** - 94 pages]
2. Engagement Outcomes Report [**8.1.2** - 66 pages]
3. Supporting Evidence Report [**8.1.3** - 52 pages]

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## **8.2 Bowral South New Living Area**

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**Report of:** Garima Mendiratta  
Senior Strategic Planner

**Authorised by:** Deniz Kilic  
Executive Manager Strategic Outcomes

### **PURPOSE**

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The purpose of this report is to seek Council's endorsement of the Draft Bowral South New Living Area (NLA) Master Plan and Servicing Strategy, and all supporting documentation, and commence Public Exhibition for a period of eight (8) weeks.

**THIS MATTER WAS CONSIDERED BY THE WINGECARRIBEE LOCAL PLANNING PANEL ON 28 JUNE 2024.**

### **OFFICER'S RECOMMENDATION**

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#### **THAT:**

1. The Draft Bowral South New Living Area Master Plan and Servicing Strategy package proceed to Public Exhibition for a period of eight (8) weeks.
2. All supporting due diligence and technical reports also be placed on Public Exhibition for the above period of eight (8) weeks.
3. A further briefing report be provided, and advice sought from the newly appointed Local Planning Panel from July 2024.
4. The Draft Bowral South New Living Area Master Plan and Servicing Strategy be reported to the Panel and then Council at the conclusion of the public exhibition period, outlining a summary of the outcomes of the public exhibition and any changes made to the draft Master Plan and Servicing Strategy.

### **LOCAL PLANNING PANEL'S ADVICE**

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A report was prepared for the Local Planning Panel (LPP) meeting of 28 June 2024, for their advice. The staff recommended the following in the report:

1. *The Draft Bowral South New Living Area Master Plan and Servicing Strategy package proceed to Public Exhibition for a period of eight (8) weeks.*
2. *All supporting due diligence and technical reports also be placed on Public Exhibition for a period of eight (8) weeks.*
3. *A further briefing report be provided, and advice sought from the newly appointed Local Planning Panel from July 2024.*
4. *The Draft Bowral South New Living Area Master Plan and Servicing Strategy be reported to the Panel and then Council at the conclusion of the public exhibition period, outlining a summary of the outcomes of the public exhibition and any changes made to the draft Master Plan and Servicing Strategy.*

Following a briefing of the Panel by Council on the Draft Master Plan and Servicing Strategy for Bowral South NLA, the Panel provided the following advice:

**PANEL'S ADVICE**

1. The Draft Bowral South New Living Area Master Plan and Servicing Strategy package proceed to Public Exhibition for a period of eight (8) weeks.
2. All supporting due diligence and technical reports also be placed on Public Exhibition for the above period of eight (8) weeks.
3. A further briefing report be provided, and advice sought from the newly appointed Local Planning Panel from July 2024.
4. The Draft Bowral South New Living Area Master Plan and Servicing Strategy be reported to the Panel and then Council at the conclusion of the public exhibition period, outlining a summary of the outcomes of the public exhibition and any changes made to the draft Master Plan and Servicing Strategy.

The panel was in receipt of correspondence prior to the meeting from a number of residents seeking that the panel defer consideration of this matter for reasons including;

- a) The consultation period to date was not six weeks as required by the initial funding agreement between Council and the Department of Planning.
- b) The draft Master Plan has not adequately considered the issue of flooding.

The Panel does not propose to defer the provision of advice on this matter for the following reasons;

- a) The consultation period will be eight weeks and will commence following the consideration of this matter by the Council at a forth coming meeting.
- b) Further work will be done in relation to flooding, in particular a Flood Impact Risk Assessment and to comply with the planning circular PS 24-001 dated 1 March 2024 "update on addressing flood risk in planning decisions".
- c) The Panel notes that the process of rezoning this land is in the early stages and a Council request for a pre gateway determination is likely to be at least twelve months away.
- d) Should a gateway determination be granted there will be further public consultation and an opportunity to lodge submissions.

The Panel notes the oral submission from Bob Morgan. The Panel is advised that the draft Master Plan has been informed by a Strategic Heritage Assessment addressing both Aboriginal and European heritage. The various consultation periods will provide an opportunity for further engagement in respect of Aboriginal and European heritage in the study area.

**REASONS:**

Council has adopted a Housing Strategy to meet the needs of a growing population. The Strategy identified the Bowral South New Living Area as one of six new green field sites for additional dwellings.

This process continues those investigations and engagement with the Community and relevant Stakeholders.

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### **STAFF RESPONSE**

Council professional staff note the advice of the Panel in relation to the Draft Bowral South NLA Master Plan and Servicing Strategy proceeding to public exhibition for a period of eight (8) weeks. The advice has been considered and a response is provided below.

At the request of the Chair, the Council professional officer also provided information and clarifications during the Public Forum of the Local Planning Panel meeting on 28 June 2024.

Some community representations that called for deferring this matter on the grounds of community consultation demonstrated a clear misunderstanding of process. Formal community consultation was the subject of the report to the Panel on 28 June 2024 and is the subject of this report to Council. It is established practice to seek advice from the Panel and seek a Council resolution prior to proceeding to formal community consultation with a public exhibition period. An 8-week public exhibition period is proposed. All exhibition material is already available on the Panel and Council reports and on the [Participate Wingecarribee](#) platform.

All consultation undertaken to date was informal and upfront at community engagement events, not formal community consultation events, with community design workshops and public information forums collectively attracting over 200 people. Further, a presentation published online was viewed by over 400 people. These engagement events demonstrate the iterative, consultative and transparent nature of the master planning process, widely recognised as best practice.

The Panel also advised Council to undertake further work in relation to flooding, in particular to prepare a Flood Impact Risk Assessment and to comply with the Planning Circular PS 24-001 dated 1 March 2024 titled "Update on addressing flood risk in planning decisions". Council has been continuously liaising with NSW Department of Planning, Housing and Infrastructure (DPHI), Water NSW and Department of Climate Change, Energy, the Environment and Water (DCCEEW), for matters relating to environmental considerations including flooding. A Flood Impact Risk Assessment is intended to be prepared as part of the Planning Proposal documentation, along with any additional studies, to satisfy all statutory requirements and Departmental expectations for a Gateway Determination.

On the matter of heritage, due diligence investigations include a Strategic Heritage Assessment report addressing both Aboriginal and European heritage was undertaken. The upcoming community consultation period offers further opportunities for engagement in relation to heritage.

### **REPORT**

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#### **BACKGROUND**

The Wingecarribee Local Housing Strategy (LHS) and the Local Strategic Planning Statement (LSPS) were adopted by Council at its Ordinary Meeting of 14 July 2021. The LSPS and LHS form a long-term planning framework, guiding residential growth across our Shire; and sets a target of a 50/50 split between infill and greenfield or new living area development to meet the housing needs of our community. The Bowral South NLA is one of the six (6) new living areas, identified in the adopted LHS, as a residential development precinct.

At the Ordinary Council Meeting of 16 March 2022, Council approved a works program of key strategic planning projects to implement the priority actions outlined in the Wingecarribee Local Strategic Planning Statement (LSPS) and Local Housing Strategy (LHS). These two strategies and the approved strategic works

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program commit Council to undertake several key planning processes prior to any land being rezoned for residential purposes, to ensure that new residential developments are well-planned, well-designed and supported by essential infrastructure. The LHS also requires Master Plans and Servicing Strategies to be prepared for each of the new living areas prior to rezoning, to deliver good design outcomes and provide greater certainty to the community, landholders, investors and Council.

Planning for the new living area also provides an opportunity to make provisions for diversity in housing typology, that caters to the needs of our community at different stages of life. The housing shortage across the State and across our rural Shire requires careful long-term strategic planning, well-considered design and broad community consensus to move forward.

Council secured a sum of \$250,000 in a grant funding under the Regional Housing Strategic Planning Fund – Round 1, from the then NSW Department of Planning and Environment (now Department of Planning, Housing and Infrastructure), to complete the Master Plan and Servicing Strategy for the Bowral South NLA.

At the 15 May 2024 Ordinary Meeting of Council and 22 May 2024 Local Planning Panel meeting, a report was presented to provide an update on the progress of the Bowral South NLA Master Plan and Servicing Strategy. Following a site visit and briefing of the Panel by Council professional staff on the progress update report, the Panel provided the following advice:

***The Panel noted the progress of the Bowral South New Living Area Master Plan and Servicing Strategy project and commended the use of Tradition Neighbourhood Design principles in the Masterplan. The Panel provided the following advice:***

- 1. Council should liaise early with the Department of Planning, Housing and Infrastructure regarding their policy requirements for development proposed to be located between the Flood Planning Level and the PMF.***
- 2. That Council adopt a Design with Country philosophy in the Master planning process to ensure that Aboriginal culture is respected and celebrated as part of the future South Bowral community.***

**Staff Response:**

1. Council is currently liaising directly with Water NSW, the NSW Department of Climate Change, Energy, the Environment and Water, and the NSW Department of Planning, Housing and Infrastructure, for matters relating to technical and environmental concerns including flooding and ecological impacts. The proposed Draft Master Plan is sympathetic to flood planning and Water Sensitive Urban Design (WSUD) solutions have been proposed in the Draft Master Plan. Consultation with relevant State Agencies will continue, including technical considerations, through to the finalisation of the project. Any necessary additional studies relating to flood planning will be undertaken prior to preparation and lodgement of a draft Planning Proposal in accordance with statutory requirements of the NSW Department of Planning, Housing and Infrastructure.
2. The due diligence studies undertaken during the preparation of the Draft Master Plan and Servicing Strategy have identified one (1) Scar Tree within the site. The area where the Scar Tree is located has also been identified as being of 'High Ecological Value' and is being proposed to become public open space, to respond to both the cultural and ecological value of that area. The Bowral South NLA is an opportunity to bring areas of high cultural and ecological value from private ownership into public ownership to better protect these areas and recognise the First Nations heritage and ecological values of the area. Council is also currently in the process of consulting with the Illawarra Local Aboriginal Land Council (ILALC) and local First Nations communities to better understand how

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the Draft Master Plan can ensure connection with country, in a way that is respectful and culturally responsive.

### **INTRODUCTION**

The Bowral South NLA is the first out of the six (6) new living areas, identified in the LHS, to be master planned to accommodate new homes, public open spaces and a small village centre. It is going to be Bowral's growth front for the next 20-30 years. The Master Plan and Servicing Strategy aligns with the priority actions identified in the LSPS and LHS, as specified in the 'Related Council Policy' section, further in this report.

The Bowral South NLA is located to the south-east of Bowral Township and is bounded by Kangaloon Road to the north, Eridge Park Road to the west, the Wingecarribee River to the south and the Bong Bong Racecourse to the east, with Wingecarribee River being the long-term town boundary. The map below shows the boundaries of the Bowral South NLA.



**Figure 1 – Bowral South NLA Boundary**

At the Ordinary Council Meeting of 19 April 2023, after a comprehensive procurement process, Council engaged Maker ENG and their associated sub-consultants, to prepare the Draft Master Plan and Servicing Strategy for the Bowral South New Living. Council has been working with Maker ENG, to develop a Master Plan and Servicing Strategy for Bowral South NLA and a draft has been developed in collaboration with the community, key stakeholders and government agencies through an extensive consultation process.

Given the large area of the site, an opportunity to incorporate a small village centre within the new living area, has been identified, which will support the day to day needs of the emerging local community within the NLA, as well as the existing residents in broader East Bowral and parts of Burradoo. Hence, Council also appointed a separate consultant to undertake a Retail Needs Assessment (**Attachment 11**), to understand the economic needs and viability of a village centre within the Bowral South NLA.

The Bowral South NLA is bounded by the Wingecarribee River to the south. Hence, the Master Plan additionally explores the opportunity to bring the riverfront into public ownership, contributing positively to the amenity and liveability of Bowral and the broader Shire. This further supports one of Council's long-term aims of providing a cycleway and public open space along the Wingecarribee River to connect with the existing cycleway networks in East Bowral to the Bowral Town Centre and other parts of the Shire; and

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consider linking Bong Bong Common and Cecil Hoskins Nature Reserve to Bowral South NLA, though an active transport route.

The project aims to provide a holistic, strategic and coordinated approach to residential development and infrastructure delivery across the site and ensure that new development contributes equitably to the infrastructure upgrades that are required, within and around the NLA, to support the new residential development. The Master Plan and Servicing Strategy will promote best practice in relation to good design outcomes and sustainability and support a highly liveable new living area.

### ***The Framework***

Bowral South NLA is one of the six (6) new living areas, identified in the adopted LHS, as greenfield residential development. The project aims to holistically plan for the NLA, to promote best practice in relation to design, sustainability and infrastructure provisions. The NLA additionally aims to deliver a diverse mix of housing sizes and typologies to meet the changing needs of the local community. To achieve these, the following strategies have been prepared:

1. **Draft Master Plan**, which will directly inform a site-specific Development Control Plan (DCP); and
2. **Draft Servicing Strategy**, which will directly inform a Contributions Plan for the new living area.

The Draft Master Plan and Servicing Strategy Report is provided as **Attachment 1** to this report. Once finalised and adopted, the Master Plan and Servicing Strategy, along with supporting studies, reports and plans, will ultimately support the rezoning of the subject land. Once the Draft Master Plan and Servicing Strategy are adopted, a separate body of work will be undertaken, to prepare a site-specific Development Control Plan (DCP) and a development specific Contributions Plan, prior to any land being rezoned. Following the completion of the Master Plan, Servicing Strategy, Contributions Plan and site-specific DCP, and any additional studies, a Planning proposal will be prepared to appropriately rezone the land for residential, commercial and public recreation (open space) purposes.

### ***Development of the Master Plan***

The Local Housing Strategy commits Council to develop a Master Plan and Servicing Strategy for each of the new living areas, prior to the consideration of land rezoning. The initial development of a Master Plan for the Bowral South NLA, commenced with a site visit by Council staff and the consultants, in June 2023. The site visit was followed by individual meetings with all the landowners, as the NLA is entirely under private ownership. Given the congested nature of the existing Bowral Town Centre (Bong Bong Street), and a missed opportunity in East Bowral, the Master Plan further explores a new village centre, one which complements the existing Bowral Town Centre, rather than setting up competition to the same.

The initial phase of preparing the Draft Bowral South NLA Master Plan, included an analysis of all the known environmental constraints and preparing due diligence reports required for a master planning exercise. The due diligence reports undertaken for the development of the Draft Master Plan, are listed below. The Draft Master Plan has been informed by the recommendations provided in the due diligence reports. The draft due diligence reports listed below are provided as **Attachments 5-8** to this report.

1. Ecological Constraints and Opportunities
2. Strategic Heritage Assessment
3. Sustainability Strategy

In addition to the above-mentioned studies, Council's Wingecarribee River Flood Study, adopted in February 2022, additionally informed the Draft Master Plan for Bowral South NLA. Further studies have also been conducted that inform the Draft Master Plan and the Servicing Strategy, which are detailed out in the following '**Servicing Strategy**' section of this report.

Following the completion of the constraints analysis, a set of thirteen (13) Urban Design Principles (**Attachment 4**) were developed, by the Urban Designer. These Urban Design principles aim for a

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sustainable, social neighbourhood; and highlight specific principles for the Village Centre. The application of these key urban design principles assisted in planning for the Bowral South NLA, with the intention to develop a master plan which displays best practice sustainable, mixed-use and compact residential development.

The Draft Master Plan was developed through a collaborative process with the community and key stakeholders to ensure that the Master Plan is supported by the community. In order for the community to contribute their ideas and feedback, three (3) Community Design Workshops were conducted, at different stages of the project. To make it convenient for all members of the community to attend these workshops, they were held on the weekends. The workshops were designed to have continuity, by having the same group of people attend these workshops, and provide feedback on the progress of the project, based on the discussions in the previous workshop.

The first Community Design Workshop was held on 11 November 2023. The purpose of the first workshop was to discuss the Urban Design Principles with the participants and encourage them to provide feedback on four (4) different themes, to inform the Master Plan. These themes are list below:

- Connections and access,
- Green Spaces and Corridors,
- Village Centre; and
- Residential Densities and dwelling types.

A combination of the feedback received during the first workshop, outcomes of the constraints analysis and implementation the Urban Design Principles, resulted in three (3) Draft Land Use Plan options for the NLA. The main distinction between these three (3) land use options, was the location of the Village Centre. The below image shows the three options, prepared following the first Community Design Workshop.



**Figure 2 – Three Draft Land Use Options**

The second Community Design Workshop was held on 9 December 2023, which was attended by the same participants as in the first workshop. The three (3) Draft Land Use Options (Figure 2), were presented to the participants, along with a summary of feedback captured from the first workshop and a description of how the feedback was applied to develop the three (3) land use options. The land use options were then

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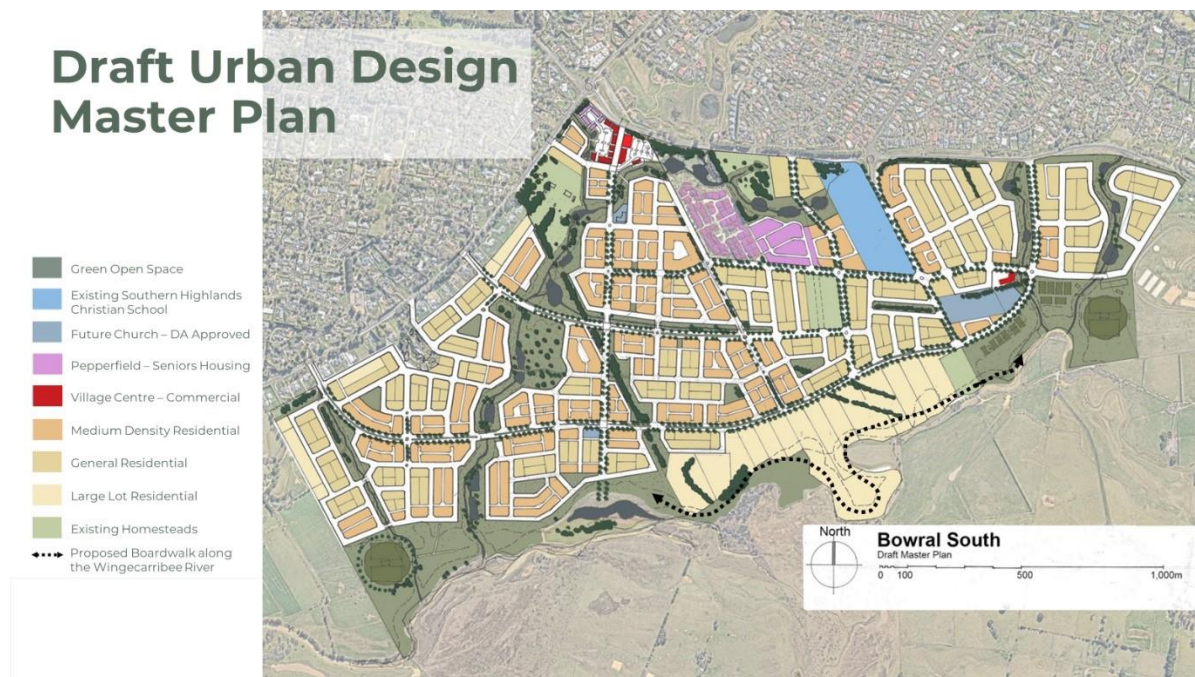
analysed, and the participants were asked to provide a score against the four (4) themes discussed in the first workshop. The Draft Land Use Option 1 scored the highest amongst all four (4) themes collectively. However, the participants requested additional information regarding the economically derived size of the Village Centre and mix of uses in the village centre. A detailed summary of the first two Community Design Workshops is provided as **Attachment 3** to this report.

Reflecting on the feedback received during the workshops and listening to the community, URBIS, a nationally recognised consultancy, was engaged by Council, to prepare a Retail Needs Assessment, to provide an evidence base for the location, size and land use mix of the Village Centre. The Retail Needs Assessment is provided as **Attachment 11** to this report. The assessment recommended the Village Centre to be located at the corner of Kangaloon Road and Eridge Park Road, to capture passing trade through these two main roads, consistent with Land Use Option 1 and workshop feedback. The assessment also provided recommendations for different commercial land uses, as supporting uses and their floor space requirements, within the Village Centre.

Based on the Retail Needs Assessment, feedback received from Community Design Workshops and outcomes of the due diligence reports, a Draft Urban Design Master Plan for the Bowral South NLA was prepared. Below are some of the drivers and benefits of the Draft Master Plan:

- Opening up the Wingecarribee River as public open space for recreational purposes and environmental conservation for native flora and fauna.
- Large public open spaces along the riparian corridors and linear parks along the main transport links, providing for new community recreational facilities and parks.
- The Village Centre is located at the corner of Kangaloon Road and Eridge Park Road, to capture passing trade, be more visible and accessible to residents in East Bowral and parts of Burradoo.
- Accommodate medium density residential closer to the village centre and open spaces , so most future residents can walk to shops, and have easier access to amenities and open spaces.
- Diverse housing types for the various needs of our aging and growing community.

The below image shows the Draft Urban Design Master Plan.



**Figure**

### **3 – Draft Urban Design Master Plan**

Further feedback and refinement was relayed to the consultants, on the Draft Urban Design Master Plan, to reduce the extent of large lots proposed along the river, to open the entire length of the Wingecarribee riverfront for public use; and provide appropriate land uses in areas where there are existing homesteads, for master planning purposes. This feedback is represented in the Draft Landscape Master Plan (**Attachment 12**) and Draft Indicative Subdivision Layout Plan (**Attachment 18**).

The Master Plan will guide future development across the site, directly informing site-specific provisions within the Wingecarribee Local Environmental Plan 2010 (WLEP 2010), such as land zoning, minimum lot sizes, floor space ratios, height of buildings etc., and form the basis of a site-specific Development Control Plan (DCP).

#### ***Servicing Strategy***

The Servicing Strategy aims to identify key infrastructure requirements to support the New Living Area, both within and around the NLA. The cost of key infrastructure requirements will be factored into a site-specific Contributions Plan for the NLA, which will be prepared after the finalisation and adoption of the Draft Master Plan and Servicing Strategy of the Bowral South NLA.

Based on Retail Needs Assessment and the feedback received from Community Design Workshop I and II, additional studies and modelling were conducted for the preferred Land Use Option 1, to prepare with the Servicing Strategy, as listed below. These draft studies are provided as **Attachments 2 and 8-10** to this report.

1. Water Cycle Management and Strategy
2. Preliminary Traffic Analysis
3. Sewer Modelling Report
4. Water Modelling Report

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The Draft Servicing Strategy identifies infrastructure upgrades (both on and off site) that are required to support development within the NLA and facilitate a coordinated approach to infrastructure delivery across the site. The Servicing Strategy is intended to:

- o Identify infrastructure upgrades required to support development within the NLA (including sewer, water, stormwater, traffic and transport etc)
- o Consider opportunities to provide community, social and recreation facilities on the site based on the outcomes of the Community and Recreation Facilities Strategy
- o Identify the staging of the development based on infrastructure requirements, to support development within the NLA.

The Draft Servicing Strategy includes feedback from Endeavour Energy. However, feedback from NBN or State Government Authorities (including Transport for NSW, Department of Education and NSW Health), has not yet been incorporated in the Draft Servicing Strategy. These State Agencies usually require a draft package or suite of documents prior to offering any meaningful advice. Consultation with relevant State Agencies will therefore continue during the public exhibition period, to consider the need for upgrades to the State infrastructure networks and especially social infrastructure, to consider and resolve any further requests from State Agencies.

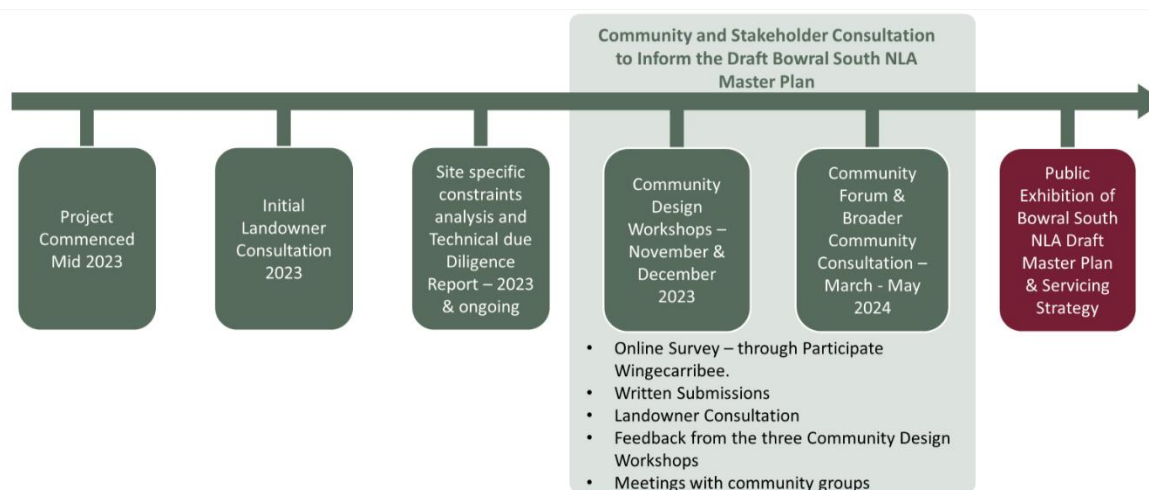
### **Further Engagement**

At the request of the Design Workshop participants, a third workshop was held on Saturday, 25 May 2024. The aim of this workshop was to report the outcomes of the draft technical studies and due diligence reports and understand how these informed the Draft Master Plan and Servicing Strategy. Discussions were based on the four topics listed below:

- Village Centre
- Movement & Open Space (Riparian Corridors + Riverfront)
- Water Sensitive Urban Design & Flood Planning
- Architecture (Housing)

### **Timeline**

Below is a diagram showing the timeline of the project.



**4 – Project Timeline**

**Figure**

The Draft Master Plan and Servicing Strategy Report, provided as **Attachment 1** to this report, is to be read in conjunction with the following Annexures, provided as **Attachments 2 and 4-8**; and a set of plans provided as **Attachments 12-20**, to this report.

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### *Annexures*

- Water Cycle Management Strategy
- Bowral South Urban Design Principles
- Ecological Constraints and Opportunities Report
- Strategic Heritage Assessment
- Bowral South NLA Sustainability Strategy
- Preliminary Traffic Analysis

### *Plans*

- Draft Landscape Master Plan Jul
- Draft Typical Road Cross Sections
- Draft Sewer Catchment Plan
- Draft Water Catchment Plan
- Draft Road Hierarchy Plan
- Draft Open Space & Public Domain Plan
- Draft Indicative Subdivision Layout Plan
- Draft Infrastructure Satisfactory Arrangement Plan
- Draft Indicative Subdivision Staging Plan

### ***Bowral Riverfront Greenway***

The Bicycle Strategy for Mittagong, Bowral and Moss Vale (Bicycle Strategy) 2008 strategically identifies opportunities for improved walking and cycling networks throughout the Shire in order to strengthen broader connectivity. This comprehensive plan recognises that in realising the objectives of the Bicycle Strategy, it will in turn support physical activity, active living, active ageing and active tourism in the Shire.

The adopted Bicycle Strategy builds on existing strengths, including Bong Bong Common, Cecil Hoskins Nature Reserve and Cherry Tree Walk, and identifies key missing links in the current walking and cycling network. One of the recommendations of the Bicycle Strategy includes a proposed walking and bicycle network along the Wingecarribee River, which is intended to facilitate the development of an informal 'Riverfront Greenway' around Bowral to strengthen connectivity between key attractors.

In addition, the Draft Bowral South NLA Master Plan (**Attachment 1**) further provides an opportunity to realise this medium-long term 'Bowral Riverfront Greenway' vision by connecting existing footpath networks and extending them through the NLA along the Wingecarribee River. The paths within Bowral South NLA are expected to be delivered by landholders/developers as the precinct is developed, all regulated by a site-specific Contributions Plan or Planning Agreements.

A report was presented to the Extraordinary Meeting of Council 26 June 2024, in regard to the 'Bowral Riverfront Greenway' to initiate due diligence and cost analysis to inform landowner consultations to realise this long-term Strategy.

## **COMMUNICATION AND CONSULTATION**

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The Draft Bowral South NLA Master Plan and Servicing Strategy have been developed in consultation with the community, landowners, relevant State Government agencies and internal Council staff.

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**Community Engagement**

Council has conducted various types of engagements with the community, to develop the Draft Master Plan, at various stages of the project. Three (3) Community Design Workshops were conducted in November-December 2023 and May 2024, which were attended by several community representatives. Further community consultation was undertaken through community forums, community group meetings and community engagement sessions, during March–May 2024. The table below details the engagement opportunities that were facilitated by Council, during the development of the Draft Master Plan.

<b>Engagement Type</b>	<b>When?</b>	<b>Description</b>
Initial Landowner Consultation	June 2023	The Bowral South NLA is privately owned, with multiple landowners. Council has consulted with the landowners at various stages of the project, however, being agnostic to ownership boundaries within the NLA, when preparing the Draft Master Plan.
YSW Community Survey	06 October – 13 November 2023	Participants were asked to provide their ideas and comments about what they would like to see in the Bowral South NLA and how the future of Bowral town centre. A total of 64 survey responses were received.
Community Design Workshop I	Saturday, 11 November 2023	The purpose of the first workshop was to discuss the Urban Design Principles (prepared by the Urban Designer) with the participants and encourage them to provide feedback on four (4) different themes, in order to inform the Master Plan. These themes are list below: <ul style="list-style-type: none"> <li>• Connections and access,</li> <li>• Green Spaces and Corridors,</li> <li>• Village Centre; and</li> <li>• Residential Densities and dwelling types.</li> </ul>
Community Design Workshop II	Saturday, 09 December 2023	Three (3) Draft Land Use Options were prepared based on feedback received during the first workshop. These were presented to the participants, along with a feedback summary from the first workshop and a description of how the feedback was applied to develop the three (3) land use options. The three (3) land use options were then analysed, and the participants were asked to provide a score, against the four (4) themes discussed in the first workshop.
WinZero Event – Futures Forum	Tuesday, 26 March 2024	A broader community consultation was held in the Moss Vale Services club, at an event organised by WinZero and chaired by Ms Judy Hannan, Member for Wollondilly. Over 160 community members attended the event. Council was one of the guest speakers at the event and presented the Bowral South NLA

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Engagement Type	When?	Description
		project as well as the broader strategic overview of opportunities and constraints in the Shire.
Meetings with Community Groups and Residents	Multiple	At the request of local community groups, the Council project team has met with various community groups and local residents to understand their concerns, at the Master Planning stage; and implement as much as possible, within the Draft Master Plan.
Broader Community Consultation	Friday, 12 April and Saturday, 13 April 2024	Council’s project team conducted two (2) community consultation sessions, held outside of regular working hours/weekend, to make it easier for working members of the community to attend these sessions. The community was presented with presented with the Shire-wide picture detailing broader opportunities and constraints, the Urban Design Principles and the three (3) Land Use Options prepared for the Bowral South NLA. The two (2) sessions combined, were attended by 60 Community Members.
Community Design Workshop III	Saturday, 25 May 2024	At the Community Workshop II, participants expressed a desire to have a third workshop, to provide further feedback once the due diligence reports and Retail Needs Assessment have been completed and implemented in the Draft Master Plan. The purpose of the third workshop was to provide the participants with the outcomes of the due diligence reports, such as the Sustainability Strategy, Strategic Heritage Assessment, Traffic Study, Sewer & Water Modelling etc.; and clarify a few concerns regarding flooding. Concept plans for the proposed Village Centre were also discussed during the workshop. Participants were encouraged to provide feedback on the four (4) themes listed below: <ul style="list-style-type: none"> <li>• Botanic Village Centre</li> <li>• Architecture</li> <li>• Water Sensitive Urban Design &amp; Flooding</li> <li>• Movement &amp; Open Spaces (Wingecarribee River &amp; Riparian Corridors)</li> </ul>

**Internal Communication and Consultation**

A Project Control Group (PCG) was established during the initial phases of the project and included representation from various sections of Council. An internal workshop was conducted with the members of

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the PCG, in October 2023. The aim of the workshop was to steer the Master Plan towards achieving various actions identified in Council's internal strategies. The project Control Group included representation from the below sections of Council:

- Strategic Outcomes
- Parks and Building Assets
- Traffic Engineering
- Water and Sewer Services
- Community Development
- Environment & Sustainability
- Development Assessment

A high-level Structure Plan was discussed during the workshop. Combined feedback from all sections of Council was sent to the consultants, which further refined the development of the Draft Master Plan and Servicing Strategy.

### **External Communication and Consultation**

Consultation with the State Agencies, including Transport for NSW, Department of Education and NSW Health, Endeavour Energy and NBN, will continue during the public exhibition period, at this early stage of planning, to consider the need for upgrades to State infrastructure networks and social infrastructure, to consider satisfactory arrangement requirements.

Council has been continuously liaising with Department of Planning, Housing and Infrastructure (DPHI), Water NSW and Department of Climate Change, Energy, the Environment and Water (DCCEEW), for matters relating to environmental considerations including flooding. In addition, Council is consulting with the Illawarra Local Aboriginal Land Council (ILALC) and local First Nations communities to understand how the Draft Master Plan can ensure connection with country.

## **SUSTAINABILITY ASSESSMENT**

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### **Environment**

The Draft Bowral South NLA Master Plan and Servicing Strategy are informed by technical due diligence reports as part of the project, which include environmental studies for the area. The environmental studies include, but are not limited to:

- Ecological Constraints and Opportunities
- Strategic Heritage Assessment
- Sustainability Strategy

### **Social**

There is an opportunity to provide for social and public infrastructure through a holistic Master Plan for Bowral South NLA, which will benefit Bowral Town and the Shire. For example, the Draft Master Plan identifies opening up the Wingecarribee riverfront for public recreation, providing for community sports facilities and help improving social connections within the community. The Draft Master Plan additionally explores the opportunity to contribute positively to the amenity and liveability of Bowral and achieve one of Council's long-term aims of providing a cycleway along the Wingecarribee River to connect with the Bong Bong Common and existing cycleway networks in Bowral.

### **Broader Economic Implications**

Given the large area of the site, there is an opportunity to incorporate a small village centre within the new living area, which will support the day to day needs of the local community, as well as the broader East Bowral catchment area and strengthen the economy of the precinct. This opportunity has been explored in

## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024**

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the Draft Master Plan. A main Village Centre and a secondary commercial area have been proposed in the Draft Master Plan.

### **Culture**

There are no specific cultural issues in relation to this report.

### **Governance**

There are no specific governance issues in relation to this report.

## **COUNCIL BUDGET IMPLICATIONS**

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Council received a sum of \$250,000 in grant funding from the then Department of Planning and Environment. Council committed to add another \$100,000 towards the preparation of the Master Plan and Servicing Strategy of the Bowral South NLA. This was allocated in the previous financial year and hence there are no budget implications in this financial year.

## **RELATED COUNCIL POLICY**

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The Bowral South NLA, is one of the six (6) new living areas, identified in the Local Housing Strategy (LHS). The Master Plan and Servicing Strategy is being prepared in response to specific priority actions identified in the LSPS and the LHS, as listed below:

### **Local Strategic Planning Statement Actions:**

- Planning Priority 4.3 (iii): Achieve a mix of housing types and lot sizes in new living areas to ensure that new development meets the needs of our community.
- Planning Priority 4.3 (viii): Develop master plans for our new living areas, prior to rezoning, to provide for well planned, highly liveable communities into the future
- Planning Priority 4.3 (ix): Develop infrastructure plans and servicing strategies for new living areas prior to rezoning
- Planning Priority 5.2 (ii) - Develop infrastructure plans and servicing strategies for new living areas prior to rezoning.

### **Local Housing Strategy Planning Priority:**

- Planning Priority 3: Provide for well planned new release areas to meet the long-term housing needs of the community and ensure that our growing communities are supported by essential infrastructure.
- Planning Priority 6.3 - Enhance the liveability of our towns and villages, with facilities and services to support a healthy, culturally rich and socially connected Wingecarribee Community.

### **Bicycle Strategy for Mittagong, Bowral and Moss Vale (2008):**

- 5.1 Bicycle Network Route Function – Proposed Shared Path from Mittagong to Moss Vale (Map 2 - Proposed Bicycle Network and Major Trip Generators).

The Bicycle Strategy for Mittagong, Bowral and Moss Vale (2008), strategically identifies an active transport link between Bong Bong Common to connect to East Bowral, through the emerging Bowral South NLA, along the Wingecarribee Riverfront.

### **Bowral Parking, Traffic and Transport Strategy:**

- 5.4 Provisions for Cyclists – Identifies that cycling is a sustainable form of active transport in the Shire and recommends that enhancements to the network be explored.



## **CONCLUSION**

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The Bowral South NLA is one of the six (6) new living areas, identified in the LHS and is the first to undergo a master planning process to respond to residential growth in the Shire. It is additionally one of the first master plans of such type, initiated by Council, to have a holistic strategic plan for the area, which supports Council's transition to a better place-based planning framework.

The Bowral South NLA, has the potential to accommodate two thousand plus new dwellings, housing a population upwards of approximately five thousand people, addressing the housing shortage across our Shire and more broadly across the State, while also providing for a diversity of housing, that caters to the needs of our community at different stages of their life. The Draft Master Plan further aims to provide community benefit by opening up the Wingecarribee riverfront as public land and identifies the opportunity to establish a connected active transport network between Bowral and other towns.

The Draft Master Plan will form the basis of a site-specific Development Control Plan, to ensure that new development is in keeping with the community's expectations and respects local character. The Draft Servicing Strategy will highlight the infrastructure costs required to provide the new residential area with appropriate, best practice and practical infrastructure provisions, to ensure equitable development and overall community benefit.

The purpose of this report is to seek endorsement for the Bowral South NLA Draft Master Plan and Servicing Strategy package to proceed to public exhibition for a period of eight (8) weeks. Feedback received from the community and State Government agencies during the exhibition period, will be incorporated in the final Master Plan and Servicing Strategy for Bowral South NLA prior to being adopted.

## **ATTACHMENTS UNDER SEPARATE COVER**

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1. Draft Bowral South NLA Master Plan & Servicing Strategy Report [8.2.1 - 26 pages]
2. Draft Water Cycle Management Strategy [8.2.2 - 28 pages]
3. Community Consultation Report - Workshop I & II [8.2.3 - 90 pages]
4. Bowral South - Urban Design Principles V 4 [8.2.4 - 21 pages]
5. Ecological Constraints and Opportunities [8.2.5 - 71 pages]
6. Bowral South NLA SHA [8.2.6 - 36 pages]
7. Draft Bowral South Sustainability Strategy [8.2.7 - 33 pages]
8. Bowral South NLA Preliminary Traffic Analysis [8.2.8 - 18 pages]
9. Bowral South NLA Sewer Modelling Report [8.2.9 - 57 pages]
10. Bowral South NLA Water Modelling Report [8.2.10 - 64 pages]
11. Bowral South NLA Retail Needs Assessment [8.2.11 - 31 pages]
12. Draft Landscape Master Plan [8.2.12 - 6 pages]
13. Draft Typical Road Cross Sections [8.2.13 - 7 pages]
14. Draft Sewer Catchment Plan [8.2.14 - 1 page]
15. Draft Water Catchment Plan [8.2.15 - 1 page]
16. Draft Road Hierarchy Plan [8.2.16 - 1 page]
17. Draft Open Space & Public Domain Plan [8.2.17 - 1 page]
18. Draft Indicative Subdivision Layout Plan [8.2.18 - 1 page]
19. Draft Infrastructure Satisfactory Arrangement Plan [8.2.19 - 1 page]
20. Draft Indicative Subdivision Staging Plan [8.2.20 - 1 page]

### **8.3 Southern Highlands Innovation Park**

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**Report of:** Rachel Murray  
**Acting Coordinator Strategy and Place**

**Authorised by:** Deniz Kilic  
**Executive Manager Strategic Outcomes**

#### **PURPOSE**

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The purpose of this report is to seek the endorsement of the Draft Southern Highlands Innovation Park Master Plan, Governance Strategy and Strategic Positioning Study to proceed to public exhibition for a period of eight (8) weeks.

**THIS MATTER WAS CONSIDERED BY THE WINGECARRIBEE LOCAL PLANNING PANEL ON 28 JUNE 2024.**

#### **OFFICER'S RECOMMENDATION**

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##### **THAT:**

1. The Draft Southern Highlands Innovation Park Master Plan, Governance Strategy and Strategic Positioning Study be endorsed for public exhibition.
2. The Draft Southern Highlands Innovation Park Master Plan, Governance Strategy and Strategic Positioning Study be placed on Public Exhibition for a period of eight (8) weeks commencing 29 July 2024 and concluding on 23 September 2024.
3. Council receive and note the Engagement Outcomes Report.
4. The Draft Southern Highlands Innovation Park Master Plan and Governance Strategy be reported back to the Panel and then Council at the conclusion of the exhibition period, outlining a summary of the outcomes of the public exhibition.

#### **LOCAL PLANNING PANEL'S ADVICE**

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A report was prepared for the Local Planning Panel (LPP) meeting of 28 June 2024, for their advice. The staff recommended the following in the report:

1. *The Draft Southern Highlands Innovation Park Master Plan, Governance Strategy and Strategic Positioning Study be endorsed for public exhibition.*
2. *The Draft Southern Highlands Innovation Park Master Plan, Governance Strategy and Strategic Positioning Study be placed on Public Exhibition for a period of eight (8) weeks commencing 29 July 2024 and concluding on 23 September 2024.*
3. *The Panel receives and notes the Engagement Outcomes Report.*
4. *The Draft Southern Highlands Innovation Park Master Plan and Governance Strategy be reported back to the Panel and then Council at the conclusion of the exhibition period, outlining a summary of the outcomes of the public exhibition.*

Following a briefing of the Panel by Council staff on the Draft Southern Highlands Innovations Park (SHIP) Master Plan, Governance Strategy and Strategic Positioning Study, the Panel provided the following advice:

1. *The Draft Southern Highlands Innovation Park Master Plan, Governance Strategy and Strategic Positioning Study be endorsed for public exhibition.*

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- 2. *The Draft Southern Highlands Innovation Park Master Plan, Governance Strategy and Strategic Positioning Study be placed on Public Exhibition for a period of eight (8) weeks commencing 29 July 2024 and concluding on 23 September 2024.***
- 3. *The Panel receives and notes the Engagement Outcomes Report.***
- 4. *The Draft Southern Highlands Innovation Park Master Plan and Governance Strategy be reported back to the Panel and then Council at the conclusion of the exhibition period, outlining a summary of the outcomes of the public exhibition.***

***REASONS: The Panel generally agrees with the Council Officer's report.***

### **STAFF RESPONSE**

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Council staff note the advice of the Panel in relation to the endorsement of the Draft Master Plan, Governance Strategy and Strategic Positioning Study to proceed to public exhibition.

### **REPORT**

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#### **BACKGROUND**

The Southern Highlands Innovation Park (SHIP) is a regionally significant employment precinct comprising some 1,053 hectares of industrial zoned land between Moss Vale and New Berrima. The precinct is strategically located in close proximity to Sydney, Canberra, Wollongong and the new Western Sydney Airport and Aerotropolis. This Precinct provides a unique opportunity to attract sustainable and innovative industries and become a major employer and economic driver for the Shire and the broader region.

The SHIP precinct was originally recognised as a 'Future Industrial Corridor' in the Interim Development Control Map 1979 and later identified as an employment precinct under the 1989 Wingecarribee Local Environmental Plan (LEP). However, due to a number of constraints and the lack of a clear vision and strategic direction, the precinct, which was formerly known as the Moss Vale Enterprise Corridor, remained largely undeveloped. In more recent years, development has been largely piecemeal and proposed State Significant Development is fundamentally compromising the Draft Master Plan and more appropriate market-driven innovation land uses.

Council completed the first phase of a Master Planning process for the SHIP in 2021, which included a contextual and constraints analysis, a high-level land use and competitor analysis and feasibility model, an emerging Vision and high-level Structure Plan for the precinct. This initial master planning phase recognised key challenges in the provision of enabling infrastructure to unlock the potential of this regionally significant employment precinct (e.g. roads, sewer, water, electricity and data bandwidth).

Council secured grant funding from the Department of Regional NSW to complete the second phase of the Master Planning process for the SHIP, which includes the development of a Master Plan for the precinct, as well as a detailed Governance Strategy. At the meeting of 15 February 2023, Council considered a report seeking to prepare a brief for a suitably qualified and experienced consultant to prepare a Master Plan and Governance Strategy for the SHIP. In May-June 2023, tenders were sought in accordance with Council's adopted Procurement Guidelines and a total of eight (8) tender responses were submitted to Council. The Tender Evaluation Panel unanimously determined that Architectus Australia Pty Ltd to be recommended to enter into a contract for completion of the project and at the Ordinary Meeting of Council 19 July 2023 the tender was accepted.

A report was presented to the 15 May 2024 Ordinary Meeting of Council and later to the 22 May 2024 Local Planning Panel, to provide an update on the progress of the Draft SHIP Master Plan and Governance

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Strategy and provide a timeline for the completion of the project. Following a briefing of the Panel by Council staff on the progress update report, the Panel provided the following advice:

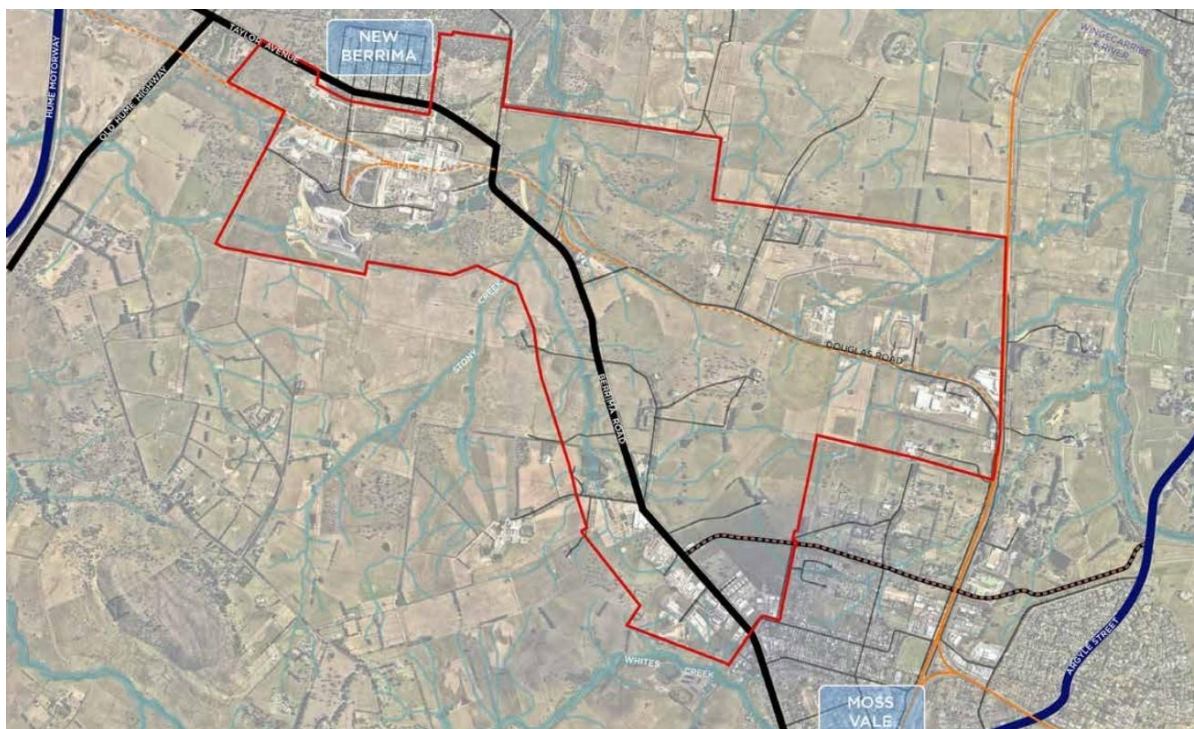
***The Local Planning Panel noted the progress of the Southern Highlands Innovation Park Master Plan, Governance Strategy and the Strategic Positioning Paper and provided the following advice:***

- 1. The planning process for the SHIP at all stages and levels must keep sight of the vision of it being a high technology innovation park.***
- 2. The goal of the planning framework must be to ensure that future development is compatible with the character of the area and result in a high quality built environment. It should therefore include development controls in respect to building design and estate landscaping reflective of this aspirational goal.***
- 3. The Masterplan should ensure that the major road servicing the SHIP is designed as an industrial boulevard with a separated road corridor incorporating a high quality landscape design. All other streetscapes should also be designed so as to reflect high quality landscape outcomes consistent with the vision of the estate and character of the area.***
- 4. Controls should be incorporated into the planning framework to ensure that the prominent ridgelines are protected from unsympathetic development.***
- 5. That priority is given to ensuring that enabling infrastructure design is advanced so Council is in a position to take advantage of grant funding as it becomes available, and so that appropriate development contributions can be calculated and applied to future development in order to fund the required infrastructure.***
- 6. That the Masterplan ensures that land uses are separated as required so as not create land use conflict.***
- 7. That Council financial planning ensure ongoing maintenance of landscaped public areas to meet a high standard consistent with the vision for the SHIP.***

***The Panel was also briefed on the proposed plastics recycling facility at 74-76 Beaconsfield Road, Moss Vale. It was noted that the proposed facility was to be located adjacent to a sensitive medical research facility. The Panel was concerned that this has potential to lead to significant land use conflict and was an example of needing to ensure land uses were appropriately located within the SHIP. For this reason, the panel considers that Council should carefully assess the proposal and make representations to the IPC.***

### **INTRODUCTION**

The Southern Highlands Innovation Park (SHIP) is a long-term employment precinct that presents an opportunity to become a major economic driver for the Shire and the broader region, providing future employment opportunities and stimulating investment in enabling infrastructure.



**Figure 1 – Southern Highlands Innovation Park (Red Outline)**

Council previously secured \$270,000 in grant funding under the NSW Government’s Business Case and Strategy Development Fund from Regional NSW to facilitate the completion of the second phase of the master planning process for the SHIP. Following a tender process, Council engaged Architectus Australia Pty Ltd in mid-2023 to develop a Draft Master Plan for the precinct, which forms **Attachment 1** to this report. The Draft Master Plan has been developed alongside a Draft Governance Strategy (**Attachment 2**) by subconsultants Astrolabe Group and a Strategic Positioning Study (**Attachment 3**) by SGS Planning and Economics.

The development of this body of work is crucial to ensuring that the vision of the SHIP is reflective of the unique character and function of the Southern Highlands and that it is in keeping with the broader strategic framework, including priority actions within the Local Strategic Planning Statement (LSPS).

### **PROJECT FRAMEWORK**

This holistic long-term plan for the SHIP precinct supports Council’s transition to a better place-based planning framework and has been developed through a collaborative consultation process with the community and key stakeholders. This strategic body of work consists of three components and their individual purpose, as well as the relationship between each document, is detailed below:

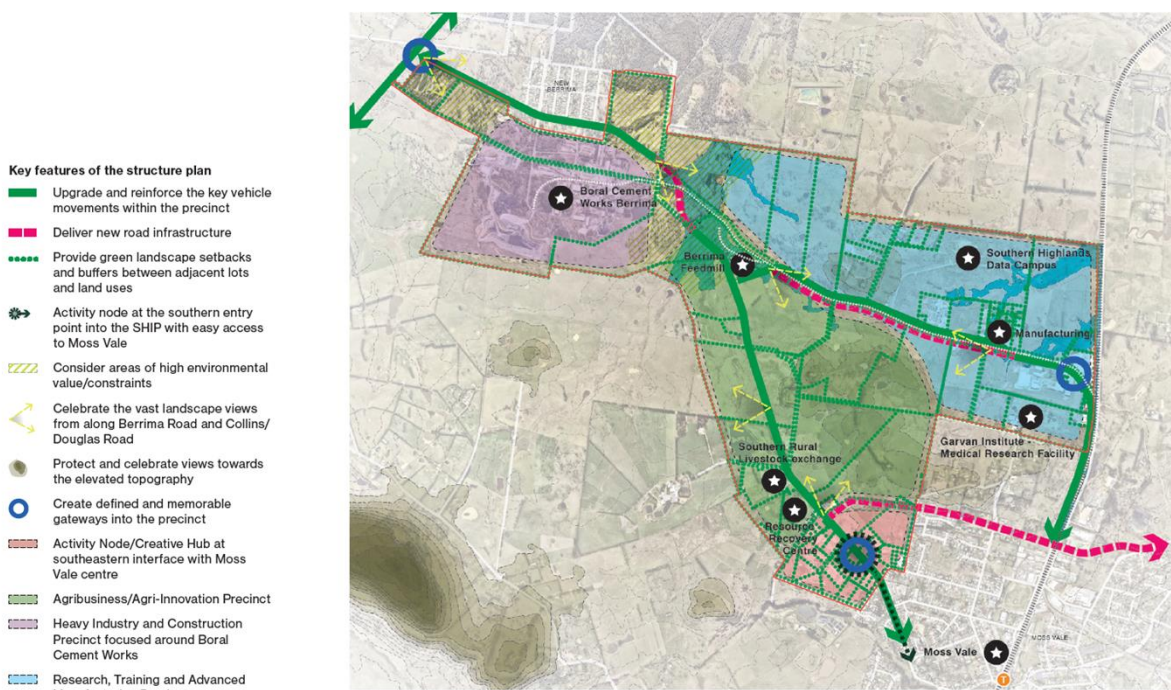
- **Draft Master Plan (Attachment 1)** - Builds on from Phase 1 which identified an initial vision and structure plan for the SHIP, to develop a Master Plan that provides clear strategic direction and guides future land use, urban structure, built form and infrastructure.
- **Draft Governance Strategy (Attachment 2)** - Identifies an overarching governance framework that is intended to guide the implementation of the vision of the Draft Master Plan.
- **Strategic Positioning Study (Attachment 3)** - Recognises strategic drivers, industrial land use demands and anchor asset requirements. This assessment identifies key opportunities and constraints, as well as broader and site-specific advantages and disadvantages, which has directly informed the development of the Draft Master Plan.

**COMPONENTS OF THE DRAFT MASTER PLAN AND PROPOSED IMPLEMENTATION**

The Draft Master Plan identifies a future vision for the precinct that speaks to targeting long-term attractions, harnessing economic strengths and celebrating the unique attributes of the Southern Highlands. In order to achieve this overarching vision, the Draft Master Plan identifies character precincts that collectively aspire to champion innovation in the agribusiness, resources and manufacturing space. The four (4) proposed character precincts that were developed in collaboration with the community and stakeholders include:

- Activity Node/Creative Hub
- Agribusiness/Agri-Innovation
- Research, Training and Advanced Manufacturing
- Heavy Industry and Construction

In addition, the identification of these key precincts leverages our regional economic advantages identified in the Strategic Positioning Study (**Attachment 3**). The following map outlines the location of each of the proposed precincts within the SHIP (**Figure 2**).



**Figure 2 – Draft Structure Plan (Page 32 of Draft Master Plan, Attachment 1)**

The Draft Master Plan makes recommendations to amend the Wingecarribee Local Environmental Plan 2010 (WLEP 2010) and the Development Control Plan (DCP) to support the realisation of the emerging vision and four (4) character precincts for the SHIP. The Draft Governance Strategy, which was prepared concurrently to the Draft Master Plan, will further guide the implementation phase of the project. The below diagram highlights the governance roadmap that is proposed to foster innovation and development opportunities in the SHIP precinct (**Figure 3**).

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**Figure 3 – Draft Governance Strategy** (Page 55 of Draft Master Plan, Attachment 1)

**ENGAGEMENT STRATEGY**

All three (3) components of the project, being the Draft Master Plan, Governance Strategy and Strategic Positioning Study, were directly informed by community and stakeholder engagement. The purpose of conducting targeted engagement with Council, the community, industry representatives and key agencies, was to access local and industry knowledge to facilitate the identification of strengths, constraints and long-term opportunities for the SHIP precinct. A summary of the previous engagement opportunities that directly informed the development of this body of work is detailed below:

<b>Landowner Engagement</b>	
<b>Activity</b>	<b>Overview</b>
Survey	A landowner and tenant survey was provided online via Participate Wingecarribee. The survey was targeted to capture insights into existing attractors, constraints, future industries and governance framework.  Eight (8) survey responses were submitted.
Landowner and Tenant Workshop (7 February 2024)	Testing of the emerging vision, design principles and land use concepts. A design exercise and discussions were conducted to identify preferred land uses, desired future character and built form. Initial horizon and governance strategy process discussions occurred, and feedback was captured from Q&A.  Nine (9) attendees participated in the workshop.
<b>Community Consultation</b>	
Community Consultation Workshop (10 April 2024 at 5:30-7:30pm)	The session consisted of interactive activities and group discussions that were focused on the emerging vision and design principles, land use concepts, desired future character and governance strategy.  Approximately 17 people attended the workshop.
Survey	A community and stakeholder survey was available online via Participate Wingecarribee. The survey aimed to capture insights into key opportunities, existing barriers and desired future character, importance of attracting new businesses and industries.  22 survey responses were submitted.

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Targeted Consultation	
WSC Economic Reference (21 September 2023)	Feedback was sought from panel members as to the emerging vision and governance framework. The Panel provided a number of suggestions, including the Master Plan seeking to support education industries, the meaning behind innovation, housing provisions for future employees, infrastructure constraints and broader industry collaboration opportunities.
State and Federal Government Agencies	Consultation with Regional NSW and Regional Development Australia (Southern Inland) was conducted to understand the role that State Government Agencies play in the establishment and development of regional precincts. Feedback was additionally sought in relation to the governance approach expectations and recommendations.
Local Government Counterparts	Engagement with City of Ryde, Albury City Council and Penrith City Council was conducted to gain insight into their experience in establishing precincts and the evolution of the applied governance framework.
Wingecarribee Shire Council	Internal consultation with Council staff was conducted at different stages of the project to seek feedback and understand stakeholder expectations in establishing and championing the SHIP.

As an overview, a summary of key themes that were raised during the engagement process which directly informed the development of this body of work included, but were not limited to:

- Infrastructure constraints and upgrade requirements.
- Review of land use zoning.
- Consideration of existing environmental assets.
- Local education and research opportunities.
- Housing and social infrastructure.
- Ways to minimise land use conflict.
- Creative and artisan uses as key attractors.

A more detailed overview of the engagement process and outcomes are available in the Engagement Outcomes Report, which forms **Attachment 4** to this report.

**PUBLIC EXHIBITION**

The Draft Master Plan, Governance Strategy and Strategic Positioning Study is proposed to be placed on public exhibition for a period of eight (8) weeks, once endorsed by Council. It is anticipated this will occur from Monday, 29 July to Monday, 23 September 2024. The following engagement opportunities have been identified to occur during the public exhibition period:

- Draft Master Plan and supporting documents will be available via the document library on Participate Wingecarribee.
- Physical copies of the Master Plan and supporting documents will be available at Customer Service in the Civic Centre, WSC Mobile Library and Moss Vale, Bowral, Mittagong Libraries.
- Engagement activities will be available online through the project page on Participate Wingecarribee.



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- Drop-in sessions will be conducted to encourage the community and stakeholders to ask questions and submit their feedback.
- Written submissions will be accepted during the exhibition period and can be submitted to [mail@wsc.nsw.gov.au](mailto:mail@wsc.nsw.gov.au).

All proposed engagement opportunities will be advertised through Participate Wingecarribee and Council's communication platforms, such as Facebook, LinkedIn and E-News. Following the exhibition period, a review of the Draft Master Plan, Governance Strategy and Strategic Positioning Study will ensue, and a post-exhibition report will be presented to the Local Planning Panel and to Council for consideration.

### **COMMUNICATION AND CONSULTATION**

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The Draft Master Plan and Governance Strategy was developed through a collaborative process with the community, landowners and key stakeholders. A detailed overview of the engagement opportunities and feedback received is provided in the Engagement Outcomes Report (**Attachment 4**).

#### **Community and Stakeholder Engagement**

Several engagement activities were available at various stages of the project to capture feedback on existing constraints and identify key opportunities with the community, landowners and tenants. This included:

- Economic Community Reference Panel Workshop Session.
- Landowner and Tenant Consultation Session (Wednesday, 7 February 2024).
- Community and Stakeholder Engagement Session (Wednesday, 10 April 2024 between 5:30-7:30pm).
- Online landowner and community survey via Participate Wingecarribee.

The outcomes of each engagement activity are included in the Engagement Outcomes Report which forms **Attachment 4** to this report.

It is recommended that the Draft Master Plan and supporting documents be placed on public exhibition for a period of eight (8) weeks in order to seek feedback from landowners, tenants, the broader community and key stakeholders. Further information regarding the proposed exhibition period is provided in the 'Public Exhibition' section above.

#### **Internal Communication and Consultation**

Internal consultation with representatives from the Strategic Outcomes, Assets, Environment and Sustainability, Property Services and Development Assessment branches of Council was undertaken during the preparation of the Draft Master Plan and supporting documents.

#### **External Communication and Consultation**

Please refer to the 'Engagement Strategy' section of this report, which details the external consultation that was conducted, during the preparation of the Draft Master Plan, Governance Strategy and Strategic Positioning Study.

Additional information regarding the outcomes of the external consultation opportunities that were available during this time, are referenced in the Engagement Outcomes Report which forms **Attachment 4** to this report.

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### **SUSTAINABILITY ASSESSMENT**

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#### **Environment**

The Draft Master Plan addresses environmental considerations and several key principles have additionally been recognised in the Draft to guide the emerging structure of the precinct. For example, the Green in Between Principle is intended to celebrate the SHIP's natural assets by protecting existing ridge lines, mature vegetation and riparian corridors.

#### **Social**

There is a recognised opportunity to strengthen social and public infrastructure in the Shire via the realisation of the emerging SHIP precinct vision, therefore the Draft Master Plan identifies key initiatives that seek to support the broader community, such as exploring research and education, employment and innovation opportunities.

#### **Broader Economic Implications**

The SHIP is a regionally significant employment generating precinct. Planning for this precinct will generate compounding economic benefits for the Shire and the broader region, by providing an opportunity to work and live within the Shire.

#### **Culture**

There are no cultural issues in relation to this report.

#### **Governance**

The governance framework is referenced in the Draft Governance Strategy (**Attachment 2**), which will guide the successful implementation of the emerging long-term vision of the SHIP in collaboration with key stakeholders.

The Draft Governance Strategy will also be reported to ARIC. Validation workshops were additionally conducted between Council and State stakeholders to ensure alignment prior to public exhibition.

### **COUNCIL BUDGET IMPLICATIONS**

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Council received \$270,000 in grant funding under the Business Case and Strategy Development Fund from the Department of Regional NSW, to develop a Master Plan, Governance Strategy and Strategic Positioning Study for the SHIP. There are no additional budget implications, as the management of the engaged consultant has been conducted by utilising internal resources within the Strategic Outcomes team.

### **RELATED COUNCIL POLICY**

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The Draft Master Plan and Governance Strategy has been prepared in response to priority actions identified in the Wingecarribee Local Strategic Planning Statement (LSPS), specifically:

- Planning Priority 3.1 (iv): Ensure our planning framework facilitates new and innovative business opportunities.
- Planning Priority 3.1 (v): Promote the Southern Highlands as a place to work, live and visit, to increase the working population and encourage new business to the Shire.
- Planning Priority 3.1 (vii) Work with the State and Federal Government to secure funding for key enabling infrastructure to unlock the development potential of the Moss Vale Enterprise Corridor.
- Planning Priority 3.2 (ii) Improve collaboration between Council and the business industry to support economic development within our Shire

**CONCLUSION**

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The SHIP precinct has been recognised as a unique opportunity to attract sustainable and innovative industries and become a major employer and economic driver for the Shire and the broader region. The Draft SHIP Master Plan, Governance Strategy and Strategic Positioning Study have therefore been developed to collectively guide the realisation of the long-term vision for the precinct, which has been developed through a collaborative process with the community and key stakeholders.

This report recommends the endorsement of this strategic body of work to proceed to public exhibition. Feedback received from community and stakeholder engagement during this time will inform the finalisation of the three (3) documents.

**ATTACHMENTS UNDER SEPARATE COVER**

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1. Draft SHIP Master Plan [**8.3.1** - 56 pages]
2. Draft SHIP Governance Strategy [**8.3.2** - 33 pages]
3. SHIP Strategic Positioning Study [**8.3.3** - 49 pages]
4. SHIP Engagement Outcomes Report [**8.3.4** - 33 pages]

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## **8.4 Review of Low-Density Residential Development Controls**

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**Report of:** Garima Mendiratta  
Senior Strategic Planner

**Authorised by:** Deniz Kilic  
Executive Manager Strategic Outcomes

### **PURPOSE**

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The purpose of this report is to present the outcomes of the public exhibition of the Draft Review of Low-Density Residential Development Controls and seek the adoption of the revised Draft Low-Density Residential Development Controls Review and endorsement of the Compliance Checklist and Development Application Submission Checklist.

**THIS MATTER WAS CONSIDERED BY THE WINGECARRIBEE LOCAL PLANNING PANEL ON 05 JULY 2024.**

### **OFFICER'S RECOMMENDATION**

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#### **THAT:**

- 1. The Draft Low-Density Residential Development Control Review be adopted.**
- 2. The Compliance Checklist and Development Application Submission Checklist for Low- Density Residential Development be endorsed.**
- 3. Following the adoption of the Draft Low-Density Residential Development Control Review, Council makes the relevant amendments to the Low-Density chapter of the existing Development Control Plans.**

#### **LOCAL PLANNING PANEL'S ADVICE**

A report was prepared for the Local Planning Panel (LPP) Extraordinary Meeting 05 July 2024, for their advice. Council professional staff recommended the following in the report:

#### ***THAT:***

- 1. The Draft Low-Density Residential Development Control Review be adopted.***
- 2. The Compliance Checklist and Development Application Submission Checklist for Low- Density Residential Development be endorsed.***
- 3. Following the adoption of the Draft Low-Density Residential Development Control Review, Council makes the relevant amendments to the Low-Density chapter of the existing Development Control Plans.***

Following a briefing of the Panel by Council professional staff on the Draft Review of Low-Density Residential Development Controls, the Panel provided the following advice:

#### **PANEL'S ADVICE:**

- 1. The Panel supports the adoption of the Draft Low-Density Residential Development Control Review.***
  - 2. The Panel endorse the Compliance Checklist and Development Application Submission Checklist for Low- Density Residential Development.***
  - 3. The Panel recommend following the adoption of the Draft Low-Density Residential Development Control Review, Council makes the relevant amendments to the LowDensity chapter of the existing Development Control Plans.***
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**REASONS:**

- 1. The Panel generally supports the adoption of the Draft Low-density Residential Development Controls as the low-density residential controls will support the objectives of the Wingecarribee Local Environmental Plan 2010.**
- 2. The Panel notes that the Draft Low-Density Residential Development Control Review does not apply to Urban Release Areas, which have their own specific Development Control Plans.**
- 3. The Panel notes that Council's strategic planners have consulted with Council's statutory planners as part of this review and considered input from staff assessing development applications in which to improve the rigour and integrity of Council's low-density residential controls.**
- 4. The Panel acknowledges that the updated low-density controls and checklists will assist applicants in preparing development applications for submission Council.**
- 5. The Panel also notes the public submissions on the draft review and it is noted that this review pertains to low density residential controls, not medium density controls – hence, seniors housing is not subject to this policy review.**

**STAFF RESPONSE**

Council staff note and appreciate the advice of the Panel in relation to the endorsement of the Draft Low-Density Residential Development Control Review, Compliance Checklist and Development Application Submission Checklist to proceed to Council for adoption.

Council staff appreciate the representations made in relation to other chapters and development typologies of the DCP, however remind that other development typologies were not within the scope of this Low Density Residential DCP Review. Nonetheless, all out-of-scope feedback and advice will be considered as Council considers initiating a comprehensive review of the entire DCP, expected to commence from 24/25 and into 25/26, subject to funding.

**REPORT**

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**BACKGROUND**

Following the approval of grant funding from the then NSW Department of Planning - Project Delivery Unit, Council commenced a review of the existing Low-Density Residential Development Controls in May 2022. The Review aligns with the priority actions identified in the Wingecarribee Local Strategic Planning Statement (LSPS) and Local Housing Strategy (LHS), as it is intended to streamline the development application and assessment process and help reduce development assessment timeframes, for low-density residential developments in the Shire.

The Draft Low Density Residential Development Review (Draft Review) supports Council's transition to a better place-based planning framework and is one of the many ways that Council is implementing the priority actions of the LHS. The proposed development controls will apply to all low-density residential development types, regardless of the land zoning, where low-density residential type development is permitted, including any alterations or additions to existing low-density development. It is also noted that the Draft Review includes controls for non-habitable and habitable ancillary development. It is noted that no rezoning or Local Environmental Plan (LEP) amendments are proposed as part of this Draft Review.

The Draft Review was presented to the Wingecarribee Local Planning Panel 03 May 2023 and the Ordinary Meeting of Council 21 June 2023 and was subsequently placed on public exhibition for a period of four (4)

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weeks from Friday 03 May 2024 to Monday 03 June 2024. The outcomes of the public exhibition are detailed in the 'Summary of Written Submissions' and 'Summary of Amendments' sections of this report.

### **REPORT**

#### ***Introduction***

In May 2022, Locale Consulting were engaged by Council to undertake a review of existing Low-Density development controls. As part of the Review, internal staff, community and industry engagement was conducted by the consultants in order to understand the barriers in the existing low-density development controls and to identify potential opportunities for improvements. This consultation directly informed the Draft Review of the existing low-density residential development controls.

The aim of the Draft Review is to simplify the low-density residential development controls; and provide a clear planning framework for low density residential and ancillary development, that is easy to use, understand and implement; without undermining the local character of our towns and villages. The Draft Development Control Plan (DCP) provisions and supporting material are intended to simplify the planning and application process, streamline the assessment and approval process and assist in reducing assessment timeframes.

The Draft DCP provisions are supported by a separate Compliance Checklist, provided as **Attachment 2** to this report. The Compliance Checklist is intended to be used by applicants as a template Statement of Environmental Effects, further simplifying the application process and making it easier for the assessment of Development Applications.

The Draft DCP provisions were prepared to form part of a next generation Comprehensive DCP, which will address all development types in the Shire. However, in the interim, the controls will be included in the existing DCPs. The Draft Review does not go into detail regarding controls applicable to Heritage Conservation areas and Heritage items. Hence, existing controls related to the Heritage Conservation Areas and items in the existing DCPs, will be applicable where necessary. The new controls will not override the existing controls related to Heritage Conservations Areas and items.

The amended Draft Low-Density Housing DCP provisions are provided as **Attachment 1** to this report. The Draft Review was placed on public exhibition for a period of four (4) weeks from Friday, 03 May 2024 to Monday, 03 June 2024. The feedback received and the outcomes of the public exhibition period are detailed in the 'Summary of Written Submissions' and 'Summary of Amendments' sections below.

#### ***Summary of Written Submissions***

Written submissions received during the Public Exhibition period have been summarised in the below table. Two (2) written submissions were received during the public exhibition period.

<b>Name</b>	<b>Submission</b>	<b>Staff Response</b>
P. Edwards <i>Not provided.</i>	The DCP should include the requirements of the LEP and the requirements of the SEPPs which override the LEP or DCP.	The DCP controls are applicable to development applications lodged under the provisions of WLEP 2010. If an application is lodged under the State Environmental Planning Policy (Housing) 2021, within the prescribed zones, the application shall be assessed against the development standards specified in the SEPP (Housing) 2021.
	The draft DCP should state which parts of the existing DCPs will be deleted and which will be retained.	The Explanation of Intended Effect, accessible via Participate Wingecarribee or as an attachment to the LPP Report

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Name	Submission	Staff Response
		provides a summation of the amendments that are being made, additionally supported by the Comparison of existing and proposed DCP provisions document. This highlights what will be amended and retained within each DCP.
	Incomplete paragraphs "This chapter of the Wingecarribee DCP must be read in conjunction with ... add other chapters of the DCP as required". Also on P. 29 clause 1.8.1 Open Space- Explanation and Ancillary Development.	References to other chapters of the DCP throughout the DCP Review Chapter depicts where the chapter will be embedded within existing DCPs. A separate body of work will be undertaken in the near future, working towards one comprehensive DCP. The Low-Density Residential DCP Review will contribute to the comprehensive review of all DCPs.
	Boarding Houses section should note that under WLEP are still a prohibited use in the R2 Low Density Residential zone but are permissible in certain circumstances under SEPP (Housing) and SEPP (Exempt and Complying Development).	The Draft DCP Review is relevant to all Low-Density Residential Development, regardless of the land zoning. Boarding Houses are a permissible use in some zones. A separate body of work will be undertaken, in the near future, working towards one comprehensive DCP, which will capture specific controls for Boarding Houses where permissible.
	Secondary Dwellings section should note that under WLEP are still a prohibited use in the R2 Low Density Residential zone but are permissible in certain circumstances under SEPP (Housing) and SEPP (Exempt and Complying Development, Part 3).	Secondary Dwellings are permitted as low-density housing in RU1, RU2, RU4 zones. The DCP is a guideline for all proposed permitted development as prescribed in WLEP 2010.
	The headings in the table presumably refer to Lot areas but "Lot Area" is not stated in the heading.	Noted and amended.
	There is no clear definition of what is meant by "articulation zone". It is not adequate that it can only be interpreted from the diagrams on page 11. Is this term equivalent to "front setback" and "frontage line setback" that are included in "Height of fences" in table on P. 5?	Please refer to the note under Table 1, regarding setbacks for reference to articulation zones. Figure 1 also provides diagrammatic representation of articulation zone.
	"Minimum setbacks for detached garages, carports, sheds and other outbuildings" does not include the word "front" before "setback".	Noted and amended.
	1.2 Building Heights - clause 1.2.1	Noted and amended.

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Name	Submission	Staff Response
	and 1.2.2 refers reader to residential building heights in LEP, but at present the LEP does not show building heights for residential areas.	A separate body of work will ensue to prepare a Planning Proposal, following the adoption of the Medium Density Study, to include building heights in the LEP.
	"Room-in-roof" should be retained from the existing DCP for steeply sloping sites and as a means of reducing building bulk.	Please refer to controls within 1.2.3 and 1.3.3, control (j).
	What is the "desired streetscape character"? Suggestion: delete "desired" or adopt the form of clause 1.3.2 "provide a consistent character along the streetscape".	Desired streetscape character refers to maintaining existing streetscape. The DCP is a guideline, and if required, the development application will be assessed based on its merit.
	Roof Forms 1.3.2- (b) change "emphasis" to "emphasise".	Noted and amended.
	Controls 1.4.3- who determines the primary frontage? How is it determined or prescribed other than by the setbacks in the table?	Please refer to Figure 1 of the Draft DCP. Primary and Secondary frontages are typically determined by either orientation of the lot or the frontage of the proposed dwelling.
	Control 1.4.3- (vi): Substitute "National Construction Code" for "Building Code of Australia".	Noted and amended.
	Front setbacks - Make the front setbacks 7 metres for all lots up to 2500m <sup>2</sup> in the R2 zone. The 3-metre minimum side setback from public reserves should also apply to sites that have neighbouring heritage-listed properties.	Noted. No change has been proposed to the front and side setbacks as compared to the existing DCPs. Development Assessments within draft or adopted Heritage Conservation Areas/ Heritage Items will be based on merit and existing DCP controls.
	Side setbacks should be not less than 2m, notwithstanding the minimum 900mm in the Building Code.	Noted. No change has been proposed to side setbacks as compared to the existing DCPs. If required, Development Assessments on sloping sites will be based on merit.
	Minimum side setback should adopt the recommendations in the Studio GL Report for Medium Density Zones. A setback of less than 2 metres exacerbates crowding.	Recommendations made in the Studio GL Report are for medium-density developments. The Draft DCP Review is relevant to low-density developments.
	The prescriptions for side setback in draft DCP are different to those in the Codes SEPP for Complying Development of Dwelling Houses and Attached Development.	The DCP controls are applicable to development applications lodged under the provisions of WLEP 2010. If an application is lodged under the Code SEPP, for Complying Development of Dwelling Houses and Attached Development, the application shall be assessed against the development standards specified in the Code SEPP.



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Name	Submission	Staff Response
	A side setback that includes a driveway and landscaping should be a minimum of 4.5 metres wide with a minimum of 1.5 metres wide area for landscaping.	Noted. Additional controls for landscaping and minimum setbacks for driveways are included in sections 1.8 and 1.11 of the Draft Low-Density DCP Review.
	Rear setbacks should be at least 6 metres OR stipulate a minimum area for rear yards. This section should adopt the recommendations in the StudioGL report for the Medium Density Zone.	Recommendations made in the Studio GL Report are for medium-density developments. The Draft DCP Review is relevant to low-density developments.
	"Verendah's" does not need an apostrophe.	Noted and amended.
	1.6.3 Controls, subclause (a) is misleading especially in the absence of any guidance. There are no floor space ratios shown on LEP maps for R2.	Noted and amended. A separate body of work will be completed to prepare a Planning Proposal, following the adoption of the Medium Density Study, to include Floor Space Ratio in the LEP.
	Note under Table 2 should not exclude basement, awnings eaves etc. These exclusions do not coincide with the inclusions of Open Space in clause 1.8.3.	These are excluded to be consistent with the definition of Site Coverage as prescribed in the Wingecarribee Local Environmental Plan 2010.
	Hard and non-absorbent surfaces such as roadways and paths should be included in site coverage.	These areas are included in Open Space area but excluded from landscaped area calculation. Site Coverage is built form of the proposed building.
	Clause d) 1 metre of cut and fill is excessive. Should refer to clause 7.3 Earthworks in the LEP which requires development consent for cut and fill exceeding 600mm (in Bowral DCP).	The control specifies a maximum of 1 metre cut and fill. Control 1.6.3 (c) also requires stepping of the development where possible. If required, Development Assessments including cut and fill will be based on merit.
	Open Spaces 1.8.3 (d) - The requirement for verendahs to be elevated above ground is unrealistic because most new dwellings will have slab-on-ground construction so verendahs will be at or slightly below the main ground floor level and close to ground level.	Noted and amended.
	Open Space 1.8.3 (e) - the term "depth" needs to be changed to "length" to avoid confusing with depth in subclause (f). Surface treatment of deep soil areas must be permeable.	Noted and amended. Figure 4 and 5 provide a diagrammatic representation of landscaping controls in 1.8.3. Deep Soil Area, as shown in Figure 5, is permeable.
	Open Space 1.8.3- (g) inclusion of "Prioritise Indigenous plants" contradicts objective 1.8.2 "To	DCP is a guideline, any proposal outside the controls will be assessed on the basis of its merit.

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Name	Submission	Staff Response
	preserve and contribute to visual amenity of character of the property..." in areas or streets where non-native trees and shrubs are already in place.	
	1.9.3 Controls "Rural low density residential zones" should be explained and clarified. Rural Lands DCP should stand alone and (c) could be deleted? There should be an off-street area of at least 6 metres between front boundary line and vehicle gate so as to take a vehicle off the footpath and road while the gate is opened and closed.	This Draft Review is relevant to all Low-Density Residential Development, regardless of the land zoning, as specified in the Introduction. Control 1.9.3 (c) is relevant for development within rural zoned land. The Low-Density Residential DCP Review will contribute to the comprehensive review of all DCPs in the future. 1.9.3 (c) iii. specifies a setback of 20 metres from the road for gates, for the purpose of taking a vehicle off the road while the gate is opened and closed.
	1.11 Access and Parking - two garages facing the street do not necessarily require a double width driveway, especially if preservation of on-street parking is a priority, two car spaces usually result in a double garage door facing the street which is less desirable than no garage door facing the street or a single garage door facing the street.	Noted. The controls do not encourage a double width driveway. Controls 11.3 (j), (k), (l), and (m) provide further details about garage width and double garages, depending on the size of the lot.
	1.12 Preservation of Views and Privacy- Delete "some form of" before "screening" in order to strengthen this requirement.	Noted. Control 1.12.3(d) i-vi provide controls for visual screening required. Figure 7 also provides additional diagrammatic representation for preservation of views and privacy and types of screening options.
	1.13 The DCP should clearly prohibit the use of shipping containers as permanent buildings.	Part A of the existing DCPs prohibits installation of shipping containers unless Council approval has been granted. Example, section A1.7 and A7.5 of Bowral Town DCP.
	1.14.1 Explanation add permissibility or otherwise of Torrens Title and Strata subdivision of dual occupancies as done in 1.15 for consistency. Also add references to Code SEPP relating to Attached and detached development, rural housing code and the Housing SEPP. Section should also refer to Manor Houses and Terraces as allowable.	The WLEP 2010 provides development standards for various types of subdivisions under Part 4. Any development application including subdivision will be assessed under the provisions provided in Part 4 of the WLEP 2010.
	1.15 Additional Controls for Secondary Dwellings - This section	The DCP controls are applicable to development applications lodged under

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Name	Submission	Staff Response
	<p>should note that under the WLEP 2010, Secondary Dwellings are still a prohibited use in the R2 Zone but are permissible in certain circumstances under SEPP (Housing and Exempt and Complying Development, Part 3).</p>	<p>the provisions of WLEP 2010. If an application for a secondary dwelling is lodged under the Housing SEPP, the application shall be assessed against the development standards specified in the Housing SEPP.</p>
	<p>Figure 10 would benefit by identifying the principal street and secondary street or lane, to prevent a garage from being built in front of a house.</p>	<p>Noted and amended.</p>
	<p>1.18.3 (a) should be qualified to add that the 1.2m separation is only accessible through approved swimming pool gates and shall not include climbable vegetation to prevent children from climbing over the swimming pool fence into the pool area.</p>	<p>Control 1.18.3(a) vii specifies that swimming pools must comply with relevant legislation which includes safety barriers and non-climbable pool fences.</p>
<p>K. Barnsley <i>Moss Vale</i></p>	<p>General comments- Requests clarification on which zones this DCP applies to and questions whether RU and C zones are included.</p>	<p>This Draft Review is relevant to all Low-Density Residential Development, regardless of the land zoning, as specified in the Introduction. Relevant sections of the DCP Review provide additional controls for rural zoned land, which includes C zones.</p>
	<p>Questions why the objectives are only applicable to a 'draft' heritage area?</p>	<p>Noted and amended.</p>
	<p>Summary of numerical controls- Questions if the table is an oversimplification, perhaps unnecessary? Within table- (min setbacks) does this mean all detached buildings need to be 6m from ALL boundaries? (building height) Why Berrima, Exeter and Burrawang in Particular? Clause 1.2.3 also includes Renwick?</p>	<p>Noted and amended. The table is a summary of the controls, as a reference. A Development Application will be assessed against all sections of the DCP.</p>
	<p>1.2 Building Heights Controls- Are you really precluding 2 storey buildings throughout the whole shire except in roof spaces?</p>	<p>A 2-storey building is only precluded from the locations outlined in controls 1.2.3 (a) i.</p>
	<p>1.2.3 Building Heights- (e) if 2 storey buildings are prohibited except in roof spaces, do mandatory shadow diagrams make sense? Shouldn't these be at the discretion of the assessor?</p>	<p>Shadow diagrams must be submitted for all developments proposing two (2) storey buildings, as stated in control 1.2.3 (e) and Submission Requirements (1.19.6)</p>

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Name	Submission	Staff Response
	1.3 Roof Forms Controls- (e) colourbond does not have a 'u' in it. g) Now that BASIX has been increased in compliance, it may be difficult for some homes to comply with this.	Noted and amended. The DCP is a guideline. Any proposal outside the controls will be assessed on the basis of its merit.
	1.4 Setbacks- Does this include R5 Zones or only RU and C zones? And doesn't this conflict with the 15 m setback in this table for front setbacks over 2,500 sqm?	Noted. No Change has been proposed in the numerical controls of Setbacks, as compared to existing DCPs, to maintain consistency. R5 (Large Lot Residential) Zone is a Residential Zone.
	1.5 Dwellings on a corner lot - (vii) in some areas solid fencing may be required due to traffic, noise etc.	Noted. The DCP is a guideline. Any proposal outside the controls will be assessed on the basis of its merit.
	1.6.3(d) A blanket 1m for cut and fill, is too restrictive, many sites have slopes that will make this impossible to comply with, perhaps this should be softened with "exceptions might be granted at the discretion of Council".	The control specifies a maximum of 1 metre cut and fill. Control 1.6.3 (c) also requires stepping of the development where possible. If required, Development Assessments including cut and fill will be based on merit.
	1.8 Open Space Controls table - these are completely different from the summary table.	Noted and amended in the summary table (Table 1).
	1.8 Open Space (c)- if a landscape plan is not required what does this clause go on to describe a site plan that shows the landscaping?	Control 1.8.3(c) states where a landscape plan is not required. In such cases, only an outline of landscaped areas are required in the Site Plan.
	1.8 Open Space (h) - is this for all projects? Including alterations and additions or only new dwellings?	The Draft Low-Density Review is applicable to all new development proposals, once adopted. DCP is a guideline, any proposal outside the controls will be assessed on the basis of its merit.
	1.9 Fencing, Retaining Walls, Gates and Letterboxes- (b)(iii) Over 50% open for side and rear fences, what about privacy? (c) Is this R5 zones and/or RU and C zones?	1.9 (b)(iii) This control is consistent with the existing DCP controls for fencing for low-density development. (c) R5 zone is a residential zone. Rural zones are RU and C zones.
	1.12 Preservation of views and privacy - (d) is this from second storey windows only? (iv) All windows within 3 metres of a boundary? On small blocks in tight subdivisions no one will be able to see out most of the windows in a house.	Screening solutions are required, particularly on upper floors, where windows, decks or balconies of dwellings are within 9 metres of windows or balconies of adjacent dwellings. Any proposal outside the controls will be assessed on the basis of its merit, unless there is a site-specific DCP for the subdivision, e.g. Renwick.
	1.13 Building Design and Building	Noted. A separate body of work to

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Name	Submission	Staff Response
	Materials- (d) colour chart is desperately out of date.	prepare a comprehensive review of all the DCPs will be undertaken in the near future, which will include a review of colours as well. The Low-Density Residential DCP Review will contribute to the comprehensive review of all DCPs. The DCP is a guideline.
	1.17 Detached building - non habitable (a) is this practical for sheds, garages etc particularly for rear setbacks.	Noted and amended.
	Submission requirements - site plans and elevations (g) What does a building footprint schedule mean?	A schedule for development footprint is similar to providing calculations for site coverage, open areas, landscaped areas, deep soil areas, private open space etc.
	Landscape Plan - Is this required for every single project?	A landscape plan is not required for every DA Application. Section 1.8.3 (b) & (c) of the Draft Low-Density DCP Review specifies when a Landscape Plan is required. Submission Requirements state what is expected in a landscape plan, when required.

**Summary of Amendments**

Following the public exhibition period of the Draft Low-Density Residential Development Controls, all submissions were reviewed, and amendments were subsequently implemented. A summary of the amendments is provided below.

Section of the DCP Review	Amendment Overview
General Low-Density DCP	<ul style="list-style-type: none"> <li>Additional text has been provided to better reference the heritage value of a site.</li> </ul>
Summary of Numerical/Quantitative Controls	<ul style="list-style-type: none"> <li>A heading has been added to the first column in the table.</li> <li>Minimum area of open space has been amended.</li> <li>Setbacks for non-habitable ancillary development have been omitted from the summary table.</li> </ul>
Sections 1.2 Building Heights and 1.4 Setbacks	<ul style="list-style-type: none"> <li>Reference made to the Building Code of Australia have been amended to 'National Construction Code'.</li> </ul>
1.8 Open Space	<ul style="list-style-type: none"> <li>Control (d) has been omitted.</li> <li>Control (e) amended to replace reference to 'depth' with 'length'.</li> </ul>
1.13 Building Design and Building Materials	<ul style="list-style-type: none"> <li>Control (d) amended to reference</li> </ul>

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Section of the DCP Review	Amendment Overview
	colour palettes as a guide.
1.17 Detached Building- Non-habitable	<ul style="list-style-type: none"><li>Control (a) amended to provide to table for rear setbacks.</li></ul>

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**COMMUNICATION AND CONSULTATION**

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**Community Engagement**

***Development of the Draft Low-Density Development Control Review***

Locale Consulting conducted internal and external consultations with Council staff, industry representatives and the community in order to identify potential barriers in the existing controls.

Two (2) community and industry consultation workshops were held on 28 July 2022 with approximately 50 participants in attendance. The aim of the engagement sessions was to gain an understanding of what changes are required, what should be retained and identify any other concerns. Feedback received from the community and industry representatives provided insight into the inconsistencies in the existing development controls, repetition of controls, lack of diagrammatic representation and the lack of clarity in the text provided in the existing DCPs.

Internal consultation with Council representatives from the Strategic Outcomes and Development Assessment sections of Council was additionally undertaken during the preparation of the Draft Review. A summary of key discussion topics that formed part of the internal consultation included, but were not limited to:

- Lack of diagrams.
- Excessive use of repetitive and drawn-out paragraphs.
- The need for clear and concise controls.
- The lack of controls for swimming pools and tennis courts.

All feedback directly informed the Draft Low-Density Residential Development Controls prior to public exhibition.

***Public Exhibition***

Following the resolution of Ordinary Meeting of Council 21 June 2023, the Draft Review of Low-Density Residential Development Controls was placed on public exhibition for a period of four (4) weeks from Friday, 03 May 2024 to Monday, 03 June 2024. The various components of the Draft Review that were available during the exhibition period included:

- The Draft Review of Low-Density Residential Development Controls
- Comparison of Existing and Proposed DCP Provisions
- Compliance Checklist
- DA Submission Checklist
- Explanation of Intended Effect

During the public exhibition, the Draft Review and supporting documents were available to be viewed via the 'Document Library' on the Participate Wingecarribee project page. Hard copies of all documents were also accessible at the Customer Service Desk at Council's Civic Centre, Bowral, Moss Vale and Mittagong Libraries and the WSC Mobile Library.

Community and industry representatives were additionally encouraged to provide written feedback via email to the Strategic Outcomes inbox. Council received a total of two (2) detailed written submissions. A detailed summary of the comments raised in the submissions is provided above in the 'Summary of Written Submissions' section of the report.

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Further internal consultation was conducted as part of the exhibition of the Draft Review and one (1) submission was received from Council's Development Assessment team. The submission referred to the absence of controls relating to battle-axe allotments and a response has been provided in the 'Internal Communication and Consultation' section of this report.

All feedback received during the public exhibition period directly informed the post-exhibition review of the Draft Low-Density development controls. A summary of the submissions received, and the subsequent amendments that have been implemented in the Draft Review, are provided above in the 'Summary of Submissions' and 'Summary of Amendments' sections of this report.

### **Internal Communication and Consultation**

Internal consultation with representatives from the Strategic Outcomes and Development Assessment branches of Council was undertaken during the preparation and public exhibition of the Draft Review. A summary of key discussion topics that formed part of the internal consultation included, but were not limited to:

- Lack of diagrams.
- Excessive use of repetitive and drawn-out paragraphs.
- The need for clear and concise controls.
- The lack of controls for swimming pools and tennis courts.

All feedback directly informed the Draft Low-Density Residential Development Controls prior to public exhibition.

An internal submission from Council's Development Assessment team was additionally received for consideration as part of the public exhibition period and identified that there were no controls proposed in the Draft DCP Review relating to battle-axe allotments. The existing DCP does not provide controls specific to battle-axe allotments. As this is beyond the project scope, additional controls for battle-axe allotments are expected to be developed and are intended to be incorporated in the next generation Comprehensive DCP review scheduled for commencement in financial year 2024/25, subject to funding. This will ensure sympathetic development within battle-axe allotments throughout the Shire and align with the purpose of the Low-Density Review, to provide a clear planning framework for low-density residential and ancillary development.

### **External Communication and Consultation**

Please refer to the 'Community Engagement' section of this report, which details the external consultation that was conducted during the preparation of the Draft Review.

## **SUSTAINABILITY ASSESSMENT**

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### **Environment**

The proposed draft controls address the principles of Ecologically Sustainable Development (ESD), refer to the retention of significant trees, where possible, planting of more trees and ways in which environmental impacts can be minimised.

### **Social**

The provisions in the draft controls address the principles of urban design and amenity to achieve key social objectives. Proposed draft controls additionally seek to ensure that new low-density residential development maximises opportunities for visual and social interaction and enables passive surveillance to the street.

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### **Broader Economic Implications**

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

### **Culture**

There are no cultural issues in relation to this report.

### **Governance**

This report has been prepared for Council to seek the adoption of the Draft Review.

The Draft Low-Density Residential Development Controls will be processed in accordance with the relevant legislation.

## **COUNCIL BUDGET IMPLICATIONS**

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The Draft Review has been developed from grant funding received from the then NSW Department of Planning - Project Delivery Unit. Implementation of the proposed controls will be conducted by Council staff, therefore there are no budget implications.

## **RELATED COUNCIL POLICY**

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The Draft Review of the low-density development controls aligns with the implementation of the Wingecarribee Local Strategic Planning Statement (LSPS) and Local Housing Strategy (LHS), specifically:

### **LSPS**

- Planning Priority 4.1 (ix) Review Council's LEP and DCP provisions and remove any unnecessary barriers to achieving our planning priorities.

### **LHS**

- Actions within Planning Priority 1: Promote infill development and increased densities in appropriate locations and facilitate a greater mix of housing types to ensure our housing stock is reflective of the needs of our community.

## **CONCLUSION**

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The Review of the Low-Density Residential Development Controls addresses priorities identified in the Wingecarribee Local Strategic Planning Statement and Local Housing Strategy. The Draft Review and supporting documents, therefore provide a clear planning framework that is easy to use, understand and implement, while achieving high quality, consistent outcomes which maintain the local character of our towns and villages.

The purpose of this report is, therefore, to seek the adoption of the Draft Low-Density Development Controls Review, which is intended to be embedded within the existing Development Control Plans. The Draft Review will later inform the next generation Comprehensive Development Control Plan review, which is scheduled to commence in the 2024/25 financial year, subject to funding.

## **ATTACHMENTS UNDER SEPARATE COVER**

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1. Amended Draft Low Density Housing Chapter - post exhibition [8.4.1 - 40 pages]
2. SEE Checklist [8.4.2 - 2 pages]



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## **8.5 Planning Proposal - 35 Elizabeth Street, Burradoo - Boundary Adjustment Post Exhibition**

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**Report of:** Susan Stannard  
Coordinator Strategic Policy

**Authorised by:** Deniz Kilic  
Executive Manager Strategic Outcomes

### **PURPOSE**

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The purpose of this report is to finalise a Planning Proposal to include land at 35 Elizabeth Street, Burradoo and 4 Old Bong Bong Way, Burradoo within Schedule 1 (Additional Permitted Uses) of the Wingecarribee Local Environmental Plan (WLEP) 2010 to enable consideration of a boundary adjustment by means of subdivision with no further subdivision potential.

**THIS MATTER WAS CONSIDERED BY THE WINGECARRIBEE LOCAL PLANNING PANEL ON 28 JUNE 2024**

### **OFFICER'S RECOMMENDATION**

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#### **THAT:**

1. The Planning Proposal to include land at 35 Elizabeth Street and 4 Old Bong Bong Way Burradoo within Schedule 1 (Additional Permitted Uses) of Wingecarribee Local Environmental Plan (WLEP) 2010, to facilitate a boundary adjustment between two (2) lots be supported, and
2. The Planning Proposal be finalised under s.3.36 of the Environmental Planning & Assessment Act 1979.

### **LOCAL PLANNING PANEL'S ADVICE**

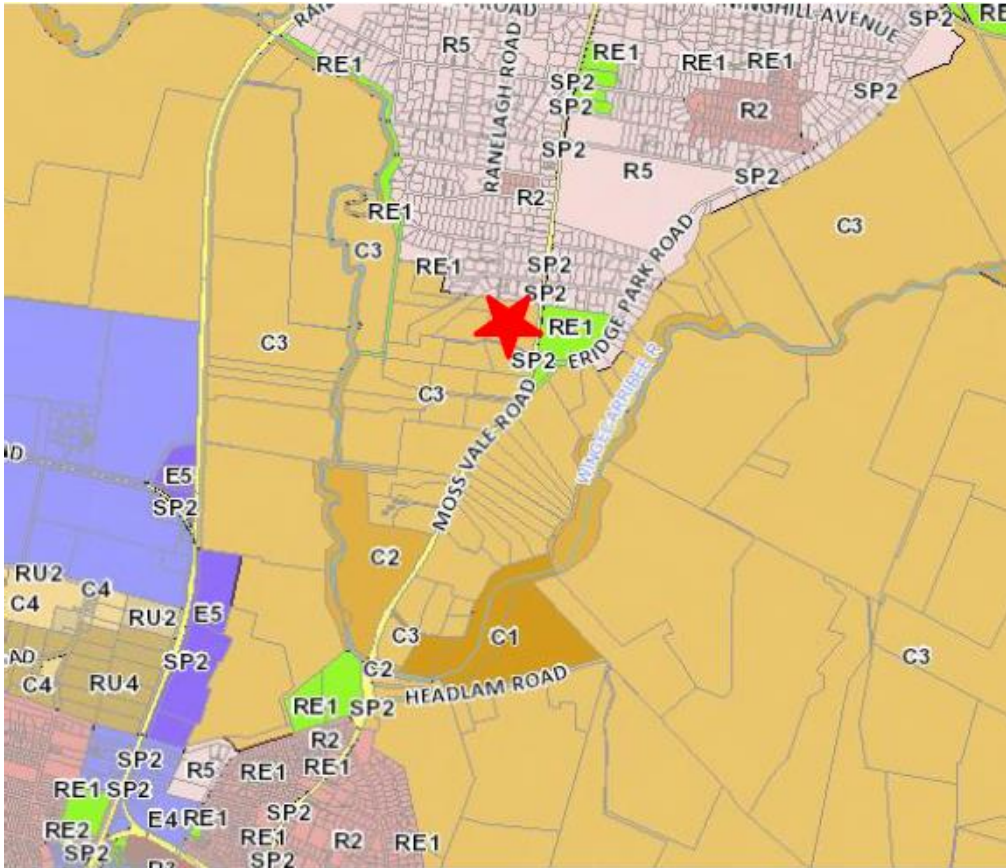
This matter was considered at the Local Planning Panel meeting of 28 June 2024 and the Panel **supported** the staff recommendation with no further advice. Voting was unanimous.

### **REPORT**

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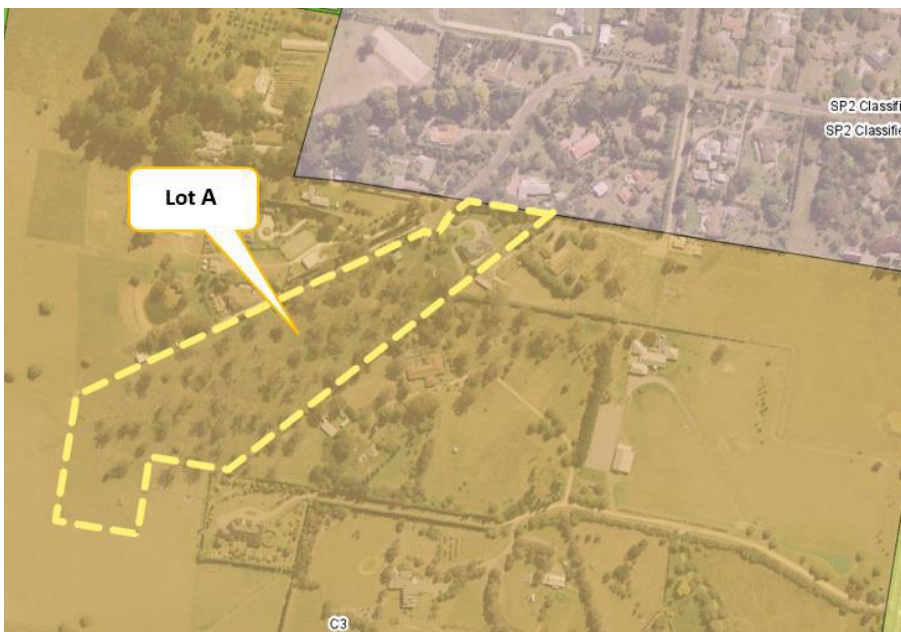
#### **BACKGROUND**

The subject land is located on the southern edge of Burradoo at its interface with the non-urban area between the Bowral-Burradoo township and Moss Vale as indicated by the red star in **Figure 1** below.

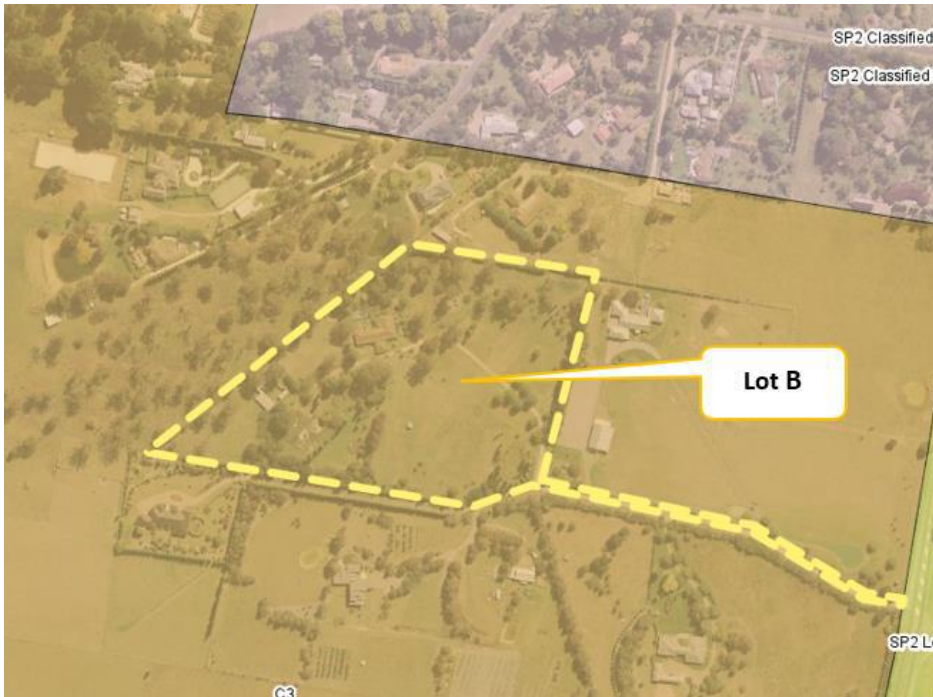


**Figure 1 - Location of subject land**

The subject land comprises two adjoining parcels, being Lot 10 DP718888, 35 Elizabeth Street, Burradoo, indicated as 'Lot A' in **Figure 2** below, and Lot 3 DP804385, 4 Old Bong Bong Way, Burradoo, indicated as 'Lot B' in **Figure 3** below. Both properties are in the same ownership.



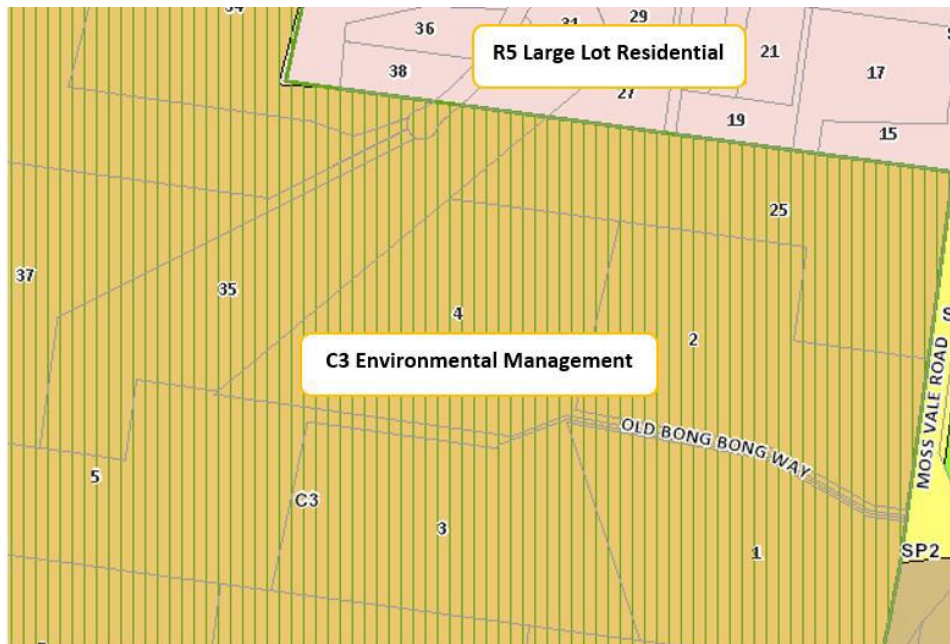
**Figure 2 - Lot 10 DP718888 (Lot A), 35 Elizabeth Street, Burradoo**



**Figure 3 - Lot 3 DP804385 (Lot B), 4 Old Bong Bong Way, Burradoo**

Both lots are zoned C3 Environmental Management with a minimum lot size of 4ha. Lot A comprises an area of some 4.16 ha and Lot B an area of some 4.27 ha, totalling 8.43 ha.

As indicated in **Figure 4** below, the northern boundary of Lot A lies at the intersection of the R5 Large Lot Residential boundary above and the C3 Environmental Management zone. A minimum lot size of 4,000 m<sup>2</sup> applies to the R5 zoned land. All of the subject land lies within the (green hatched) Burradoo Landscape Conservation Area.



**Figure 4 – Zoning & Landscape Conservation Area**

As indicated in **Figure 5** below, residential development is clustered around the R5 Large Lot Residential - C3 Environmental Management interfaces, or presents, as large lot residential development within the C3 zone.



**Figure 5 – Aerial view of current land use development (Near Maps)**

Much of Lot A is utilised for passive agricultural purposes, as permitted within the C3 Environmental Management zone which complements the rural landscape of the Landscape Conservation Area. However, the buildings supporting this agricultural use are located on Lot B.

A Scoping Proposal was submitted to Council to amend Schedule 1 (Additional Permitted Uses) of the Wingecarribee Local Environmental Plan (WLEP) 2010 to enable a boundary adjustment between the two lots by means of subdivision to create two new lots, one being a property of predominantly residential character when viewed from Elizabeth Street, with the consolidation of the rural land uses on to the second lot. After consultation with Council, a Planning Proposal was prepared and submitted to Council for further consideration.

A Planning Proposal is necessary because the provisions of Clause 4.1 (Minimum subdivision lot size) would not allow for the proposed boundary adjustment as the minimum lot size for both lots is 4ha. Clause 4.2B (Boundary changes between lots in certain rural, residential and environment protection zones) of WLEP 2010 would also not allow for the proposed boundary adjustment because one of the resulting lots would be below the requirement of 4.2B(3)(c) that the resulting lots be at least 2ha in area. The Planning Proposal itself also sets out these explanations.

The Planning Proposal is considered to have strategic merit as its primary intention aligns with several key objectives of the *Environmental Planning & Assessment Act 1979*, namely:

- (c) to promote the orderly and economic use and development of land*
- (f) to promote the sustainable management of built and cultural heritage (including Aboriginal cultural heritage)*
- (g) to promote good design and amenity of the built environment*

The proposed new subdivision enables the rural related activities of the site to be consolidated on to the proposed Lot B, thereby promoting the orderly use of the land while supporting the design and amenity of the built environment. It is also considered that the proposal would support the sustainable management of the built and cultural heritage, given that the land is within the Burradoo Landscape Conservation Area. The Planning Proposal is also considered to have site-specific merit as no rezoning of the subject land is proposed and therefore would result in no change to current permissible uses. No additional dwellings or dwelling entitlements are expected to be created through the Planning Proposal.

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The Planning Proposal nominates an area for the new Lot A of 7,600 square metres, utilising an existing fence to the rear of the residential component of the lot. The remainder of Lot A, together with all of Lot B would achieve a larger rural residential lot of some 7.67ha, connecting the associated outbuildings with the rural portion of Lot A in a larger rural residential lot consistent with surrounding lot sizes and uses. The smaller proposed Lot A is indicated in **Figure 6** below and the larger proposed Lot B is indicated in **Figure 7** below.



**Figure 6 – Aerial view of the proposed smaller Lot A**



**Figure 7 – Aerial view of proposed larger Lot B**

One concern with the draft new lot layout was that the size of the proposed Lot B could theoretically enable a further subdivision under Clause 4.6(6)(b) of WLEP 2010. Clause 4.6 relates to exceptions to development standards and subclause (6) states as follows. Subclause (b) has been highlighted:

*Development consent must not be granted under this clause for a subdivision of land in Zone RU1 Primary Production, Zone RU2 Rural Landscape, Zone RU3 Forestry, Zone RU4 Primary Production Small Lots, Zone RU6 Transition, Zone R5 Large Lot Residential, Zone C2 Environmental Conservation, Zone C3 Environmental Management or Zone C4 Environmental Living if—*  
*(a) the subdivision will result in 2 or more lots of less than the minimum area specified for such lots by a development standard, or*

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## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024**

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***(b) the subdivision will result in at least one lot that is less than 90% of the minimum area specified for such a lot by a development standard.***

The area of Lot B proposed in the Planning Proposal is 7.67ha. The minimum lot size is 4ha. A subsequent application under clause 4.6 could result in a lot of 4ha (meeting the minimum lot size) and a lot of 3.67ha which, at 91.75% of 4ha would be greater than the 90% minimum required to consider a further subdivision.

To overcome this potential, it would be necessary for Lot B to be no greater than 7.5ha. To achieve this, the area of the proposed Lot A would need to be increased from 7,600m<sup>2</sup> to some 9,300m<sup>2</sup>. In considering how best to address this potential further subdivision, the Wingecarribee Local Planning Panel, at its meeting of 26 July 2023 provided advice that, although it supported the Planning Proposal, the area of the proposed Lot A should be no less than 9,300m<sup>2</sup>.

At the Ordinary Meeting of Council of 16 August 2023, it was resolved that:

- 1. The Planning Proposal to include land at 35 Elizabeth Street and 4 Old Bong Bong Way Burradoo within Schedule 1 (Additional Permitted Uses) of Wingecarribee Local Environmental Plan (WLEP) 2010, to facilitate a boundary adjustment between two (2) lots be supported, subject to proposed Lot A having a minimum lot size of at least 9,300 m<sup>2</sup> to ensure that the land continues as two (2) lots, and**
- 2. The Planning Proposal be submitted to the Department of Planning and Environment for a Gateway Determination under s.3.34 of the Environmental Planning & Assessment Act 1979.**

A Gateway Determination was received from the Department of Planning, Housing & Infrastructure on 20 November 2023. The exhibited Planning Proposal forms **Attachment 1** to this report.

Consultation was undertaken as detailed below and the matter reported back to the Wingecarribee Local Planning Panel Meeting of 28 June 2024 at which the Panel supported the officer's recommendation and provided the following advice:

### **PANEL'S ADVICE**

- 1. The Planning Proposal to include land at 35 Elizabeth Street and 4 Old Bong Bong Way Burradoo within Schedule 1 (Additional Permitted Uses) of Wingecarribee Local Environmental Plan (WLEP) 2010, to facilitate a boundary adjustment between two (2) lots be supported, and 2. The Planning Proposal be finalised under s.3.36 of the Environmental Planning & Assessment Act 1979.**
- 2. REASONS: The Panel generally agrees with the Council Officer's report.**
- 3. VOTING: Unanimous**

## **COMMUNICATION AND CONSULTATION**

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### **Community Engagement**

#### ***External Referrals***

No external referrals to public authorities or government agencies were required under the Gateway Determination due to the minor nature of the Planning Proposal.

#### ***Internal Referrals***

No internal referrals were undertaken due to the minor nature of the Planning Proposal.

## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024**

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### ***Public Exhibition***

The Planning Proposal was placed on public exhibition for a period of 40 days from 25 March to 3 May 2024 and notification letters were sent to 16 adjoining or neighbouring properties. Two (2) submissions were received.

### ***Submission 1***

One submission expressed concern that the Planning Proposal may set a precedent for future applications to reduce the size of lots within this section of Elizabeth Street. The submission maker requested that the current boundary be retained to prevent privacy issues from arising.

### ***Response***

The proposal retains the existing Minimum Lot Size (MLS) planning control of 4 hectares (40,000m<sup>2</sup>) over both lots. While it is acknowledged that the area of Lot A has been reduced below the MLS, it has been set at 9,300m<sup>2</sup> to ensure that the intent of the Proposal to consolidate and optimise the use of the remaining land with Lot 4 Old Bong Bong Way is achieved.

The Gateway Determination categorised the Proposal as minor and did not require agency referrals indicating that it is satisfied that the circumstances of this Proposal are unique and unlikely to trigger further proposals for subdivisions. Council would not be supportive of such proposals.

With regard to concerns about privacy and future land uses, the proposal does not create any additional opportunity for a dwelling and any other works would be subject to Council consent via the development assessment process. It aims to formalise current land uses and even without the proposal, the owner of the subject land has the opportunity to undertake activities within their land subject to permissibility and approvals.

### ***Submission 2***

The second submission sought to remove the requirement that the area of the proposed Lot A should be no less than 9,300m<sup>2</sup>.

### ***Response***

As stated above, the area of lot A has been set at a minimum of 9,300m<sup>2</sup> to ensure that the new lot on Bong Bong Way is not capable of further subdivision. In considering how best to address any potential further subdivision, the Wingecarribee Local Planning Panel, at its meeting of 26 July 2023 provided advice that, although it supported the Planning Proposal, the area of the proposed Lot A should be no less than 9,300m<sup>2</sup>. In view of this specific advice, Council does not support the submission that the area be increased beyond 9,300m<sup>2</sup>.

## **SUSTAINABILITY ASSESSMENT**

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### **Environment**

There are no specific environmental issues in relation to this report.

### **Social**

There are no specific social issues in relation to this report.

### **Broader Economic Implications**

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

### **Culture**

There are no cultural issues in relation to this report.

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**Governance**

The Planning Proposal has been processed in accordance with relevant legislation and Departmental guidelines.

**COUNCIL BUDGET IMPLICATIONS**

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There are no budget implications associated with this Planning Proposal.

**RELATED COUNCIL POLICY**

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There are no related Council policy implications associated with this Planning Proposal.

**CONCLUSION**

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The Planning Proposal is considered to have both strategic and site-specific merit as it would enable a more logical and efficient use of both portions of the subject land. The proposed lots sizes would ensure no further subdivision potential with dwelling entitlements would result.

**ATTACHMENTS UNDER SEPARATE COVER**

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1. Planning Proposal Elizabeth St Burradoo [8.5.1 - 40 pages]



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## **8.6 Draft Voluntary Planning Agreements Policy for Public Exhibition**

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**Report Author:** Susan Stannard  
**Coordinator Strategic Policy**

**Authoriser:** Deniz Kilic  
**Executive Manager Strategic Outcomes**

### **PURPOSE**

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The purpose of this report is to seek endorsement for the *Draft Voluntary Planning Agreements Policy* to proceed to public exhibition. The draft Policy (Attachment 1) will be placed on public exhibition for a period of 28 days, with the outcomes of the exhibition period to be reported back to Council for consideration and adoption of the Policy at the conclusion of the exhibition period.

**THIS MATTER WAS CONSIDERED BY THE WINGECARRIBEE LOCAL PLANNING PANEL ON 05 JULY 2024.**

### **PANEL'S ADVICE:**

1. The Panel endorses the Draft Voluntary Planning Agreements Policy for public exhibition for a period of 28 days.
2. The Panel is to consider a further report at the conclusion of the exhibition period.

### **REASONS:**

1. The Draft Voluntary Planning Agreements Policy is suitable for public exhibition to facilitate public input for further consideration prior to consideration of endorsement.
2. Submissions in writing are encouraged from members of the community, providing comments such as those made today to the panel, on the Draft Voluntary Planning Agreements Policy, so that these comments can inform proper consideration of the policy.

VOTING: Unanimous

### **Staff Response**

Council note and appreciate the Panel's advice.

### **OFFICER'S RECOMMENDATION**

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#### **THAT:**

1. **The *Draft Voluntary Planning Agreements Policy* proceed to public exhibition for a period 28 days.**
2. **A further report be prepared for consideration by the Panel and Council at the conclusion of the exhibition period.**

### **REPORT**

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Planning Agreements governed under Part 7 of the *Environmental Planning and Assessment Act 1979* are utilised by Council as a mechanism to provide local infrastructure to support development and the broader community. Planning Agreements are able to be negotiated in support of a Planning Proposal or Development Application. It is considered best practice to publish policies and procedures concerning the use of planning agreements to guide the negotiation, administration and making of Planning Agreements.

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Council's current policy (Planning Agreements Policy) was adopted by Council on 28 June 2006 and does not reflect the new reporting and accounting requirements for infrastructure contributions and planning agreements introduced into the *Environmental Planning and Assessment (EP&A) Regulation* on 12 February 2021 through the *EP&A Assessment Amendment (Development Contributions) Regulation 2021*. These changes implement recommendations outlined in the 'Review of Governance in NSW Planning System' (Kaldas review) which called for greater transparency and accountability in the way infrastructure contributions are collected and spent<sup>1</sup>.

The Regulation amendments are part of a package of improvements to the contributions system exhibited from April to June 2020. They contribute to the NSW Government's commitment to fix the uncertainty in the infrastructure contributions system to boost investment. They are consistent with recommendations in the NSW Productivity Commission's report on the review of the infrastructure contributions system in NSW to increase transparency and accountability<sup>2</sup>.

### **BACKGROUND**

A Planning Agreement is a legal agreement entered into by a planning authority such as Council or the Department of Planning, Housing and Infrastructure (the Department), and a developer. Under an agreement, a developer may agree to dedicate land free of cost, pay a monetary contribution, or provide any other material public benefit, or any combination of the above, to be used towards a public purpose. Council can use Planning Agreements in addition to, or in lieu of, monetary contributions collected under Section 7.11 of the *EP&A Act 1979*.

Councils are encouraged to publish policies and procedures concerning their use of planning agreements. Best practice principles, policies and procedures should be implemented as safeguards to protect the public interest and the integrity of the planning process.

### **The Draft Policy**

The draft Voluntary Planning Agreements Policy (the Policy) outlines Council's requirements for the negotiation, preparation and procedures relating to the use of Planning Agreements. An updated Policy is required to reflect changes that have been implemented since the former Policy was created in 2005:

- Updated references to the *Environmental Planning and Assessment Regulation 2021*
- Planning Agreements Practice Note (February 2021) (DPHI)
- Planning Circular PS21-002 Reporting and accounting requirements for infrastructure contributions

The draft Policy has been developed through reviewing Council's existing policy against the Practice Note and against voluntary planning agreements policies from other Councils which are considered to be best practice.

The purpose of draft Policy is to establish a framework, policies and procedures which Council will apply to guide the use and negotiation of Planning Agreements by Wingecarribee Shire Council, in keeping with the provisions of the Act, the *EP&A Regulation 2021* and the Practice Note.

This Policy applies to Planning Agreements that Council might enter into, with a person which requests changes to an environmental planning instrument or has made or proposes to make a development application or application for a complying development certificate, within the Wingecarribee local government area (the Developer). The person may or may not be the landowner, and a Planning Agreement can be entered into with a person who has an arrangement with the Developer.

The proposed Policy will replace the *Planning Agreements Policy 2005*, following its adoption.

The Policy will be reviewed every 2 years, following the election of a new Council, or as required by legislation.

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<sup>1</sup> NSW Government, DPHI, 2021, *Planning Circular PS21-002 Reporting and accounting requirements for infrastructure contributions*, 12 February 2021

<sup>2</sup> NSW Productivity Commission, 2020, [Infrastructure Contributions Review](#)

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## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024**

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### **COMMUNICATION AND CONSULTATION**

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#### **Community Engagement**

It is proposed to publicly exhibit the draft Planning Agreement Policy for a period of not less than 28 days. Council will provide an opportunity for submissions to the exhibition period through the Participate Wingecarribee Engagement Platform.

#### **Internal Communication and Consultation**

Internal consultation will be undertaken with relevant Council staff, including staff from the Planning and Regulatory Services, Governance, Finance and Assets Teams.

#### **External Communication and Consultation**

No external consultation was undertaken in the review of and development of the draft Policy.

### **SUSTAINABILITY ASSESSMENT**

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#### **Environment**

The draft Policy will guide good environmental outcomes for Council through negotiation and management of Planning Agreements for the provision of local infrastructure including shared pathways, parks and reserves and playing spaces.

#### **Social**

There are no specific social issues in relation to this report.

#### **Broader Economic Implications**

The draft Policy will guide good economic outcomes for Council through negotiation and management of Planning Agreements for a broad range of local infrastructure as identified as appropriate.

#### **Culture**

There are no specific cultural issues in relation to this report.

#### **Governance**

The draft policy provides improved governance outcomes and parameters for the guidance of planning agreement negotiation and management.

### **COUNCIL BUDGET IMPLICATIONS**

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The draft Policy was prepared by consultants. Funds obtained through the operation of VPAs contribute to Council's financial resource base and thereby positively impact budget.

Any funds that are collected from a Voluntary Planning Agreement will be maintained in a register and funds restricted to a VPA reserve and released in line with the terms of the Voluntary Planning Agreement.

### **RELATED COUNCIL POLICY**

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Financial Reserves Policy

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**CONCLUSION**

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It is considered best practice for Council to have a Voluntary Planning Agreements Policy in place to guide the organisation's decision-making process regarding the use of these agreements and to create positive outcomes for the local community.

The Policy is a safeguard to protect against the misuse of planning discretions and processes, which may undermine good planning outcomes and public confidence in the planning system. The Policy will ensure that planning decisions are made openly, honestly and freely in any given case and fairly and consistently across the board.

**ATTACHMENTS UNDER SEPARATE COVER**

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1. Draft WSC Voluntary Planning Agreements Policy for Exhibition [8.6.1 - 26 pages]

## **9 REPORTS**

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### **9.1 Aquatics Plan and Regional Aquatic Centre and Multipurpose Indoor Centre Business Cases**

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**Report of:** Shaun Robinson  
Manager Assets

**Authorised by:** Karin Targa  
Director Service and Project Delivery

#### **PURPOSE**

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The purpose of this report is to seek the endorsement of Council for the Aquatics Plan, Business Case for Regional Aquatic Facility and Business Case for Multipurpose Indoor Sports Facility to be placed on public exhibition.

Final consideration of the Plan and Business Cases will be by the new Council following the NSW Local Government elections in September 2024.

#### **OFFICER'S RECOMMENDATION**

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**THAT** Council endorse the following documents to be placed on Public Exhibition for a period of no less than eight weeks:

- a. Aquatics Plan
- b. Business Case for Regional Aquatic Facility
- c. Business Case for Multipurpose Indoor Sports Facility

#### **REPORT**

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##### **BACKGROUND**

At the Ordinary Council Meeting of 18 October 2023, Council resolved the following in conjunction with the adoption of the Community and Recreation Facilities Strategy:

- A review of the Lackey Park Regional Sporting Hub masterplan is undertaken for purpose (a) and (b) below, and a further update be reported to Council in April 2024:
  - a. Ensuring that the upgrade of Lackey Park to a multi-use site includes facilities of a more suitable size and scale.
  - b. Decoupling the Southern Highlands Indoor Sports Hub project from the Lackey Park upgrade.
- A business case be developed for the provision of a multi-purpose indoor sporting facility in the Mittagong precinct of the Shire, and a further update be reported to Council in April 2024.
- An Aquatics Plan be developed those covers (a), (b) and (c) below, and a further update be reported to Council in April 2024.
  - a. A business case for a regional aquatic centre and leisure facility in the Mittagong precinct of the Shire

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- b. *Cost benefit and operational analysis of Bowral and Bundanoon Swimming Centres*
- c. *Decommissioning program of Mittagong Pool and future use of the site*

An update on the matter was provided at Ordinary Council Meeting 17 April 2024, in which it was stated that:

*The Request for Quote (RFQ) [for the Aquatics Plan and Business Cases] closes mid-late April, with the successful consultant anticipated to be engaged by the end of April. As part of the RFQ, the 17 July Council Meeting is being targeted for presentation of the draft Business Case to Council for endorsement to be placed on public exhibition. The public exhibition results and subsequent final report to Council are proposed to be made to the newly elected Council – likely at the end of 2024 or early 2025.*

This report therefore seeks Council’s endorsement for the Aquatics Plan and Business Cases to be placed on public exhibition.

### **REPORT**

Following a competitive RFQ process, SGL Consulting was engaged to prepare the Aquatics Plan, Business Case for Regional Aquatic Facility and Business Case for Multipurpose Indoor Sports Facility.

SGL Consulting is an innovative and progressive planning practice specialising in leisure, sport, tourism and community facility projects. With over 30 years experience, they are recognised as one of the leading sport, recreation and leisure consulting firms in Australasia.

### **AQUATICS PLAN**

The draft Aquatics Plan provides a concise list of Strategic Directions for Council to implement across the Aquatics Portfolio. These Strategic Directions arise from the review and consideration of:

1. Planning Documents: Community and Recreation Facilities Strategy, 2020 Aquatic Services Review, Local Housing Strategy, South East & Tablelands Regional Plan
2. Wingecarribee ProfileID
3. Aquatics Participation data at national and state trends
4. Benchmarking & Industry trends – through review of:
  - a. State of Aquatic Facility Infrastructure by Royal Life Saving Australia
  - b. Aquatic Plans of other Councils
  - c. Market Assessment
5. Provision and Demand Analysis
6. Existing Facility Analysis
7. Operating and Financial Models

The Aquatics Plan (in Section 10) concludes with a range of recommended strategic directions – the primary ones being:

- **Duplication in Provision**

The catchment area of aquatic centres in Wingecarribee has significant overlap.

- a. The newer Moss Vale War Memorial Aquatic Centre has significant overlap with Bowral Swimming Centre and extends into rural communities to the south.
- b. Bowral Swimming Centre has significant overlap with the location of Mittagong Pool. This is to the extent that the Bowral catchment is fully encapsulated by the Moss Vale and Mittagong catchments.

- **Gaps in Provision**

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- a. Aquatic facilities that provide year-round swimming options, particularly in the northern part of the Shire, are required to support both current population and forecast growth.
  - b. Short term demands on pool shell maintenance, repair and replacement as facilities approach end of life, particularly Bowral and Bundanoon. These will require significant expenditure.
  - c. A modern accessible dedicated competition venue for all aquatic sports, including competition swimming and water polo, for example.
  - d. Limited rehabilitation and therapeutic facilities across the Council area.
- Facility Recommendations
    - a. *Moss Vale War Memorial Aquatic Centre*

It is recommended that Council continue to provide strong support for the operation of this pool. It is noted that there is minimal opportunity for any expansion.  
***The Aquatics Plan recommends continued operation of Moss Vale War Memorial Pool.***
    - b. *Bowral Swimming Centre*

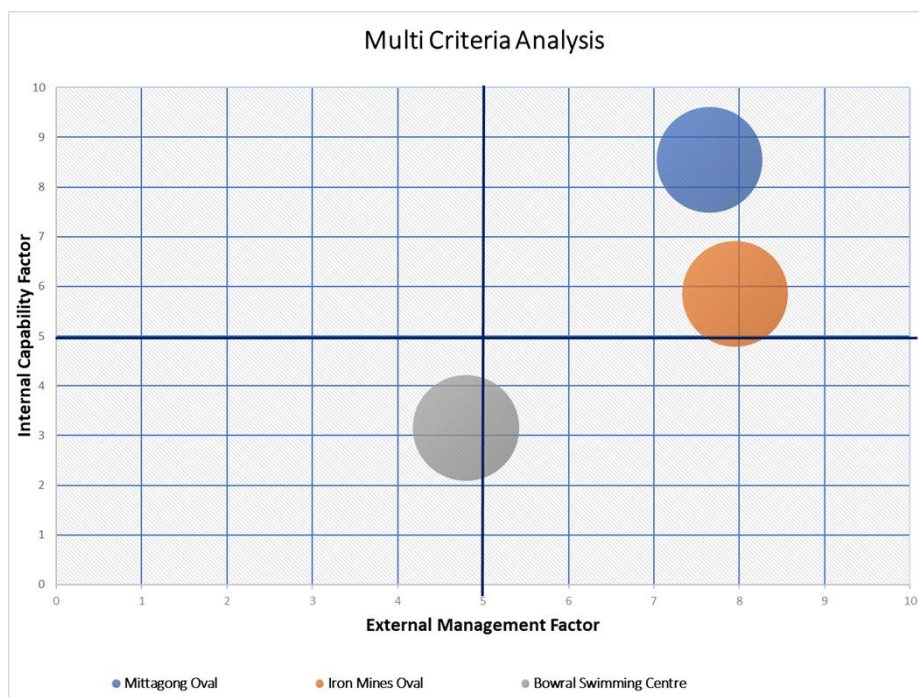
The catchment for Bowral Swimming Centre is fully encapsulated by the Moss Vale and Mittagong catchments. The concrete shells are approaching end of life and therefore significant investment will soon be required to ensure continued operation of the facility.  
***The Aquatics Plan recommends the closure of Bowral Swimming Centre upon the completion of a Regional Aquatic Facility in Mittagong.***
    - c. *Bundanoon Swimming Pool*

Attendance at Bundanoon Swimming Pool falls within the range that can be reasonable expected for this facility, with the 2023/24 attendance of 4,607 being just above the mid-point of the modelled range. It is a small pool with a small catchment – and therefore utilisation rates are low compared to the overall network and the facility requires a Council subsidy 3x larger than other pools. The concrete shells have also reached the end of life and will soon require replacement.  
***The Aquatics Plan recommends the closure of Bundanoon Pool upon the completion of a Regional Aquatic Facility in Mittagong.***

### **BUSINESS CASE FOR REGIONAL AQUATIC CENTRE**

In accordance with the Scope of Work detailed within the report to Ordinary Council Meeting 17 April 2024, a business case has been prepared for a regional aquatic centre. The Business Case considers three potential locations for the regional aquatic centre (Bowral Swimming Centre, Iron Mines Oval and Mittagong Oval Precinct) and its impact on the overall aquatics portfolio.

Through a multi-criteria analysis (see below figure) considering both internal and external factors, Mittagong Oval has been identified as the preferred site.



The proposed Regional Aquatic Centre is to include:

- 25m indoor pool and 50m outdoor pool
- Dedicated 'learn to swim' indoor pool
- Outdoor toddler pool and all ages splash pad
- Gym and allied health rooms to enable additional revenue streams.

As well as be co-located with the other facilities of:

- Dual sided facility – providing function rooms, facilities and seating for both the outdoor area of the Regional Aquatic Centre and upgraded Mittagong Oval.
- Upgraded Mittagong Oval
  - New Senior and Junior Rugby League Fields, with updated orientation now running east/west.
- Multi-purpose Indoor Sporting Facility
  - Expanding upon the existing PCYC leased facility with a further two indoor courts (further information below).
- Demolition of Mittagong Pool and remediation of the Nattai River.

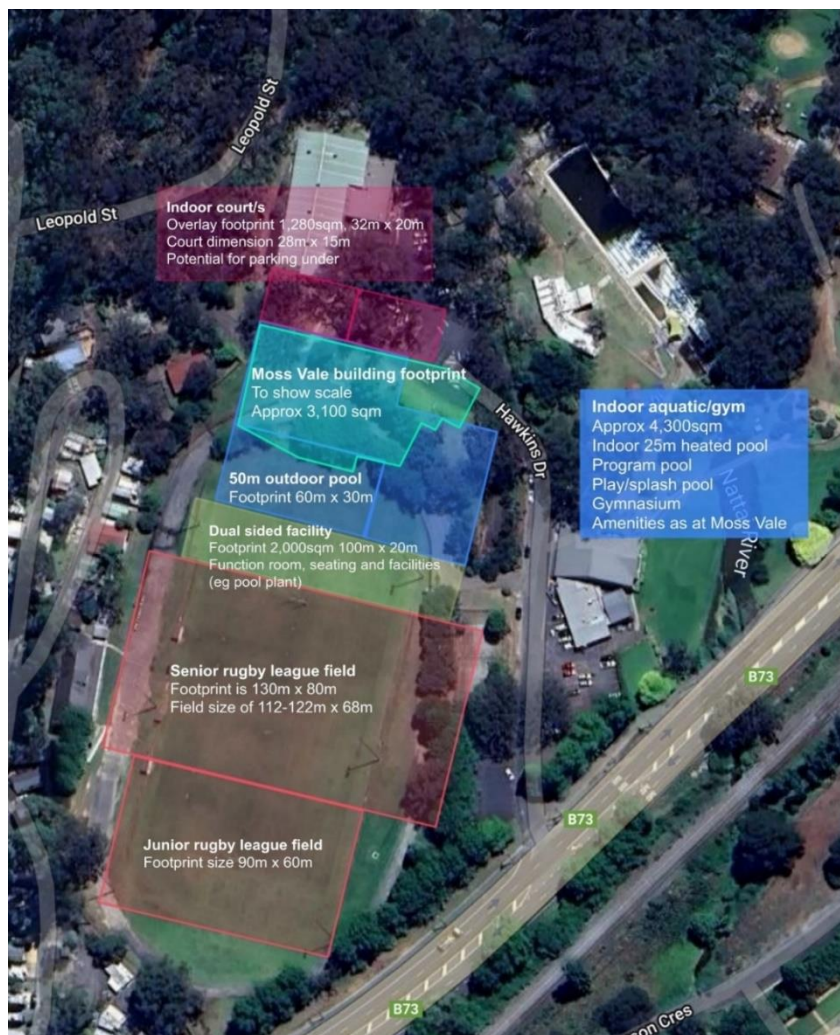
The delivery of these new facilities will create what can be described as the Mittagong Sporting Precinct.

It is acknowledged that this is a proposal of significant magnitude.

There is an unmet demand for year-round swimming opportunities in the northern part of the Shire and the Shire needs a fit for purpose outdoor 50m pool. Through the consideration made within the Business Case, it is clear that the Mittagong Sporting Precinct is the best location for these facilities.

A conceptual footprint layout for the Mittagong Sporting Precinct is shown in the figure below:





It is difficult to estimate the construction cost of the Mittagong Regional Aquatic Facility prior to the development of a concept design and quantity survey – however similar facilities have been constructed across NSW (as detailed within the Business Case) and have cost between \$50M and \$90M.

Combined with the need for the upgrade of Mittagong Oval, remediation of Nattai River, Old Hume Hwy intersection upgrade and implications of the site gradient – it is expected that construction of the Mittagong Regional Aquatic Facility will be no less than \$70M, however a concept design and quantity survey estimate is required before the cost can be established with confidence.

It must be noted that the capital cost associated with the construction of the Mittagong Regional Aquatic Centre does not feature in either the Long Term Financial Plan nor a Developer Contributions Plan. The construction of a facility of this magnitude is not viable without significant financial support from Federal and State Government.

It is therefore recommended that, if endorsed by Council, a Masterplan and Concept Design is prepared for the Mittagong Sporting Precinct. This will then enable its inclusion within an updated Developer Contributions Plans and for it to be the subject of grant applications - both of which will be the primary funding strategy for the construction of the facility.

Following construction of the facility, SGL Consulting conservatively estimate that the Regional Aquatic Facility and Indoor Sporting Facility will operate at a combined operational cost of \$1M/year.

The Operational Plan and Budget for Wingecarribee Shire Council cannot accommodate a bottom-line operational expenditure increase of \$1M/year. The Regional Aquatic Facility and Indoor Sporting Facility is therefore only viable if offset with a reduction in operational expenditure or increase in forecast revenue.

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The Aquatics Plan and Business Case for Regional Aquatic Centre recommends that, upon opening of the new centre, Bowral Swimming Centre and Bundanoon Pool then cease operation. The reasons for this are two-fold:

- Catchment Analysis –
  - The catchment for Bowral is entirely covered by that of existing Moss Vale facility and new Mittagong facility.
  - The catchment for Bundanoon Pool is partially covered by the existing Moss Vale facility, but more importantly is just of insufficient size to enable financial sustainability. The subsidy for Bundanoon is 3 to 4 times larger compared with the other aquatic facilities.
- Capital Requirements -
  - Both Bowral Swimming Centre and Bundanoon Pool are nearing end of life for the actual concrete shells of the pools. Total reconstruction of the pool assets, which in turn requires bringing the supporting assets up to current standards, would be a multimillion-dollar investment alone in the order of \$10M to \$30M per site.

If Council is to invest \$70M in a new regional aquatic centre in the Mittagong Sporting Precinct, then it is not financially viable to continue operations (and subsequent reconstructions) of Bowral Swimming Centre and Bundanoon Pool. If financial sustainability of the aquatics portfolio is to be valued, then this eventual reduction of the portfolio is a necessity.

Usage of the sites after their decommissioning would be the subject of a separate analysis, however early reviews conclude that the construction of a play space (or expansion of adjacent play space in the case of Bundanoon) and/or zero depth splashpad would provide a great community outcome.

Through this reduction of the aquatics portfolio, combined with maximising the commercial opportunities of allied health rooms, gym and learn-to-swim, it is understood that the operational result of the aquatics portfolio pre and post the development of the regional aquatic centre could remain largely consistent. It is unavoidable that it will add to the depreciation of Council's asset base.

The financial viability of the construction and operation of the Mittagong Regional Aquatic Centre is therefore contingent upon:

- Construction: Federal and State Government grants and Developer Contributions Plan
- Operation: Reduction of Aquatics Portfolio and maximising revenue opportunities

If Council is to proceed with the Mittagong Sporting Precinct, it is envisaged that a facility could not realistically open any sooner than five years:

- Year 1 – Masterplan & Concept Design
- Year 2 – Detailed Design and DA
- Year 3 – Advocacy and pursuit of funding
  - Note – this stage could be of indefinite duration
- Year 4 to 5 – Construction

This represents a best-case scenario and therefore operations at Bowral Swimming Centre and Bundanoon Pool would continue unchanged till at least 2030.

It is therefore recommended that, subject to the outcomes of public exhibition, Council commence the Masterplan and Concept Design phase for the Mittagong Sporting Precinct.

### **BUSINESS CASE FOR MULTIPURPOSE INDOOR SPORTING FACILITY**

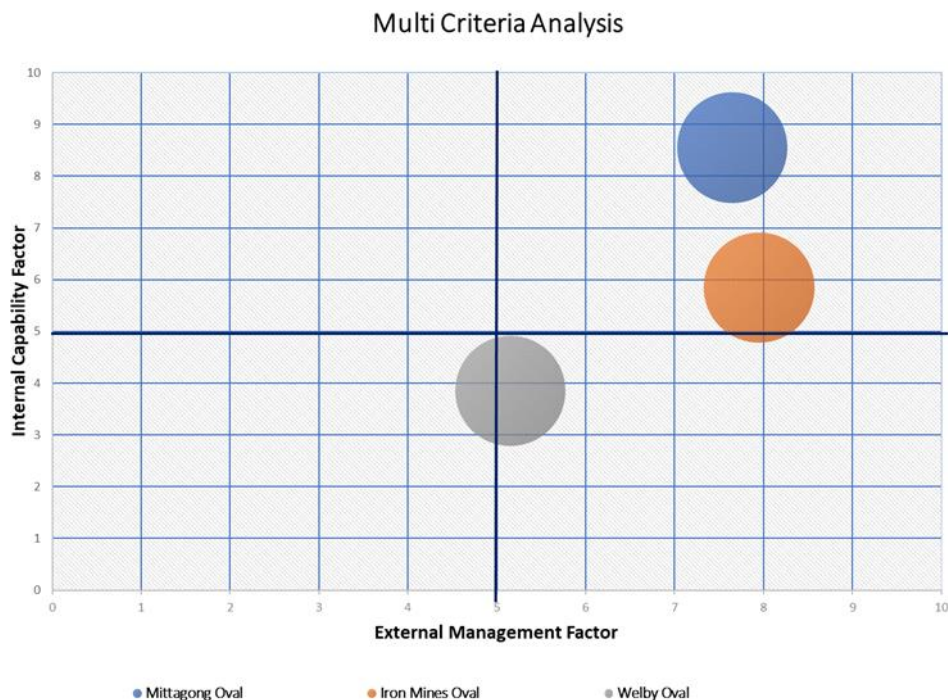
In accordance with the Scope of Work detailed within the report to Ordinary Council Meeting 17 April 2024, a business case has been prepared for a multipurpose indoor sporting facility in the northern part of the Shire. The Business Case considers three potential locations for the facility (Iron Mines Oval, Mittagong Oval Precinct and Welby Oval).

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## AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024

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Through a multi-criteria analysis (see below figure) considering both internal and external factors, Mittagong Oval has been identified as the preferred site.



The proposed Multipurpose Indoor Sporting Facility is to include:

- Two indoor sports courts
  - 28m x 15m multipurpose courts
  - 3m wide runoff surrounding each court
  - Suitable for basketball, volleyball, futsal, badminton and netball
- Three tiers of spectator seating (2.4m total width) on two end walls.
- Gym and allied health rooms (shared with Regional Aquatic Centre) to enable additional revenue streams.

This facility is proposed to be co-located with the other facilities of:

- Regional Aquatic Centre
- Dual sided facility – providing function rooms, facilities and seating for both the outdoor area of the Regional Aquatic Centre and upgraded Mittagong Oval.
- Upgraded Mittagong Oval
  - New Senior and Junior Rugby League Fields, with updated orientation now running east/west.
- Demolition of Mittagong Pool and remediation of Nattai River.

The delivery of these new facilities will create what can be described as the Mittagong Sporting Precinct.

It is difficult to estimate the construction cost of the Mittagong Multipurpose Indoor Sporting Facility prior to the development of a concept design and quantity survey – however recent projects in regional NSW for an indoor sporting facility are estimated at \$10-15M.

Similar to the Regional Aquatic Facility, construction funding for the facility must be sourced from State and Federal Grants or an updated Developer Contributions Plan.

## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024**

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### **COMMUNICATION AND CONSULTATION**

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#### **Community Engagement**

The Community and Recreation Facilities Strategy (CRFS) was prepared in consultation with the local community and key stakeholders, with a range of engagement activities occurring during March 2022. Extensive consultation was also completed through the Public Exhibition period in June and July 2023 prior to adoption of the CRFS - with an information session on 25 July 2023 and the consultation webpage receiving 2,230 visits and 183 submissions.

The Aquatics Plan and Business Cases have been prepared as an action arising from the adopted Community and Recreation Facilities Strategy (CRFS). They are largely a technical assessment from an industry expert – and therefore community consultation was not required as part of the preparation of the draft documents.

Given the wide reaching impacts of the proposed outcomes of the Aquatics Plan and Business Cases – significant community consultation and engagement is required in order to assist the new Council to make an informed determination on the matter.

It is therefore recommended that the documents are placed on Public Exhibition for no less than eight weeks (double the minimum four weeks for public exhibition) and the consultation efforts supported by:

- Creation of a key-point easy read summary
- Signage at impacted locations advising of the consultation process
- Hardcopy surveys and information provided at Libraries across the Shire
- Community drop-in sessions

It is anticipated that the eight weeks of consultation will run from Monday 5 August to Sunday 29 September 2024. After collation, analysis and consideration of consultation results, it is envisaged that the matter will then be considered by the newly elected Council at 11 December 2024 Ordinary Council Meeting.

#### **Internal Communication and Consultation**

Manager Assets

Manager Business and Property Services

#### **External Communication and Consultation**

SGL Consulting

### **SUSTAINABILITY ASSESSMENT**

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#### **Environment**

There are no environmental issues in relation to this report.

#### **Social**

There are no social issues in relation to this report.

#### **Broader Economic Implications**

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

#### **Culture**

There are no cultural issues in relation to this report.

## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024**

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### **Governance**

There are no governance issues in relation to this report.

### **COUNCIL BUDGET IMPLICATIONS**

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It is difficult to estimate the construction cost of the Mittagong Regional Aquatic Facility prior to the development of a concept design and quantity survey – however similar facilities have been constructed across NSW at a range of \$50M to \$90M.

Combined with the Multipurpose Indoor Sporting Facility and the need for the upgrade of Mittagong Oval, remediation of Nattai River, Old Hume Hwy intersection upgrade and implications of the site gradient – it is expected that construction of the Mittagong Sporting Precinct will therefore be no less than \$85M.

It must be noted that the capital cost associated with the construction of the Mittagong Sporting Precinct does not feature in either the Long Term Financial Plan nor a Developer Contributions Plan. The construction of a facility of this magnitude is not viable without significant financial support from Federal and State Government.

The ongoing operational costs of the Precinct could also not be accommodated with the Operational Plan and Budget without being offset with a reduction in the aquatics portfolio and also maximising the revenue opportunities of the facility.

It is therefore recommended that, if endorsed by Council, a Masterplan and Concept Design is prepared for the Mittagong Sporting Precinct. This will then enable its inclusion within an updated Developer Contributions Plans and for it to be the subject of grant applications - both of which will be the primary funding strategy for the construction of the facility.

### **RELATED COUNCIL POLICY**

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Wingecarribee Community Strategic Plan

Goal 2.1 - A happy, healthy, active and resilient community

Goal 3.3 Liveable and sustainable communities

Goal 4.1 A protected, healthy and diverse natural environment.

Goal 5.1 People want to visit, work and invest in the Shire.

### **CONCLUSION**

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In accordance with the Community and Recreation Facilities Strategy, an Aquatics Plan, Business Case for Regional Aquatic Centre and Business Case for Multipurpose Indoor Sporting Facility have been prepared by industry experts SGL Consulting.

The documents provide an exciting vision for the proposed provision of new facilities through the creation of the Mittagong Sporting Precinct. The provision of a Regional Aquatic Facility will however require a reduction in Council's aquatics portfolio through operations ceasing at Bowral and Bundanoon Pools upon opening of the new facility.

Given the wide-reaching impacts of the proposed outcomes of the Aquatics Plan and Business Cases, significant community consultation and engagement is required to assist the new Council to make an informed determination on the matter.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 17 JULY 2024**

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**ATTACHMENTS UNDER SEPARATE COVER**

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1. Aquatics Plan [9.1.1 - 111 pages]
2. Business Case for Regional Aquatics Facility [9.1.2 - 76 pages]
3. Business Case for Multipurpose Indoor Sporting Facility [9.1.3 - 49 pages]

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**9.2 1A Rainbow Road, Mittagong Variation of Lease to Illawarra Local Aboriginal Land Council - Post Exhibition Report**

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**Report of:** Amanda McCullagh  
Coordinator Property Services

**Authorised by:** Pav Kuzmanovski  
Acting Director Corporate Strategy and Resourcing

**PURPOSE**

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The purpose of this report is to provide Council with details of the submissions received during the public exhibition period in relation to the requested Variation of Lease from Illawarra Local Aboriginal Land Council for the Aboriginal Community Cultural Centre at 1A Rainbow Road, Mittagong.

**OFFICER'S RECOMMENDATION**

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**THAT:**

1. Council endorse the updated variation to Clause 28 of the Lease to Illawarra Local Aboriginal Land Council as follows:

**Clause 28**

*The Lessee must, within three (3) months of registration of the Variation of Lease, establish and maintain a Local Aboriginal Advisory Group, the objectives of which must include:*

- *Identifying appropriate Local, State and National funding opportunities for the improvement of the facilities located at 1A Rainbow Street, Mittagong that will provide a broad benefit to the community;*
- *Advising ILALC on appropriate approaches for engagement within the Southern Highlands Aboriginal community;*
- *Provide guidance and advice on the views, needs and interests of Aboriginal people and communities in the Southern Highlands to inform Strategic direction; and*
- *To promote an increased knowledge and understanding within the wider community on Aboriginal peoples culture, history, achievements and ongoing challenges.*

*The Lessee, in consultation with the Local Aboriginal Advisory Group, must develop the terms of reference for the Local Aboriginal Advisory Group.*

*The Local Aboriginal Advisory Group shall consist of a maximum of twelve (12) members with eight (8) members being Aboriginal with voting rights and four (4) non-voting members appointed from the staff or offices of Wingecarribee Shire Council and the Illawarra Local Aboriginal Land Council.*

*The Aboriginal representatives shall consist of:*

- *Two (2) recognised and accepted Elders from the Aboriginal community;*
- *Four (4) local Aboriginal community members;*
- *Two (2) Aboriginal youth community members.*

*Meetings of the Local Aboriginal Advisory Group shall be held quarterly each year for the term of the Lease.*

2. The General Manager and Mayor/Administrator be delegated authority to execute under the Common Seal of Council the Variation of Lease referred to in Item 1 above.

**REPORT**

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**BACKGROUND**

On 13 November 2019, Council resolved to enter into a Lease with Illawarra Local Aboriginal Land Council (“ILALC”) for the Aboriginal Community Cultural Centre at 1A Rainbow Road Mittagong. The Lease was entered into on 7 February 2020 for a term of 99 years at a nominal rental of \$1.00 per annum if demanded.

On 9 December 2020, at the request of ILALC, Council resolved to amend Clause 28 of the Lease. Clause 28 of the registered Lease noted that ILALC was to establish a Local Indigenous Advisory Group to advise the Lessee on strategic matters and to provide guidance on the management of the day-to-day operations of the facility within six (6) months of the commencement of the Lease. The Lease was varied by resolution in 2021, amending the constitution of the Group.

In February 2024, a further request from ILALC was received requesting additional amendment to Clause 28 of the registered Lease. **Attachment 1** to this report is a copy of the correspondence received from ILALC.

At its meeting on 21 February 2024, Council resolved (MN 2024/17):

**THAT:**

1. Council give a minimum 28 days public notice of its intention to vary the terms of Clause 28 of the registered Lease to Illawarra Local Aboriginal Land Council for the Aboriginal Community Cultural Centre at 1A Rainbow Street, Mittagong as follows:

*The Lessee must, within three (3) months of registration of the Variation of Lease, establish and maintain a Local Indigenous Advisory Group, the objectives of which must include:*

- *identifying appropriate Local, State and National funding opportunities for the improvement of the facilities located at 1A Rainbow Street, Mittagong that will provide a broad benefit to the community;*
- *advising ILALC on appropriate approaches for engagement within the Southern Highlands Aboriginal community;*
- *provide guidance and advice on the views, needs and interests of Aboriginal people and communities in the Southern Highlands to inform strategic direction; and*
- *to promote an increased knowledge and understanding within the wider community on Aboriginal peoples culture, history, achievements and ongoing challenge.*

*The Lessee, having consulted with local Aboriginal Elders and community members of the Wingecarribee Shire, must develop the terms of reference for the Local Indigenous Advisory Group.*

*The Indigenous Advisory Group shall consist of a maximum of twelve (12) members with eight (8) members being Aboriginal with voting rights, and four (4) non-voting members appointed from the staff or officials of Wingecarribee Shire Council and the Illawarra Local Aboriginal Land Council.*

2. *If there are any objections received during the period of public notice a further report be forwarded to a future ordinary meeting of Council for determination.*
3. *If there are no objections received by Council to the Variation of Lease, Council approves the amendment to Clause 28 of the Lease AND THAT, the General Manager and Mayor/Administrator be delegated authority to execute under the Common Seal of Council the Variation of Lease referred to in Resolution 1 above.*
4. *Council allocates an amount of \$25,905 at the next quarterly budget review, funded by General Revenue, to allow for necessary works to be completed at 1A Rainbow Street, Mittagong.*
5. *That Council write to the Illawarra Local Aboriginal Land Council (ILALC) to seek clarification on their plans for the funds secured from the sale of the Berrima Gaol.*



## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024**

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This report addresses the outcomes the public exhibition period of the proposed Lease amendments and provides an update on point 5 of the above resolution.

### **REPORT**

Following the resolution of Council of 21 February 2024, the proposed amendments to Clause 28 of the Lease to ILALC were placed on public exhibition from Thursday 21 March 2024 to Friday 19 April 2024. The intention of the Variation of Lease is to vary the terms of Clause 28 of the existing Lease to ILALC.

Establishment of an ongoing advisory group, in accordance with the terms of the Lease, has not yet been achieved. Further changes to Clause 28 of the Lease in relation to establishment of the Advisory Group were required to ensure this clause of the Lease could be fulfilled.

During the period of public exhibition, twelve (12) submissions were received. **Attachment 2** to this report provides a summary of the submissions received. Many of the submissions provided detailed history or comments in matters unrelated to the Lease. Council's standard process in relation to submissions is to provide them in full as an attachment to the report.

Whilst Council understands the emotive issues surrounding this particular matter and the strong views held by individuals in the local community, some of the comments that were made as a part of the submission are of some concern to Council, and as such, are considered inappropriate to publish in accordance with Council's normal process, particularly as some statements could be deemed defamatory in nature.

As a consequence, a decision has been made to deviate from our normal process by providing a precis of the relevant matters raised in each submission and for staff to provide responses to those issues alone.

The Administrator will be provided, prior to this Council meeting, with a full and unedited copy of each submission. However, these will not be tabled at the meeting for the reasons mentioned above.

In considering the submissions made during the exhibition period, the following themes were captured:

- much of the objections relate to the issue of the original Lease to ILALC and not to the requested variation to clause 28, the subject of the report.
- frustrations that Council is no longer responsible for the management of the Centre.
- concerns surrounding the failure to establish the Advisory Group.
- communication issues between ILALC and the community.

Council Officers have provided responses to the summary of submissions that have been included in **Attachment 2**.

After further consultation with ILALC, it is recommended that Clause 28 be updated as follows, which differs from the proposed variation placed on public exhibition:

### **28. ESTABLISHMENT OF ADVISORY GROUP**

***The lessee must, within three (3) months of registration of the Variation of Lease, establish and maintain a Local Aboriginal Advisory Group, the objectives of which must include:***

- ***Identifying appropriate Local, State and National funding opportunities for the improvement of the facilities located at 1A Rainbow Street, Mittagong that will provide a broad benefit to the community;***
- ***Advising ILALC on appropriate approaches for engagement within the Southern Highlands Aboriginal community;***
- ***Provide guidance and advice on the views, needs and interests of Aboriginal people and communities in the Southern Highlands to inform Strategic direction; and***
- ***To promote an increased knowledge and understanding within the wider community on Aboriginal peoples culture, history, achievements and ongoing challenges.***

***The Lessee, in consultation with the Local Aboriginal Advisory Group, must develop the terms of reference for the Local Aboriginal Advisory Group.***

## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024**

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*The Local Aboriginal Advisory Group shall consist of a maximum of twelve (12) members with eight (8) members being Aboriginal with voting rights and four (4) non-voting members appointed from the staff or offices of Wingecarribee Shire Council and the Illawarra Local Aboriginal Land Council.*

*The Aboriginal representatives shall consist of:*

- *two (2) recognised and accepted Elders from the Aboriginal community.*
- *four (4) local Aboriginal community members; and*
- *two (2) Aboriginal youth community members.*

*Meetings of the Local Aboriginal Advisory Group shall be held quarterly each year for the term of the Lease.*

The updated changes to the original proposed amendment relate to:

- Inclusion of further details in relation to the eight (8) Aboriginal representatives for the Group.
- Confirmation that the meetings shall be held quarterly during each year for the term of the Lease.
- Reference to the lessee, in consultation with the Advisory Group, developing the terms of reference for the Local Aboriginal Advisory Group. The previous clause referred to consultation being undertaken with Aboriginal Elders and members of the wider Wingecarribee community.
- Replacement of the word “Indigenous” with “Aboriginal” in reference to the Advisory Group.

The purpose of these changes will ensure that ILALC can practically implement the obligations of the Lease and be compliant with the deliverables of the Lease. This report recommends Council adopt the proposed changes to Clause 28 of the Lease as outlined above.

### **FUNDS SECURED FROM THE SALE OF BERRIMA GOAL**

Council officers have been in communication with the ILALC in relation to the Council resolution seeking clarification on ILALC’s plans for the funds secured from the sale of the Berrima Gaol.

At the time of writing this report, ILALC have been unable to provide the information requested. Council officers will continue to liaise with ILALC a present a further report when this information is provided.

## **COMMUNICATION AND CONSULTATION**

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### **Community Engagement**

The Variation of Lease was placed on public exhibition from 21 March 2024 to 19 April 2024.

### **Internal Communication and Consultation**

Business and Property Services

Communities and Place

Executive

### **External Communication and Consultation**

Illawarra Local Aboriginal Land Council.

## **SUSTAINABILITY ASSESSMENT**

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### **Environment**

There are no environmental issues in relation to this report.

### **Social**

There are no social issues in relation to this report. Ensuring that legal documents enable the development and evolution of ILALC will deliver ongoing community benefits.

## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024**

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### **Broader Economic Implications**

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

### **Culture**

Whilst feedback raises concerns in relation to the Lease being held by ILALC, this report relates to the requested variation to Clause 28 of the Lease and establishment of the Advisory Group. Ongoing support of ILALC's establishment of the Aboriginal Advisory Group will provide benefits to residents of the Wingecarribee Shire.

### **Governance**

There are no governance issues in relation to this report.

## **COUNCIL BUDGET IMPLICATIONS**

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This report deals with variation to Clause 28 of the registered Lease in relation to establishment of the Adviser Group and there are no budgetary implications of this report.

## **RELATED COUNCIL POLICY**

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Nil

## **CONCLUSION**

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This report provides details of the submissions received during the period of public exhibition for the requested variation to Clause 28 of the Lease to Illawarra Local Aboriginal Land Council for the Aboriginal Community Cultural Centre at 1A Rainbow Road, Mittagong.

## **ATTACHMENTS**

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1. Letter to WSC Lease Review 13 Feb 24 [9.2.1 - 3 pages]
2. Summary - Submissions Variation of Lease to ILALC [9.2.2 - 7 pages]

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024



**Illawarra Local Aboriginal Land Council**  
Level 2 38-40 Young St Wollongong  
PO Box 1306 Wollongong DC NSW 2500  
P:02 4226 3338  
E: [admin@ilalc.org.au](mailto:admin@ilalc.org.au)  
ABN: 83 448 059 128

13 February 2024

Lisa Miscamble  
General Manager  
Wingecarribee Shire Council  
PO Box 141  
Moss Vale NSW 2577  
(Email: [Lisa.Miscamble@wsc.nsw.gov.au](mailto:Lisa.Miscamble@wsc.nsw.gov.au))

Dear Lisa,

## **Re: Review of Wingecarribee Aboriginal Cultural Centre Lease**

The Illawarra Local Aboriginal Land Council ('ILALC') is formally requesting for the Wingecarribee Shire Council ('WSC') to review and update terms within the 99-year lease agreement for the Wingecarribee Aboriginal Cultural Centre ('WACC'), with particular focus to Clause 28 'Establishment of Advisory Group'.

### **Background**

In 2020, the former ILALC CEO negotiated a 'deal' in conjunction with a vocational education organisation and a former WSC Councillor to utilise the land at the WACC as a vocational education learning space that include demountable buildings and use of the WACC facilities.

It is of the understanding, that at the time of entering the lease, there was no discussion or Development Application made to the WSC to obtain approval under the WSC Local Environmental Planning instruments to conduct such business.

Clause 28 of the lease required the ILALC to establish an Advisory Group consisting of local Elders and community members to advise on strategic matters and provide guidance on the management of the day-to-day operations of the premises.

The Advisory Group was to consist of 12 members, 8 voting and 4 non-voting, with 2 of the voting members to be Gundungarra Elders. Meetings were to be held quarterly for the term of the lease.

In March 2021, a variation to this Clause, changed the voting/non-voting numbers to 7 and 5 respectively.

The ILALC developed Terms of Reference for the 'WACC Aboriginal Advisory Committee' and undertook an Expressions of Interest process to fill the representatives' positions. While a number of positions were filled by local Aboriginal people from organisations such as Yamanda Aboriginal Association and local community groups, the Youth position remained vacant. The WSC was represented by the Aboriginal Community Development position.

Since the establishment of the Advisory Group, it has not complied with the conditions of Clause 28 of meeting on a quarterly basis. Due to members passing away, Aboriginal organisations folding and a breakdown in relationships with the Aboriginal community the group met only on a few occasions and became dysfunctional since the beginning of 2022.

Over the past 18 months, there have been general discussions with some community members and past Advisory Group members, who agree that the representation of the Advisory Group needs to be reviewed due to the lack of attendance by former members. For this reason, the ILALC has not

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024



**Illawarra Local Aboriginal Land Council**  
Level 2 38-40 Young St Wollongong  
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ABN: 83 448 059 128

conducted any further meetings until such time that the matter relating to the lease and the purpose of the Advisory Group was reviewed.

Unfortunately, the Aboriginal community have and continue to express their disapproval and are disgruntled that the ILALC have 'control' over the WACC. The ILALC is aware that certain Aboriginal members of the community have access to or knowledge of the contents of the lease and have been using this information to make complaints of the ILALC breaching the lease to WSC.

As the ILALC has been the burden of community backlash, the ILALC consider it's options of opting out of the lease to enable the management to the WSC and community. The ILALC sought legal advice on terminating the lease as the management of the WACC has significant financial costs and maintenance liabilities. It has been noted that there is no termination clause within the lease, only that which could possibly bring litigation action against the ILALC.

Since June 2022, the ILALC has had to mitigate the conflict and expectations of community with the ongoing use of the WACC as a result of historical arrangements and management by community, the perceptions of the ILALC's role in relation to its operations ie having staff presence and conducting regular programs/projects for the community and the ongoing maintenance and repairs of the WACC. This conflict has arisen due to the direct correlation to the terms of the lease in relation to Clause 7 (Maintenance and Repair) and Clause 28.

## **Current Position**

Primarily, the ILALC views its position as having a strategic role acting as the property manager of the WACC with its main purpose to manage booking requests, promote events through ILALC social media and maintain the upkeep of the WACC.

The role of the Advisory Group must also be aligned with this position and be established and operate at a strategic level.

Given the inability for the ILALC to terminate the lease agreement, the ILALC considers the need to create a positive position moving forward. The lease does provide an opportunity to strengthen the relationship between ILALC and WSC, developing a stronger partnership to deliver social, cultural, wellbeing and economical outcomes for Aboriginal people not only within the ILALC boundary but across the WSC electorate.

The update of Clause 28 to a more strategic position will enable the ILALC to work with the community, the Advisory Group and WSC to identify what the Aboriginal community needs and aspirations are in relation to creating a fit for purpose Centre for the purpose of delivering social, wellbeing, cultural and educational benefits.

It is the ILALC intent to establish the new Advisory Group within three (3) months of the approved revision of Clause 28 and review the Terms of Reference. It is proposed that the Advisory Group objectives could include:

- identifying appropriate local, State and National funding opportunities for the improvement of the WACC or that will provide a broad benefit to the community;
- advising ILALC on appropriate approaches for engagement within the Southern Highlands Aboriginal community;
- provide guidance and advice on the views, needs and interests of Aboriginal people and communities in the Southern Highlands to inform strategic direction

## AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024



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- to promote an increased knowledge and understanding within the wider community on Aboriginal peoples culture, history, achievements and ongoing challenge

The ILALC is willing to partner with and support local Aboriginal community groups to host programs for the benefit of the community which is aligned with the ILALC Community Land and Business Plan. The ILALC may from time to time, coordinate community workshops/events for the purpose of community engagement and involvement in ILALC and/or WSC projects.

It should be noted, that although there has been community unrest with respect to the management of the WACC, the ILALC has continued to source funding to improve the WACC and assist programs that deliver social outcomes for Aboriginal people.

The ILALC has secured a \$10,000 grant to undertake internal renovations to the WACC to improve the cleanliness and provide a better space for use. The WACC building is aged, outdated and is not fit for purpose to host large numbers. It has many limitations to its use including aged flooring and kitchen facilities including utensils, outside toilets, no internal built in storage facilities (lockable cupboards are used by various Aboriginal groups/organisations) or internet/wifi provisions.

The ILALC has also secured a \$88,000 grant to provide an external storage facility, to provide more space for the WSC Department of Community Justice (DCJ) funded Dhungung food program to expand and move freezers and fridges and food storage facilities from the WACC to provide more space for other users. In addition, a community bus has also been purchased and will be made available to support Elders, single parents and those with no transport to access this program.

### **Recommendation**

The ILALC is requesting the WSC at its next Council meeting to consider the following recommendation;

**Approve** a full update to the wording of Clause 28 to be aligned with the strategic position of the ILALC.

**Approve** the total number of participants of the Advisory Group to be 12, consisting of 8 Aboriginal representatives and 4 non-voting representatives. Whereby 8 Aboriginal representatives have voting rights and 4 ex-officio members of both the ILALC and WSC have non-voting rights.

The Aboriginal representatives will consist of

- 2 Recognised and accepted Elders from the Aboriginal community
- 4 local Aboriginal community members
- 2 local Aboriginal youth community member

We look forward to discussing this further with WSC and developing a long-lasting partnership for the benefit of Aboriginal people in the Southern Highlands.

If you have any questions please feel free to contact me.

Kind Regards



Adell Hyslop  
CEO  
Illawarra Local Aboriginal Land Council



# Summary of Public Exhibition Submissions

## Request- Variation of Lease Illawarra Local Aboriginal Land Council (ILALC)

### 1A Rainbow Road, Mittagong



*We're with you*

WINGECARRIBEE SHIRE COUNCIL



**Summary of Public Exhibition Feedback Table**

Submission maker	Feedback	Wingecarribee Shire Council response
1. L Dykes (Bargo)	<p>Supports the centre to be returned to Wingecarribee Shire Council and the community by:</p> <ul style="list-style-type: none"> <li>• Appointment of two (2) Council representatives and 6 (six) to eight (8) Community members.</li> <li>• Local Aboriginal organisation to not pay for use of the centre for cultural activities.</li> <li>• Transparency with funding.</li> </ul>	<p>Comments noted.</p> <p>The report deals with the Variation of the terms of the Lease requested by Illawarra Local Aboriginal Land Council (ILALC).</p> <p>The proposed variation is in relation to establishment of the Aboriginal Advisory Board which will consist of:</p> <p>Two (2) recognised and accepted Elders from the Aboriginal community.</p> <p>Four (4) local Aboriginal community members.</p> <p>Two (2) Aboriginal youth community members.</p>
2. B Lane (Unknown)	<p>Supports the removal of the Illawarra Land Council from the lease, due to a lack of support to the local Aboriginal community.</p>	<p>Comments noted.</p> <p>The report deals with the requested Variation of the terms of the Lease requested by Illawarra Local Aboriginal Land Council (ILALC).</p>
3. R Russell Woonjeegaribay Conciliation Group Inc	<p>There is no evident benefit for local First Nation's people in having their Cultural centre leased and run from Wollongong. No benefit is seen in changing the lease conditions regarding the make-up of the advisory committee.</p> <p><b>Points for Wingecarribee Shire Council to consider:</b></p> <ul style="list-style-type: none"> <li>• It is not appropriate that local First Nations people or charitable organisations should have to pay to use the Wingecarribee Aboriginal Community Centre (WACC) for functions that are needed to support the fundamental health and well-being of our local First Nations community.</li> <li>• Wingecarribee Shire Council to ensure the conditions of the lease has meant that local artefacts from the WACC be returned to the local community for teaching and learning.</li> <li>• Wingecarribee Shire Council to reopen communication with local First Nations people on local community issues.</li> </ul>	<p>Comments noted.</p> <p>The report deals with the Variation of the terms of the Lease requested by Illawarra Local Aboriginal Land Council (ILALC).</p>

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**Summary of Public Exhibition Feedback Table**

Submission maker	Feedback	Wingecarribee Shire Council response
	<p><b>It is firmly requested that:</b></p> <ol style="list-style-type: none"> <li>1. Requests immediately to cancel the lease on the WACC with ILALC.</li> <li>2. Request the reclassification of the land on which the WACC sits from operational to community land.</li> <li>3. Wingecarribee Shire Council form its own advisory/management committee along the same guidelines as the former WACC steering committee, with a seat reserved for the Gundungurra Aboriginal Heritage Association Inc.</li> <li>4. Wingecarribee Shire Council proceed with the collaboration with ILALC's acquired grant funding from the Stronger Communities Grant in regard to the upgrade of the WACC to ensure community artefacts are returned at the earliest possible time.</li> <li>5. Wingecarribee Shire Council seeks information on how the role of Aboriginal Cultural Development Officer can be managed with the new formed advisory committee.</li> </ol> <p>Requests Local First Nations to have control over their own centre.</p>	<p>Correspondence received from ILALC (attached to the Wingecarribee Shire Council report) advised that <i>“following variation of the lease terms in March 2021, the ILALC developed terms of reference for the “WACC Aboriginal Advisory Committee” and undertook an expression of interest process to fill the representatives’ positions. Further advise is that whilst a number of positions were filled by local Aboriginal people from organisations such as Yamanda Aboriginal Association and local community groups, the Youth position remained vacant.</i></p> <p><i>Further since establishment, it has not complied with the conditions of Clause 28 of meeting on a quarterly basis. Due to members passing away, Aboriginal organisations folding and a breakdown in relationships with the Aboriginal community the group met only on a few occasions and became dysfunctional in 2022.”</i></p> <p>The requested Variation of Lease is to vary the terms of Clause 28 of the Lease, as outlined in this report, to enable establishment of the advisory group and to ensure the terms of Clause 28 are complied with moving forward.</p> <p>Wingecarribee Shire Council will work with the community and the ILALC to ensure establishment of the Aboriginal Advisory Group in accordance with amended Clause 28 which includes representation by Wingecarribee Shire Council as non-voting members of the established Group.</p> <p>The Lease is a registered Lease and therefore legal. However, as ILALC have stated they have not complied with Clause 28 of the Lease in that the Advisory Group has not been met in accordance with the timeframes set by the Lease.</p>
4. P Luke (Moss Vale)	In support of submission made by Woonjeegaribay Conciliation Group Inc.	Comments noted.



**Summary of Public Exhibition Feedback Table**

Submission maker	Feedback	Wingecarribee Shire Council response
5. H Mazoudier (Mittagong)	In support of submission made by Woonjeegaribay Conciliation Group.	Comments noted.
6. R Tiyce (Moss Vale)	This is our Centre. In support of submission made by Woonjeegaribay Conciliation Group requesting Wingecarribee Shire Council to take ownership back.	Comments noted.
7. J Regan (Moss Vale)	Fully supports the Woonjeegaribay Conciliation Group combined community submission.	Comments noted.
8. S Waterford (Mittagong)	<p>In 3 years, there is no evident benefit for local First Nation's people in having their Cultural centre owned and run from Wollongong.</p> <p>Local First Nations people want autonomy, and control over their own centre.</p> <p>Request Indigenous people not to pay for the use of the Cultural centre and for local artefacts from the cultural centre to be returned.</p> <p>Establishment of the Advisory committee within 3 months, with a strong emphasis on local Wingecarribee Shire based Indigenous people with voting rights.</p> <p>The Indigenous Advisory group shall consist of 12 members with 8 members being local Wingecarribee Shire based Aboriginal people with voting rights, and 4 non-voting members appointed from the staff or officials of Wingecarribee Shire Council, and the Illawarra Local Aboriginal Council or from the Woonjeegaribay Conciliation group.</p>	<p>Comments noted.</p> <p>The report deals with the Variation of the terms of the Lease requested by Illawarra Local Aboriginal Land Council (ILALC).</p> <p>Correspondence received from ILALC attached to the report advised that <i>"following variation of the lease terms in March 2021, the ILALC developed terms of reference for the "WACC Aboriginal Advisory Committee" and undertook an expression of interest process to fill the representatives' positions. Further advise is that whilst a number of positions were filled by local Aboriginal people from organisations such as Yamanda Aboriginal Association and local community groups, the Youth position remained vacant. Further since establishment, it has not complied with the conditions of Clause 28 of meeting on a quarterly basis. Due to members passing away, Aboriginal organisations folding and a breakdown in relationships with the Aboriginal community the group met only on a few occasions and became dysfunctional in 2022."</i></p> <p>The requested Variation of Lease is to vary the terms of Clause 28 of the Lease, as outlined in this report, to enable establishment of the advisory group and to ensure the terms of Clause 28 are complied with moving forward.</p> <p>Wingecarribee Shire Council will work with the community and the ILALC to ensure establishment of the Indigenous Advisory Group in accordance with amended Clause 28 which includes representation by Wingecarribee Shire Council as non-voting members of the established Group.</p>

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**Summary of Public Exhibition Feedback Table**

Submission maker	Feedback	Wingecarribee Shire Council response
		<p>The Lease is a registered Lease and therefore legal. However, as ILALC have stated they have not complied with Clause 28 of the Lease in that the Advisory Group has not been met in accordance with the timeframes set by the Lease.</p>
<p>9. K Brown Riley, Uncle Graham Maranda, T Riley (late submission) (unknown)</p>	<p>Request that the lease agreement for the Aboriginal Community Cultural Centre continue to specify that two Gundungurra Elders (or their representatives) must be included on the Advisory Committee as advertised by Council. While the agreement should specify Elders, the inclusion of 'or their representatives' enables the nominated Elder to involve an appropriate representative if they are not able to attend.</p> <p>Keen to nominate representative for the Aboriginal Community Cultural Centre advisory committee.</p>	<p>Comments noted.</p> <p>In accordance with amended Clause 28, it will be recommended to Council that the Aboriginal Advisory Group shall consist of a maximum of twelve (12) members with eight (8) members being Aboriginal with voting rights and four (4) non-voting members appointed from the staff or officers of Wingecarribee Shire Council and the Illawarra Local Aboriginal Land Council.</p> <p>The Aboriginal representatives shall consist of:</p> <p>Two (2) recognised and accepted Elders from the Aboriginal community,</p> <p>Four (4) local Aboriginal community members.</p> <p>Two (2) Aboriginal youth community members.</p>
<p>10. D De Brabander (Bundanoon)</p>	<p>Request control of the Wingecarribee Aboriginal Cultural Centre Mittagong be returned to local Indigenous Community hands and supports the proposal by Woonjeegaribay Conciliation Group and urge Council to adopt its recommendation in full.</p>	<p>Comments noted.</p> <p>The report deals with the Variation of the terms of the Lease requested by Illawarra Local Aboriginal Land Council (ILALC).</p>
<p>11. I Skirka (Moss Vale)</p>	<p>Concerns as to the failure of compliance with the conditions of the current lease.</p> <p>Requests the return of the control and management of the Wingecarribee Aboriginal Cultural Centre to the local Aboriginal Elders.</p>	<p>Comments noted.</p> <p>The report deals with the Variation of the terms of the Lease requested by Illawarra Local Aboriginal Land Council (ILALC).</p> <p>Correspondence received from ILALC attached to the report advised that "following variation of the lease terms in March 2021, the ILALC developed terms of reference for the "WACC Aboriginal Advisory Committee" and undertook an expression of interest process to fill the representatives' positions. Further advise is that whilst a</p>

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**Summary of Public Exhibition Feedback Table**

Submission maker	Feedback	Wingecarribee Shire Council response
		<p><i>number of positions were filled by local Aboriginal people from organisations such as Yamanda Aboriginal Association and local community groups, the Youth position remained vacant. Further since establishment, it has not complied with the conditions of Clause 28 of meeting on a quarterly basis. Due to members passing away, Aboriginal organisations folding and a breakdown in relationships with the Aboriginal community the group met only on a few occasions and became dysfunctional in 2022."</i></p> <p>The requested Variation of Lease is to vary the terms of Clause 28 of the Lease, as outlined in this report, to enable establishment of the advisory group and to ensure the terms of Clause 28 are complied with moving forward.</p> <p>Council will work with the community and the ILALC to ensure establishment of the Indigenous Advisory Group in accordance with amended Clause 28 which includes representation by Council as non-voting members of the established Group.</p> <p>The Lease is a registered Lease and therefore legal. However, as ILALC have stated they have not complied with Clause 28 of the Lease in that the Advisory Group has not been met in accordance with the timeframes set by the Lease.</p>
<p>12. F Bartlett (Mittagong)</p>	<p>Supports the view that the Centre becomes Wingecarribee Shire Council's responsibility once again, as outlined in the submission from the Woonjeegaribay Conciliation Group.</p> <p>Raises concerns of certain breaches of the existing lease.</p> <p>Requests that a delegate from the Woonjeegaribay Conciliation Group be included in any advisory group.</p> <p>Principles of good governance need to guide Wingecarribee Shire Council, ILALC in the establishment and functioning of an effective Advisory Group and Cultural Centre.</p> <p>Suggests that the Advisory Committee be established before the granting of money and amendments are finalised so that local community members can have input into how the Centre will be changed and operated.</p>	<p>Comments noted.</p> <p>The report deals with the Variation of the terms of the Lease requested by Illawarra Local Aboriginal Land Council (ILALC).</p> <p>Correspondence received from ILALC attached to the report advised that <i>"following variation of the lease terms in March 2021, the ILALC developed terms of reference for the "WACC Aboriginal Advisory Committee" and undertook an expression of interest process to fill the representatives' positions. Further advise is that whilst a number of positions were filled by local Aboriginal people from organisations such as Yamanda Aboriginal Association and local community groups, the Youth position</i></p>

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**Summary of Public Exhibition Feedback Table**

Submission maker	Feedback	Wingecarribee Shire Council response
	<p>The Community should be asked if they prefer to establish the Advisory Committee first or prioritise improving the Centre, but they must be enabled to participate in these decisions and operations.</p> <p>Amend the lease to provide broad benefits to the Wingecarribee Aboriginal community.</p> <p>Supports the reclassification of the land from Operational to Community Land.</p> <p>Requests improved communication and engagement with the wider community and in particular with the local Elders.</p> <p>Supports the returns of the artefacts.</p> <p>Requests information about the long-term plans for the centre.</p> <p>Requests that local people must be involved in planning for the Centre’s development, operation, and functioning.</p> <p>Requests information on how much money has been spent to ensure the Aboriginal Cultural Central is fit for purpose for community use and if there is plan for the centres development, operation and functioning.</p> <p>Raises concerns regarding the report in that no social, economic, cultural or government issues were addressed in the report.</p> <p>Considers the best outcome is for Wingecarribee Shire Council to resuming responsibility for the Centre.</p> <p>The local Aboriginal people are, of course, diverse with different views but are also an under resourced group in Wingecarribee. Hence proactive efforts and clear intentions are needed to facilitate participation of all parts of the local Aboriginal community. Wingecarribee Shire Council and ILALC must establish and operate on the basis of good governance principles, hear, engage respectfully and include this diversity in order to address the issues raised and the best future of the Centre and the wellbeing of First Nations resident and the cohesion of all in Wingecarribee.</p>	<p><i>remained vacant. Further since establishment, it has not complied with the conditions of Clause 28 of meeting on a quarterly basis. Due to members passing away, Aboriginal organisations folding and a breakdown in relationships with the Aboriginal community the group met only on a few occasions and became dysfunctional in 2022.”</i></p> <p>The requested Variation of Lease is to vary the terms of Clause 28 of the Lease, as outlined in this report, to enable establishment of the advisory group and to ensure the terms of Clause 28 are complied with moving forward.</p> <p>Wingecarribee Shire Council will work with the community and the ILALC to ensure establishment of the Indigenous Advisory Group in accordance with amended Clause 28 which includes representation by Wingecarribee Shire Council as non-voting members of the established Group.</p> <p>The Lease is a registered Lease and therefore legal. However, as ILALC have stated they have not complied with Clause 28 of the Lease in that the Advisory Group has not been met in accordance with the timeframes set by the Lease.</p>

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**9.3 Quarterly Delivery Program Progress Report as at 30 June 2024**

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**Report of:** **Shaun Sang**  
**Corporate Strategy Officer**

**Authorised by:** **Pav Kuzmanovski**  
**Acting Director Corporate Strategy and Resourcing**

**PURPOSE**

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The purpose of this report is to provide an overview of Council's progress towards delivering its Delivery Program and Operational Plan 2023/24 for the period ending 30 June 2024.

**OFFICER'S RECOMMENDATION**

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**THAT Council note the Quarterly Progress Report on the Delivery Program and Operational Plan for the period ended 30 June 2024 in Attachment 1.**

**REPORT**

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**BACKGROUND**

Under the *Local Government Act 1993* and the Integrated Planning and Reporting (IP&R) Framework, Council must have a Delivery Program detailing the principal activities it will undertake. The Delivery Program outlines where Council will take ownership of the goals and strategies of the Community Strategic Plan, Wingecarribee 2041, within its area of responsibility and with regard to its available resources. Annually Council adopts an Operational Plan that details the projects and activities (priority actions) that will be undertaken during the financial year.

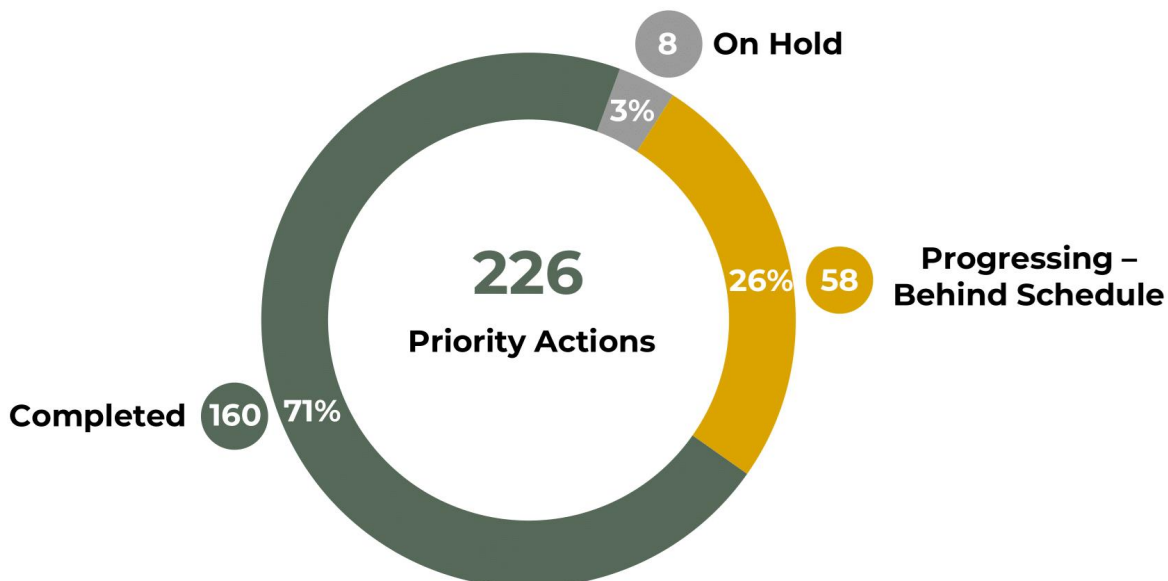
At its Extraordinary meeting of 28 June 2023, Council adopted refreshed Delivery Program 2023-25 and Operational Plan 2023/24. The structure of the Delivery Program was reviewed and presented in a new format. This is to provide greater transparency to the community and promote greater accountability across each service area. It is intended that this will assist the community in better understanding of the breadth of services provided by Council and the context each service operates within as well as the resource implications. The Operational Plan format has also been revised to reflect the changes in the Delivery Program.

**REPORT**

This Quarterly Review reports outcomes against Council's Delivery Program and Operational Plan 2023/24 for the quarter. Progress for each service is reported against one of the five themes of the Community Strategic Plan. In some cases, these services and activities will be contributing to multiple themes and therefore will be presented under the best fit goal.

As at the end of the June Quarter of the 226 priority actions 8 were 'On Hold', 58 were 'Progressing - Behind Schedule', and 160 were 'Completed'. Further details can be seen in attachment 1.

**Diagram 1: Overall Priority Action Progress**



The Operational Plan priority actions that are “Progressing – Behind Schedule” have all commenced and is anticipated the majority will be closed out in the first half of the 2024/25 financial year. Some of the Operational Plan priority actions are milestone actions linked to multiyear projects, which will continue and be finalised in the 2024/25 financial year. Priority Actions not yet complete from the 2023/24 financial year will form part of Branch workplans to ensure they are monitored and completed in a timely manner.

Highlights from June 2024 Quarter by theme include:

#### **Leadership**

- **Operations Centre:** During May Council unveiled its new \$560,000 Emergency Operations Centre (EOC) at Moss Vale Civic Centre, strategically positioned near critical response agencies. Officially opened with key stakeholders including local MPs and emergency service leaders, the state-of-the-art facility ensures rapid, coordinated responses during emergencies, fulfilling recommendations from the “Bushfire Response & Recovery Review”.
- **Moss Vale Bypass:** Council has secured an additional \$10.8 million in collaboration with Transport for NSW to finalise designs and undertake enabling works for the Moss Vale Bypass, a \$155 million project. Efforts to secure remaining funding are ongoing, crucial for enhancing access to Argyle Street and the Southern Highlands Innovation Park.

#### **People**

- **Youth Forum:** Council hosted the 2024 Wingecarribee Youth Forum in June at the Theatrette. The event featured workshops on networking, leadership, pitch writing, public speaking, and innovation. Participants presented ideas to local leaders, aiming to create a youth-friendly shire. Additionally, the Youth Survey was launched to gather perspectives on important community issues.
- **Library Signage:** Council completed the installation of new, Street, Place and Directional Signage for the Bowral and Mittagong Branch Libraries in April this year to enhance wayfinding. Community feedback has been positive, highlighting the improved location and visibility of the signage.

#### **Places**

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- **Casburn Park Reopening:** In June 2024, Council held the reopening of Casburn Park in Wingello, revitalised with a \$2.5 million grant from the Bushfire Local Economic Recovery Package. The upgraded park features improved accessibility, two new playgrounds, a pump track, toilet amenities, a deck, village green, village plaza, shared paths, and picnic and BBQ facilities. The event included a BBQ by Bundanoon Lions Club, live music, face painting, and bike safety activities.
- **Quick Response Code:** Council finalised a launch of QR code surveys for open space facilities, allowing the community to provide instant feedback on maintenance standards. This initiative enables Council to integrate community commentary into service level maintenance, ensuring that open space areas meet public needs and preferences.

**Environment**

- **Aboriginal Cultural Burns:** Council facilitated two successful Aboriginal cultural burns in Gibbergunyah Reserve during April 2024. Led by Yarrabin Cultural Connections and supported by Aboriginal community members, and Rural Fire Service volunteers. The burns garnered positive feedback and strong community participation.
- **Soft Plastics Recycling Trial:** Soft plastics represent a significant portion of waste, often ending up in landfills due to recycling challenges. In response, during the quarter, Council launched a Soft Plastics Recycling Trial at the Resource Recovery Centre. Since commencement, the initiative has collected enough plastic to form the first 441kg bale. Running until June 2025, this trial aims to find a sustainable solution and may expand based on its success.

**Economy**

- **Bridgerton in Bowral:** Council achieved notable success with the Netflix’s Bridgerton in Bowral activation, featuring a global marketing campaign reaching an estimated 525 million people. The event, held in April 2024, generated over \$2.4 million in economic benefits, excluding accommodation revenue. Channel 7’s Sunrise broadcast from Bowral and Robertson further bolstered regional visibility.
- **Robertson Village Place Plan:** Council has collaborated extensively with the community and stakeholders to develop a community-led strategic plan for the Robertson Village Centre over the past two years. The plan addresses housing, economic, environmental, social, and cultural needs, ensuring long-term sustainability and growth. Adopted at the Ordinary Meeting of Council on 17 April 2024, the Draft Place Plan and Post-Exhibition Report were endorsed, reflecting robust community engagement and planning outcomes.

Table 1 below outlines the eight (8) priority actions that were on hold during the reporting period.

**Table 1: Priority Actions - On Hold**

Code	OP Action	Status	Comments
4.5 PA6	Integrate Snap Send Solve with Technology One’s Customer Request Management (CRM) system	On hold	A review of the feasibility of integrating Snap Send Solve with internal corporate systems has continued, noting the existing Customer Request Management System provides similar accessibility to the community for online requests. This action is currently on hold as Council prioritises key developments such as e-services and integration of the planning portal with internal systems.
6.2 PA1	Develop and deliver a Library Strategic Plan	On hold	Library staffing levels and the migration to a new Integrated Library Management System has



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Code	OP Action	Status	Comments
			meant that this project has been placed on hold. This strategic document will be deferred to the new 2024/25 Operational Plan.
12.1 PA9	Develop a works program based upon asset management strategy and condition assessments (AMS)	On hold	On hold pending asset condition data to inform priorities.
12.2 PA6	Plan the Food Organics and Garden Organics (FOGO) program	On hold	Council will respond to the recently released EPA FOGO guidelines and develop an implementation plan in line with the proposed introduction of FOGO.
14.2 PA7	Review Council's Developer Contributions Plans	On hold	A review of Council's Development Contributions Plans will occur following the finalisation of the Wingecarribee Integrated Transport Strategy (WITS) and once detailed Infrastructure Schedules are developed for the WITS and the adopted Community and Recreation Facilities Strategy. The WITS is currently on public exhibition until 17 June 2024. The review of Council's Contributions Plans requires substantial funding allocation or commensurate resourcing.
14.2 PA8	Implement the Community and Recreational Facilities Strategy	On hold	The Community and Recreation Facilities Strategy will be implemented through a review of the Development Contributions Framework. This will occur after detailed Infrastructure Schedules have been prepared to inform the relevant Contributions Plan. The implementation of the Community and Recreation Facilities Strategy will be an ongoing process involving all relevant sections of Council.
14.3 PA3	Undertake a Planning Proposal to update Schedule 5 of Wingecarribee Local Environmental Plan (WLEP 2010) and associated maps.	On hold	A Planning Proposal to amend Schedule 5 of Wingecarribee Local Environmental Plan 2010 can be initiated once the draft Community Heritage Study consultation is completed and its recommendations adopted by Council.
14.3 PA4	Seek funding to undertake Employment Lands Review	On hold	Council continues to explore funding options and will apply for grant funding as the opportunity arises.  Alternatively, this work may be initiated utilising internal staff resources, subject to allocating commensurate staff resourcing.

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Table 2 below outlines the fifty-eight (58) priority actions that were identified as progressing behind schedule during the reporting period.

**Table 2: Priority Actions - Progressing Behind Schedule**

Code	Action	Status	Comment
2.2 PA1	Review and update Farmland Policy	Progressing - Behind Schedule	The outcomes of the public consultation of the draft Farmland Policy were presented to Council at the June 2024 Ordinary Council meeting. It was recommended to defer the adoption of the Policy subject to further consultation with submission makers on complex rating matters. This consultation will occur in the first half of the 2024/25 financial year.
2.3 PA2	Deliver grant writing workshops	Progressing - Behind Schedule	Council hosted a comprehensive grant writing workshop for the community on 6 March 2024 with 30 community members in attendance. There was not an opportunity to host a second grant writing workshop during this quarter.
3.2 PA3	Undertake four internal audits	Progressing - Behind Schedule	At its June meeting ARIC considered 3 (three) Internal Audit reports in relation to Procurement processes, Human Resources Processes and Controls and Policy Compliance Health Check relating to Code of Conduct, Gifts and Benefits and employee expenses. Field work for an internal audit report in relation to an IT Disaster Recovery health check has commenced and will be presented in the first Quarter of FY25.
3.3 PA2	Deliver projects identified in the StateCover Action Plan 2022	Progressing - Behind Schedule	A request has been submitted to StateCover in June 2024 to make amendments to the agreed action plans. This request would align with areas for improvements delivered (and to be delivered) as part of the Enforceable Undertaking submissions. The revised action plan, once approved by StateCover is required to be implemented by July 2024 and confirmed via the Self-Audit report.
3.3 PA3	Implement the Integrated Risk Management Road Map and Action Plan	Progressing - Behind Schedule	Implementation of the Integrated Risk Management Road Map and Action Plan is now in progress. The Risk Management Framework and Risk Policy is in draft and will be presented to the Audit Risk and Improvement Committee for any feedback to ensure compliance with the amendments in the Office of Local Government Guidelines for Risk Management.
4.2 PA1	Review and implement a Cyber Security Policy and framework to ensure Council data is managed in a secure manner	Progressing - Behind Schedule	Steps to develop a Cyber Security framework have commenced based on industry standards, critical infrastructure, and artificial intelligence. This will be completed in the first half of the 2024/25 financial year.
5.2 PA3	Establish mentoring program that identifies succession planning and training opportunities for career advancement	Progressing - Behind Schedule	Support for career progression is offered through acting in higher positions and tertiary assistance funding. A more formalised approach will be developed in 2024/25.

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Code	Action	Status	Comment
5.2 PA4	Develop a transition to retirement program which includes knowledge transfer	Progressing - Behind Schedule	No further progress from March 2024 quarter on this item.
5.2 PA7	Develop and implement a Diversity and Inclusion Plan	Progressing - Behind Schedule	Diversity and Inclusion training has been offered to staff to attend online training. Preparation of a Diversity and Inclusion Plan has been delayed.
6.1 PA2	Work with community to strengthen resilience through a focus on prevention, preparedness, response, and recovery as identified within the 'Resilience Connect' blueprint	Progressing - Behind Schedule	Canberra Region Joint Organisation is currently negotiating a significant project variation for the project, including amendments to deliverables and an extension to June 2025.
6.1 PA5	Update Community Safety Plan	Progressing - Behind Schedule	NSW Bureau of Crime Statistics and Research data has been collected and has been used to for the draft Wingecarribee Community Safety Plan.
7.1 PA3	Complete Plans of Management for: - Community Use and Parklands - Sportsfields	Progressing - Behind Schedule	Council has adopted the Mt Gibraltar Plan of Management (POM). The draft Bushland Plan of Management is on public exhibition, followed by submission to Council for adoption. The draft POM for Sportsfield, Parks and General Community Use is being prepared for submission to Council, to be referred to Crown Land for endorsement before going on public exhibition.
7.1 PA4	Complete Masterplans for the locations to be determined by the Community and Recreation Facilities Strategy (CRFS)	Progressing - Behind Schedule	A Landscape Architect has been engaged and a draft Masterplans design/report for Jurd Park and Centennial Park is being prepared to go to Council for approval to go on public exhibition. Additionally, a Landscape Architect has been engaged for the Lackey Park Masterplan after the community consultation has concluded. That Masterplan design/report is being prepared with the intent to go to Council for approval for public exhibition at the same time.
7.3 PA3	Update the Integrated Water Cycle Management (IWCM) Plan, including the Financial Model (Finmod) (AMS),	Progressing - Behind Schedule	This is delayed due to other priority tasks being finalised. The output of those tasks are key inputs to the financial modelling, so it was important to finish those before commencing financial modelling. Tasks included: * Asset Management plans identifying areas for improvement and funding shortfalls, * Strategic planning (sewer master plans) identifying major capital works to support levels of service and growth. * Major design and capital project budgets. E.g., STP upgrades, new pipelines etc.

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Code	Action	Status	Comment
8.1 PA3	Design of Moss Vale Bypass	Progressing - Behind Schedule	Confirmation of additional funding from Transport for NSW (TfNSW) for the completion of the design and commencement of enabling works has been resolved. New milestone dates are being confirmed with TfNSW and will be updated accordingly.
8.1 PA6	Detailed design of Sewer Plants Upgrade at Mittagong	Progressing - Behind Schedule	The detailed design for Mittagong Sewer Treatment Plant is well underway. The review of the nominated treatment process requirements has been finalised and changes from the review are being incorporated into the detailed design. The completion of the detailed design is anticipated in May 2025.
8.1 PA9	Complete construction Retford Park Detention Basin	Progressing - Behind Schedule	Outlet modification variation order is approved and added to the project scope of work. The project is progressing towards meeting the updated deadline which is scheduled in December 2024.
8.1 PA11	Design completed for Master Plan - Bowral to Moss Vale 450mm duplication - Stage 1	Progressing - Behind Schedule	Hydraulic modelling has been completed by the Assets team and the modelling confirms that all alternatives are viable. Before notifying affected residents of the preferred alternative, Project Delivery is reassessing option along Highlands Source Project pipeline.
8.1 PA12	Commencement of construction of Moss Vale Hill Road Reservoir Duplication	Progressing - Behind Schedule	The project is currently on hold. Awaiting the finalisation of contribution agreements with the associated developer, negotiations are ongoing. Once the agreement is completed, Council will go out to Design & Construction tender for the selection of the contractor.
9.1 PA1	Reduce Development Application assessment timeframes	Progressing - Behind Schedule	A reduction in assessment times is expected over the next 12 months following the May 2024 restructure. The transition to integrated assessment and approval of s.68 Local approvals with Development Applications is almost complete and this will assist in reducing s.68 Local approval times in the 2024/25 financial year.
9.1 PA2	Implement Development Assessment process review changes to reduce Development Application timeframes and accelerate delivery of housing and jobs for the community	Progressing - Behind Schedule	During the final Quarter Council continued its Development Assessment Process Review and implemented a number of changes for efficiency.
9.3 PA1	Establish development compliance investigation prioritisation procedure for consistent reasonable and proportionate response	Progressing - Behind Schedule	Council officers responded to reports prioritising matters according to their significance and risk to public health and safety, amenity impact and extent of non-compliance. This has been documented in a draft Compliance and Enforcement Policy that will undergo public notification prior to adoption in 2024/25.

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Code	Action	Status	Comment
9.3 PA3	Deliver revised public places and animal procedures for Ranger responses to community reports to achieve transparency and consistency	Progressing - Behind Schedule	Responses were made to public place complaints made through Council's Customer Request Management (CRM) system. Council continues to monitor changes to the Companion Animals Act. A draft Enforcement and Compliance Policy has been prepared and will be adopted early in the new financial year.
10.3 PA3	Rebuild and seal storm damaged roads	Progressing - Behind Schedule	Continued preparation and internal reviews of claims for natural disaster restoration works.
11.1 PA5	Develop a roadmap for installing onsite renewable energy projects at Council facilities with a focus on Water and Sewer services.	Progressing - Behind Schedule	Council continued to work with the Canberra Region Joint Organisation (CRJO) in appointing consultants to review and assess priority sites for Council. A grant application to the Community Energy Upgrades Fund is pending to co-fund upgrades to gas boilers at Moss Vale Aquatic Centre. A tariff review has been recently completed showing that overall Councils facilities are on the best tariffs with some small sites able to be improved.
11.1 PA6	Develop an electric vehicle charging station policy to guide the installation of charging infrastructure.	Progressing - Behind Schedule	An Electric Vehicle (EV) policy outline was drafted for internal consultation. The draft policy is anticipated be reported to Council in October 2024.
11.1 PA7	Develop and deliver a training program for staff on Council's obligations under environmental legislation.	Progressing - Behind Schedule	The existing environmental assessment procedure and subsequent new staff training session is in review. Group training sessions for new starters and refresher session for existing staff to be scheduled in the new financial year.
11.1 PA10	Investigate measures to improve environmental considerations in Council procurement guidelines and vehicle fleet.	Progressing - Behind Schedule	Council continued working with its Sustainability Advantage (NSW Government) partner to develop an electric vehicle transition pathway plan with the first draft of both stage 1 and stage 2 delivered for review. Also working on the development of an Internal Net Zero Steering Group to engage all areas of Council operations in developing projects and policy to embed environmental and sustainability considerations into procurement and supply chains.
11.2 PA2	Complete the Plant Community Type Map for the koala habitat and priority corridor mapping project	Progressing - Behind Schedule	Council submitted a project update letter and revised project plan and timeline to the Department of Climate Change, Energy, the Environment and Water (DCCEEW) which was approved. One hundred and fifty-six rapid validation plots were completed this quarter. Processing of the on-ground validation data is ongoing. Council is awaiting the 2020-2023 koala occupancy data and map from the Department of Primary Industries (DPI) which will inform the koala habitat map.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
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Code	Action	Status	Comment
11.2 PA8	Repair flood damaged creek banks in Mansfield Reserve	Progressing - Behind Schedule	Due to continued wet weather the work site remains too wet for the work to proceed. The project will occur in the next financial year, once the site has dried out sufficiently.
12.1 PA3	Implement a robust, transparent and reportable risk management process that is aligned with Council processes.	Progressing - Behind Schedule	Risk management plan to be finalised as part of Council's Corporate Risk priorities.
12.1 PA4	Prepare an Upgrade Plan for weigh bridge system	Progressing - Behind Schedule	Successful implementation of the weighbridge software optimisation has improved staff efficiencies and satisfaction. Supporting infrastructure upgrade including gates and camera are in progress.
12.1 PA7	Commence development of Strategic Waste Infrastructure Plan (AMS)	Progressing - Behind Schedule	No further progression, finalising waste collection / disposal contracts to assist and align strategic waste infrastructure plan.
12.1 PA8	Prepare Asset Management Strategy for repairs and maintenance (AMS)	Progressing - Behind Schedule	Preparations include aligning policies and procedure with external service agreements.
12.2 PA3	Develop residential waste controls and entitlement policies for implementation into new Development Control Plans	Progressing - Behind Schedule	Work is continuing on the development of the Waste Guidelines.
12.2 PA7	Develop a Waste Education Strategy	Progressing - Behind Schedule	Council is coordinating final edits and feedback to complete the Waste Education Strategy.
13.1 PA3	Carry out Sewer SCADA (monitoring and controlling) Renewals	Progressing - Behind Schedule	Council is going ahead with Oda reporting software. The reporting window design is under progress.
13.1 PA4	Replace pneumatic controls for filter valves at Wingecarribee Water Treatment Plant	Progressing - Behind Schedule	New panels have been installed and all the filters have been moved to new the new panels. Six (6) pneumatic valves controller have been installed cement parts.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 17 JULY 2024**

Code	Action	Status	Comment
13.1 PA5	Deliver the Water mains renewals program 2023-24	Progressing - Behind Schedule	1. Gladstone Road, Bowral renewal completed 740m of retic main laid and the asbestos cement main has been exhumed. 2. Station Street, Bowral renewal completed replacing the last of the asbestos cement pipework on this street (which had burst 8 times in the previous 12 months). 3. Blakes hill rezoning is on hold.
13.1 PA6	Deliver the Sewer main renewals program 2023-24	Progressing - Behind Schedule	1. Lovelle Street, Moss Vale sewer main renewal in the back yards of 8 private properties has been completed. 2. Emergency sewer main renewal in Bong Bong Street, Bowral has been completed to reline a collapsed sewer main running under a carpark and building.
13.4 PA1	Develop the proactive maintenance team in line with position description accountabilities and performance measures.	Progressing - Behind Schedule	Sewer main cleaning and CCTV activities as part of the proactive maintenance program are being undertaken.
13.4 PA3	Action Customer Requests and undertake preventative maintenance	Progressing - Behind Schedule	The amount of Customer requests has increased while preventative cleaning has decreased. These requests have been actioned and preventive maintenance has been undertaken.
14.1 PA1	Prepare and implement a Master Plan and Servicing Strategy framework for development of the Southern Highlands Innovation Park	Progressing - Behind Schedule	Council is working closely with a consultant team to deliver the SHIP Master Plan. This project is behind schedule due to delays in receiving funding from the NSW Government. Council anticipates that the Master Plan will be delivered in the first quarter of the 2024/25 financial year.
14.1 PA2	Establish a Governance Framework for the Southern Highlands Innovation Park	Progressing - Behind Schedule	Council is working closely with consultants to deliver a Governance Strategy for the Southern Highlands Innovation Park. The SHIP project is behind schedule due to delays in receiving grant funding. Council anticipates that the Governance Framework will be established in the first half of the 2024/25 financial year.
14.1 PA3	Prepare an Implementation Plan for the Destination Strategy in consultation with industry	Progressing - Behind Schedule	Council has commenced preparation of an implementation plan and it is anticipated that consultation with key industry partners on priority actions will commence in July 2024.
14.1 PA4	Prepare the Economic Development Strategy - Integrated Action Plan	Progressing - Behind Schedule	Preparation has now commenced for the Economic Development Strategy Integrated Action Plan.
14.1 PA5	Implement the Small Business Commissioners report for Wingecarribee Shire	Progressing - Behind Schedule	Council is implementing the recommendations of the Small Business Commissioners Report including the establishment of the Economy Community Reference Panel which met on quarterly since April 2023,

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
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Code	Action	Status	Comment
			participation in leadership training for staff, preparing master plans and strategies to improve planning controls to facilitate business and investment within the Shire, and has commenced the preparation of an Implementation Plan for the Economic Development Strategy.
14.1 PA7	Facilitate local disability awareness training for local businesses	Progressing - Behind Schedule	Council is liaising with disability awareness training providers to facilitate training for local businesses. Council anticipates that a training workshop will be hosted in the first quarter of the 2024/25 financial year.
14.2 PA2	Complete the Bowral Town Centre Master Plan	Progressing - Behind Schedule	The Draft Bowral Town Centre Master Plan was placed on public exhibition for a period of eight weeks. During this time community and stakeholder feedback was received via a number of face-to-face and online engagement opportunities and written submissions, which directly informed the amendment of the Draft. The revised Draft Master Plan and Engagement Outcomes Report was presented to the Local Planning Panel for advice in June 2024 and subsequently presented to Council to seek adoption.
14.2 PA3	Implement the Medium Density Residential controls	Progressing - Behind Schedule	Council reviewed the submissions received during the exhibition of the Draft Medium Density Study, and a report was presented to 22 May 2024 Local Planning Panel for advice. The revised Draft Study and Post-Exhibition Report was presented to Council on 19 June 2024 to seek adoption. The implementation of the Medium Density Controls will be undertaken after they are adopted by Council. This project is progressing behind schedule due to competing project priorities.
14.2 PA4	Prepare a Master Plan and Servicing Strategy for the Bowral South New Living Area	Progressing - Behind Schedule	Further community engagement has been conducted to inform the emerging Draft Master Plan and the development of the Servicing Strategy is occurring concurrently. Supplementary due-diligence reports have been drafted and are yet to be finalised. It is anticipated that the Draft Master Plan and Servicing Strategy will be presented to Council in July 2024 to seek endorsement to proceed to public exhibition.
14.2 PA5	Prepare a detailed Master Plan for the Southern Highlands Innovation Park	Progressing - Behind Schedule	In addition to landowner consultation, broader community engagement was conducted on 10 April 2024 through an interactive engagement session. This valuable feedback has directly informed the emerging vision and Draft Master Plan for the Southern Highlands Innovation Park. It is anticipated that the Draft Master Plan and Governance Strategy will be presented to Council in July 2024 to seek endorsement to proceed to public exhibition.



**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
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Code	Action	Status	Comment
14.2 PA6	Develop the Integrated Transport Strategy	Progressing - Behind Schedule	Community consultation and an online survey was previously conducted and has directly informed the development of the Draft Wingecarribee Integrated Transport Strategy. A report was presented to 22 May 2024 Local Planning Panel for advice and the Draft Strategy is subsequently being presented to Council in June 2024 to seek endorsement to proceed to public exhibition.
15.1 PA2	Update the Asset Management Plan (AMS)	Progressing - Behind Schedule	The Southern Regional Livestock Exchange Asset Management Plan update has commenced and will continue to be worked on into 2024/25.
15.2 PA2	Develop a Community Leasing Policy	Progressing - Behind Schedule	Workshop held in March 2024 for Property Strategy and Revenue opportunities to finalise overarching Property Policy and Property Management Policy which will include Leasing of Council land.  Leasing and Licensing Policy drafted and presented to the elected Council.
15.4 PA5	Develop the Event Support Fund to attract and retain regional events	Progressing - Behind Schedule	The Grants Sponsorship and Development Policy is currently in review to incorporate Event Support Fund.
15.5 PA1	Deliver the Animal Shelter and State Emergency Services (SES) Building	Progressing - Behind Schedule	Construction of the project is progressing well. Piling completed, Steel structure and light weight frames are installed. The original timeframes of June 2024 have been updated to December 2024 and advised to Council through the quarterly budget review process.
15.5 PA2	Create Standard Operating Procedures (SOP) to prepare for the operations of the new animal shelter	Progressing - Behind Schedule	The Animal Shelter Service Review commenced in June which will provide information on what Standard Operating Procedures (SOP) are required for both current operations and those in the new animal shelter. The outcomes of the Service Review will be presented to the August 2024 Council meeting.

**Grant Applications 1 April 2024 to 30 June 2024**

From 1 April to 30 June 2024, Council received notifications of successful outcomes for ten grant applications totalling \$11,511,736. Additionally, Council was informed of unsuccessful outcomes for three grant applications, valued at \$4,832,578. As of June 30, there are 24 pending grant applications worth \$16,575,243.

Outcomes for period 1/04/2024 - 30/06/2024	Number	Value
Successful Applications	10	\$11,511,736
Unsuccessful Applications	3	\$4,832,578
Pending Outcome as at 30/06/2024	24	\$16,575,243

A detailed list of grant applications in each category can be found in **Attachment 2**.

## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024**

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### **COMMUNICATION AND CONSULTATION**

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#### **Community Engagement**

Nil

#### **Internal Communication and Consultation**

Progress updates and budget adjustments were provided by Coordinators, Managers and Executive.

#### **External Communication and Consultation**

Nil

### **SUSTAINABILITY ASSESSMENT**

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#### **Environment**

There are no environmental issues in relation to this report.

#### **Social**

Some of the grants received during the third quarter of 2023/24 have contributed towards achieving social outcomes.

#### **Broader Economic Implications**

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

#### **Culture**

There are no cultural issues in relation to this report.

#### **Governance**

This report seeks to enhance transparency and accountability by providing an overview of Council's progress towards the commitments set out in the Delivery Program Progress Report and Operational Plan 2023/24.

### **COUNCIL BUDGET IMPLICATIONS**

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Nil

### **RELATED COUNCIL POLICY**

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Nil

### **CONCLUSION**

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This report provides an overview of Council's progress towards achieving the deliverables in the 2023/24 Operational Plan. As at the end of the June Quarter of the 226 priority actions 8 (3%) were 'On Hold', 58 (26%) were 'Progressing - Behind Schedule', and 160 (71%) were 'Completed'. Deliverables that have not been completed will be monitored in the 2024/25 financial year.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
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**ATTACHMENTS**

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1. Delivery Program Quarterly Progress Report - June 2024 final [9.3.1 - 96 pages]
2. Quarterly Grants Review - 1 April-30 June 2024 [9.3.2 - 2 pages]

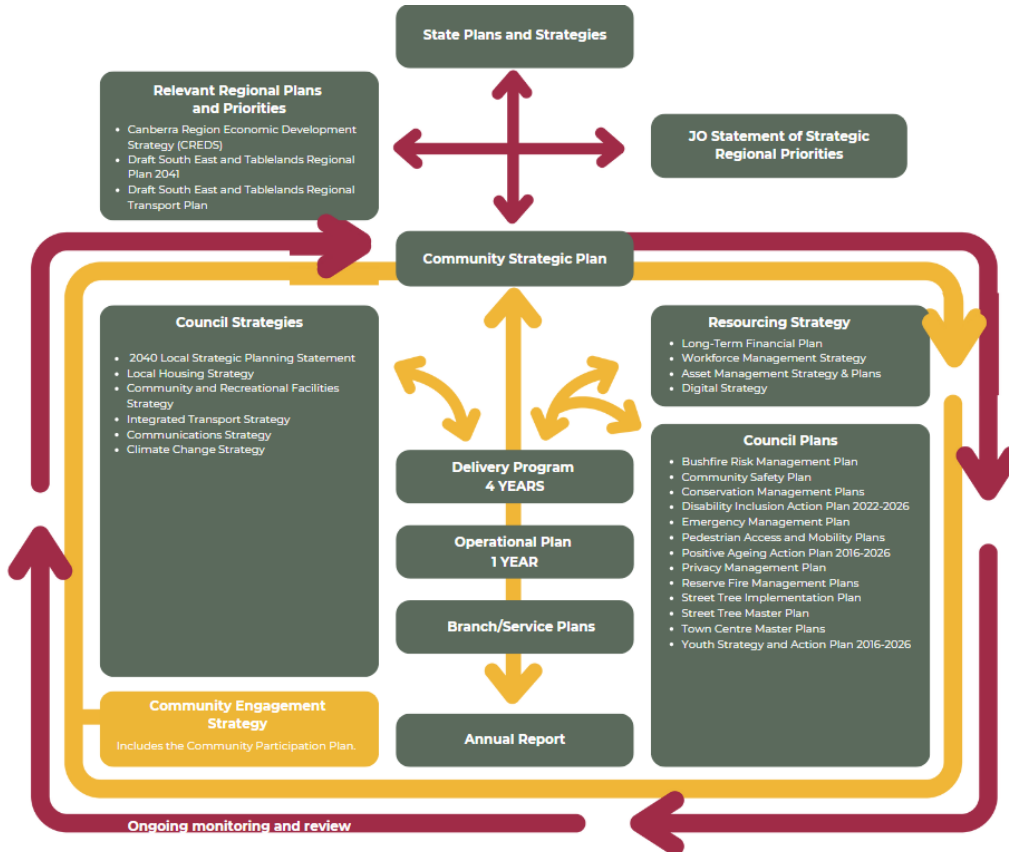
# Quarterly Progress Report

1 April 2024 – 30 June 2024



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## Integrated Planning and Reporting Diagram



## About this Report

The Quarterly Review reports on Council’s progress and outcomes against services and priority actions from the Delivery Program and Operational Plan. The report provides an opportunity to provide updates to the community about how we are meeting our commitments made to the community in these Plans.

Our Delivery Program is structured by Service Area and Principal Activities supporting each service. There are 15 Service Areas and 50 Principal Activities featured within in Delivery Program. Combined these reflect the full range of activities and functions of Council.

The Operational Plan outlines the priority actions and projects that will be delivered throughout the financial year and is a companion document to the Delivery Program.

Working together, these plans help us progress achievement of the vision and goals in our Community Strategic Plan: Wingecarribee 2041. Wingecarribee 2041 is divided into five themes each of which has its own vision statement that explains what we aspire to, and where we want to be in the future.

The themes are:



These documents are key components of the Integrated Planning and Reporting Framework which applies to all Council’s in NSW.

This Quarterly Progress Review Report outcomes against Council’s Delivery Program and Operational Plan 2023/24 for the June quarter. Progress for each service is reported against one of the five themes of the Community Strategic Plan. In some cases, these services and activities will be contributing to multiple themes and therefore will be presented under the best fit goal.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
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Service Area and the Principal Activities supporting each Theme.



**Civic Leadership**  
 ·General Manager’s Office and Executive Leadership  
 ·Civic Functions and Councillor Support



**Financial Services**  
 ·Procurement and Contracts  
 ·Revenue  
 ·Financial Services



**Information and Customer Service**  
 ·Information and Communication Technology – Systems  
 Information and Communication  
 ·Technology - Infrastructure  
 ·Corporate Information  
 ·Facility and Bookings  
 ·Customer Experience



**Governance and Corporate Performance**  
 ·Strategy and Business Improvement  
 ·Governance  
 ·Integrated Risk Management



**People and Culture**  
 ·Human Resources  
 ·Policy and Strategy Human Resources



**Community Life and Libraries**  
 ·Community Development  
 ·Library Services  
 ·Communication and Engagement  
 ·Place Management



**Assets**  
 ·Parks and Buildings  
 ·Roads and Drainage  
 ·Water and Wastewater Assets



**Project Delivery**  
 ·Project Delivery (Capital Works)



**Development Assessment and Regulation**  
 ·Development Assessment  
 ·Development Engineering  
 ·Compliance and Regulation



**Shire Presentation**  
 ·Customer Service and Business Support  
 ·Fleet  
 ·Roads Infrastructure Construction and Maintenance  
 ·Open Space  
 ·Aquatic Services, Building Maintenance and Tree Management



**Environment and Sustainability**  
 ·Sustainability Services  
 ·Natural Resources Projects  
 ·Bushlands and Biosecurity



**Water Services**  
 ·Depot Operations  
 ·Sewage Treatment  
 ·Water Network Operations  
 ·Wastewater Network Operations  
 ·Potable Water Treatment



**Resource Management and Waste**  
 ·Waste Operations  
 ·Waste Services

**Business and Property**  
 ·Southern Regional Livestock Exchange  
 ·Property Services  
 ·Children’s Services  
 ·Tourism and Events  
 ·Animal Shelter



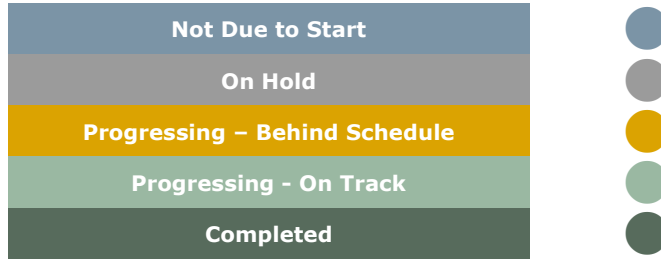
**Strategic Outcomes**  
 ·Economic Development  
 ·Strategy and Place  
 ·Strategic Policy



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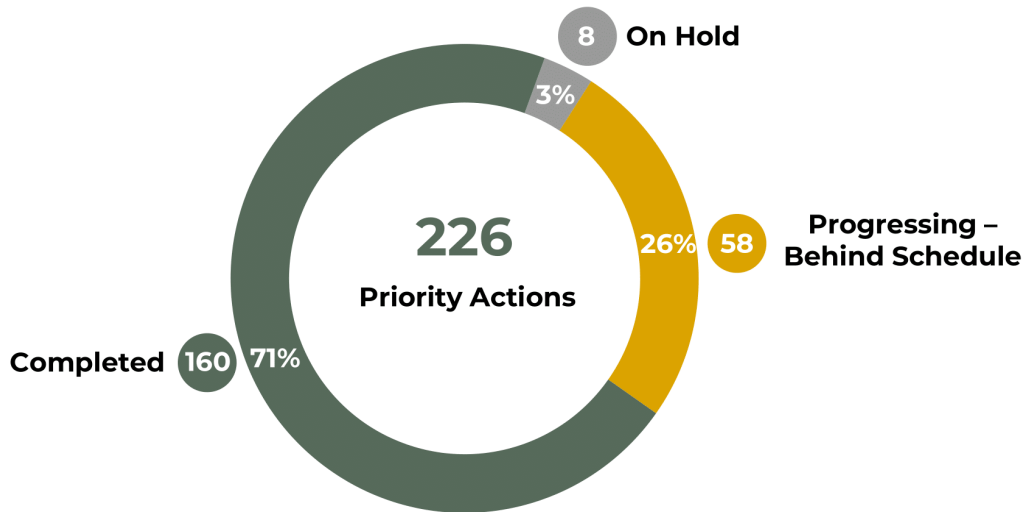
## Summary of Progress

Each Priority Actions progress is traffic lighted by the following icons:



As at the end of the June Quarter of the 226 priority actions 8 were 'On Hold', 58 were 'Progressing - Behind Schedule', and 160 were 'Completed'.

## Overall Performance



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## **Civic Leadership**

The leadership team at Council supports the elected representatives (Councillors) as they work to achieve sustainable local government and service delivery across the Shire.

The current Executive Team has been working closely with the Administrator to effectively guide the strategy and operations of the organisation in an open, effective and responsible way.

This includes determining the program of works to be delivered over the next two years and ensuring we have the necessary funding, people, assets and technological systems in place to deliver on our commitments.

Their role is to continue to listen to the community and work together with other spheres of government to achieve the vision for the Wingecarribee Shire and deliver reliable, value for money services.

Civic Leadership consists of 2 Principal Activity Areas.

1. General Manager's Office and Executive Leadership
2. Civic Functions and Councillor Support

The service is a key contributor to the Community Strategic Plan 'Leadership' theme and supports the following Goals from Wingecarribee 2041.

Goal 1.1 Ethical & trusted levels government that work together in the best interest of the Shire

Goal 1.2 A well-informed, engaged community

Goal 1.3 A leading community



General Manager’s Office and Executive Leadership

**Quarterly Highlights** Implementation of Council strategic priorities has continued in line with adopted plans. Service review of financial services has been completed, with water services and people and culture service reviews underway. Council continues to foster strong relationships within the sector through active participation in the Country Mayors Association, Local Government NSW and Canberra Region Joint Organisation (CRJO).

Action Code	Priority Action	Traffic Lights	Comments
1.1 PA1	Implement the Horizon 1 priority actions within the Organisational Road Map.	●	This quarter, highlights against Horizon 1 priority actions include the adoption of the Asset Management policy, the endorsement of the select tender panel and good attendance at the Councillor candidate information sessions. The Councillor Induction Program was presented at the June 2024 Council meeting. In addition, the work to reinvigorate the workplace continued with the Capital Expenditure Review submitted to the Office of Local Government.
1.1 PA2	Continue to advocate the priorities outlined in Shire Priorities 2023	●	Council maintains its dedication to advocating for the priorities outlined in Shire Priorities 2023. A key project this quarter was the fit out and opening of the Emergency Operations Centre in Moss Vale, which will assist the community in times of major emergencies. Unfortunately, Council's grant application for the Mittagong Playhouse restoration was unsuccessful, however Council will continue to seek further funding opportunities for this project, and other Shire Priorities.
1.1 PA3	Work collaboratively with the Canberra Region Joint Organisation to achieve mutually beneficial outcomes	●	The Administrator and General Manager attended CRJO board meetings and the General Manager Advisory Group meetings to pursue shared objectives. Council contributed to CRJO submissions and made submissions in line with CRJO's shared objectives, including to the NSW Government review of the financial sustainability of councils and the NSW Productivity Commission review of funding models for local water utilities.
1.1 PA4	Attract further investment, including Federal and State Government funding to the Shire	●	Council's commitment to investing and attracting further investment into the Shire continued this quarter. A total of \$11,511,736 was secured for projects within the Shire that will improve outcomes for the community. Amongst other projects, this includes \$150,000 for circular economy and waste education programs, \$166,666 for disaster adaptation planning and \$40,000 for bus shelters.

## Civic Functions and Councillor Support

### Quarterly Highlights

A key focus in this area is around the return of the elected Council in September 2024. To support this, a program of Candidate Information Sessions were held on 11 October 2023, 10 April 2024, 8 May 2024 and 12 June 2024 which were well attended. Representatives from the Office of Local Government, The Tally Room, independent Commission Against Corruption and Counsel Assisting the Public Inquiry attended to present to potential candidates. A program and supporting documents are currently being prepared for the elected Council.

### Priority Actions 2023/24

This year, Civic Functions and Councillor Support will be focusing on the delivery of its core business to ensure service effectiveness and efficiencies. It will also be preparing for the incoming Council following the Local Government Elections and return of Councillors in September 2024.



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## **Finance Services**

Our service works to ensure that the Council is financially sustainable in the long term.

We achieve this through sound and responsible financial management and strategy.

Importantly, we work across the organisation to provide best value services to the community and a consistent, well governed approach to how we procure goods and services.

We are also responsible for managing Councils revenue streams including the issuing and collection of rates from the community.

Financial Service consists of 3 Principal Activity Areas. They are:

1. Procurement and Contracts
2. Revenue
3. Financial Services

We are a key contributor to the theme of 'Leadership' in the Community Strategic Plan and support the following Goals from Wingecarribee 2041

Goal 1.1 Ethical & trusted levels government that work together in the best interest of the Shire

Goal 1.2 A well-informed, engaged community



Procurement and Contracts

**Quarterly Highlights**

Council continues to refine its monitoring and review processes for all procurement activities conducted to ensure strict adherence with legislative requirements, policies, guidelines, and procedures. Council is committed to maintaining all statutory documentation and registers in full compliance with legislative requirements. This includes keeping our registers up to date with all the necessary information and adhering to the disclosure mandates set forth by legislation such as the Government Information Public Access (GIPA) Act, which requires notification of every contract exceeding \$150,000 (inclusive of GST) that Council enters into, ensuring full transparency regarding legislative obligations.

Action Code	Priority Action	Traffic Lights	Comments
2.1 PA1	Explore options to engage in a more meaningful way with local businesses		A Procurement Workshop was held on 28 May 2024 with 15 members from the public that attended. The workshop was facilitated by a procurement specialist who took the attendees through the requirements in procuring under the Local Government Act 1993. The community provided valuable feedback on their experience in procuring with Council.



## Revenue

### Quarterly Highlights




In the April to June quarter, the fourth instalment rate notices were issued by the 30 April deadline as required by legislation. Additionally, water and sewerage notices were issued in April for the third billing period of the 2023/24 year. These combined ensure the timely collection of our major revenue streams.

Sundry debtor invoices for diverse income sources like rents, commercial waste collection fees and food shop inspection fees were issued in a timely manner to assist in maintaining a steady cashflow. This process is subject to annual audits to identify improvements and validate its effectiveness.

Furthermore, accurate maintenance of Council's databases, including owner details, mailing addresses, land valuations, and rating categories, ensures the equitable and efficient management of Rates, Water & Sewerage Revenue and assist with the timely recovery of income.

Debt recovery continues to be managed in order to maintain the outstanding percentage of 6.07% achieved for the 2022/23 year, which surpassed the 10% benchmark set by the Office of Local Government for rural and regional Councils like Wingecarribee.

These efforts contribute significantly to the Council's financial stability.

Action Code	Priority Action	Traffic Lights	Comments
2.2 PA1	Review and update Farmland Policy		The outcomes of the public consultation of the draft Farmland Policy were presented to Council at the June 2024 Ordinary Council meeting. It was recommended to defer the adoption of the Policy subject to further consultation with submission makers on complex rating matters. This consultation will occur in the first half of the 2024/25 financial year.
2.2 PA2	Review and update Debt Recovery Policy		The Debt Recovery Policy was enhanced prior to being adopted during the 2022/23 year. Recovery actions have been undertaken during the 2023/24 year in line with the new Policy.  Internal reviews have not identified any improvements to date, and the effectiveness of the processes described in the Policy will be measured by the arrears outstanding at year end.
2.2 PA3	Ensure Council's primary revenue sources are levied in accordance with statutory obligations (rates and water service charges).		The annual rates levy is reviewed as part of the external audit of Council's Annual Statements by the Audit Office of NSW to ensure compliance with the legislation. Council's Water & Sewerage levies are issued in accordance with Council's Adopted Revenue Policy. Compliance with both the legislation and Adopted Revenue Policy is imperative as non-compliance can result in a levy being declared invalid.

## Finance Services

### Quarterly Highlights

The 2024/25 budget was adopted by Council at the Extraordinary meeting on 26 June 2024.

Additionally, Payroll Services have maintained timeliness and compliance, ensuring that Council's staff receive their pay in accordance with the NSW Local Government (State) Award 2023.

Furthermore, Council's commitment to Accounts Payable has ensured accurate and timely supplier payments, adhering to the terms and conditions. These actions collectively reinforce Council's responsible financial stewardship, in service to the community.

The new salary system was fully implemented with the payment of backpays required from the first full pay period in July 2023. These payments were made on 14 June 2024.

Action Code	Priority Action	Traffic Lights	Comments
2.3 PA1	Proactively seek grant opportunities that align to Council's Operational Plan or unfunded initiatives	●	Council continues to be proactive in seeking external funding, with successful submissions of applications for 15 opportunities in the June quarter.
2.3 PA2	Deliver grant writing workshops	●	Council hosted a comprehensive grant writing workshop for the community on 6 March 2024 with 30 community members in attendance. There was not an opportunity to host a second grant writing workshop during this quarter.
2.3 PA3	Continue to seek grant funding for the renovation and refurbishment of the Mittagong Playhouse	●	Council's application to the Growing Regions Program - Round One for the Mittagong Playhouse was unsuccessful. Council is requesting feedback on the submitted application to strengthen future submissions. Council continues to actively seek grant opportunities to fund the renovation and refurbishment of the Mittagong Playhouse.



## **Governance and Corporate Performance**

Our service works to ensure that the Council is well-governed and operates in an ethical, open and responsible way.

We work across the organisation to set corporate strategy and planning that helps us achieve our organisational goals and the aspirations of our Community Strategic Plan. We do this through the implementation of an Integrated Planning and Reporting Framework which allows us to plan more sustainably for the future.

We also manage risk, working with our Audit Risk and Improvement Committee to ensure a robust approach to strategic and operational risk management.

We are also responsible for our business improvement program, which aims to make services more effective, efficient, and achieving better outcomes for our customers and staff.

Governance and Corporate Performance consists of 3 Principal Activity Areas.

1. Strategy and Business Improvement
2. Governance
3. Integrated Risk Management

We are a key contributor to the theme of 'Leadership' in the Community Strategic Plan and support the following Goals from Wingecarribee 2041

Goal 1.1 Ethical & trusted levels government that work together in the best interest of the Shire

Goal 1.2 A well-informed, engaged community

Goal 1.3 A leading community



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## Strategy and Business Improvement

### Quarterly Highlights

The draft Operational Plan and Budget for 2024/25 was prepared and exhibited for public comment for 28 days. In June, Council adopted the Operational Plan, Budget, and revised Resourcing Strategy. Council consistently met its reporting obligations, publishing quarterly progress reports on its website. Work also progressed on the Administrator's End of Term report and the State of Our Shire report, both expected to be available later this year.

The Council continued to implement the Delivering Better Services Framework, adopted in December 2023. This framework is guiding the design of the next cycle of service planning (Integrated Planning and Reporting), set to begin in September 2024. A review of Council's Water Services commenced, with findings and recommendations to be presented to Council. Meanwhile, a draft program of service reviews, developed using the prioritisation criteria from the Delivering Better Services Framework, was prepared for the Audit Risk and Improvement Committee (ARIC).

In June, the Community Research Survey, a biennial telephone survey measuring community satisfaction and identifying local priorities, was launched.

Work continued on refining the Framework of Strategies and Plans to reflect recent developments. The next step is to review actions across over 45 documents to identify progress, completions, delays, or updates. This will be completed during the service planning cycle starting in September 2024.

Action Code	Priority Action	Traffic Lights	Comments
3.1 PA1	Lead the preparation of Council's Integrated Planning and Reporting (IP&R) documents including business plans and reports.	●	Council prepared the Operational Plan and Budget along with an updated Resourcing Strategy for public exhibition. All documents were adopted in June 2024 with the Operational Plan and Budget 2024/25 guiding Council's service delivery and budget allocation over the next 12 months.
3.1 PA2	Provide necessary reporting and assist with process improvements that support improved reporting timelines.	●	Quarterly reporting was completed to schedule with progress reports published on Council's website. Work also continued on the development of an Administrator's End of Term Report and the State of Our Shire Report.  An additional online reporting module was also soft launched. The Pulse Performance Reporting Framework module will allow for more streamlined reporting against aspects of Council's Operational Plan and Budget.
3.1 PA3	Collaborate with key business stakeholders to deliver improvement frameworks and governance models.	●	The draft Operational Plan and Budget for 2024/25 was created using a new and improved service planning model. This process involved Managers and Coordinators filling out detailed worksheets. These worksheets captured important information about each individual service and the main activities they include, ensuring a thorough and strategic approach to planning.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 17 JULY 2024**

Action Code	Priority Action	Traffic Lights	Comments
3.1 PA4	Develop and facilitate a program of Service Reviews, including a review of waste and resource management and water services	●	<p>A prioritised program of service reviews was developed using the criteria set in Council's Delivering Better Services Framework and presented to Council in June 2024. It is the first time that the best-practice approach outlined in the Framework has been applied by Council officers when preparing a program of reviews.</p> <p>During the quarter, work commenced on a review of Water Services and Animal Shelter with the findings and recommendations to be reported to Council in due course.</p>
3.1 PA5	An efficiency of \$270,000 be generated from Salaries and Wages and these funds be allocated to a proposed Emergency Operations Centre, as outlined in the Shires Priorities document, to be delivered during the 2023/24 financial year.	●	Completed during the December 2023 Quarter.



## Governance

### Quarterly Highlights

During the final quarter there were three (3) Ordinary Meetings and three (3) Extraordinary Meeting of Council. All agendas and minutes for these meetings were distributed in accordance with the adopted timeframes.

The GIPA Act 2009 provides members of the public with the right to access information held by Council. There were 2 formal GIPA application and a total of 183 informal access to information applications referred to the Governance team during the final quarter.

There was one (1) ARIC meeting held this quarter. The Agenda and Minutes were distributed in accordance with the Terms of Reference and timeframes. Three Internal Audit reports were considered at the June ARIC meeting.

All registers maintained by the Governance Business Unit were updated as required.

Council's Professional Conduct Coordinator continues to manage complaints relating to Council Staff, contractors, consultants, and volunteers in the following areas: 1. Alleged corrupt conduct 2. Maladministration 3. Serious and substantial waste of public money 4. Breaches of the Code of Conduct.




Action Code	Priority Action	Traffic Lights	Comments
3.2 PA1	Prepare for the September 2024 local government elections and develop Councillor induction program	●	A high-level plan for the Councillor Induction Program has been developed with detailed planning underway, Candidate Information Sessions were held in April, May and June and were well attended. Council officers are working with the NSW Electoral Commission for the conduct of the September 2024 election. In excess of 30 policies have been reviewed and updated and a project to provide electronic forms for Councillors via their Councillor portal is nearing completion.
3.2 PA2	Implement an action plan for greater open access information in accordance with the GIPA Act	●	The GIPA Act directs Councils to make 'open access information' publicly available. A review of Council Policies is on-going with the majority of priority polices finalised by June 30. The Disclosure log for GIPA applications was updated in June 2024. Council staff regularly review information made available on Council's website and upload any documentation considered of great public interest.
3.2 PA3	Undertake four internal audits	●	At its June meeting ARIC considered 3 (three) Internal Audit reports in relation to Procurement processes, Human Resources Processes and Controls and Policy Compliance Health Check relating to Code of Conduct, Gifts and Benefits and employee expenses. Field work for an internal audit report in relation to an IT Disaster Recovery health check has commenced and will be presented in the first Quarter of FY25.

## Integrated Risk Management

### Quarterly Highlights

Council is currently working on the implementation of a risk management policy to ensure a structured, consistent, and holistic approach to the management of risk at all levels and for all business activities through the integration of enterprise, work health and safety and environmental risk management into a common framework.

During the reporting period, Council's strategic risk profiles were reviewed and documented, with draft action plans identified to mitigate/treat the risks. There is further work being conducted to assess and evaluate Council's operational risks and their controls/treatment plans.

Action Code	Priority Action	Traffic Lights	Comments
3.3 PA1	Continue to implement actions to comply with the SafeWork NSW Enforceable Undertaking		Work is ongoing in the implementation of the Automated Work Health and Safety (WHS) Induction system. The Resource Recovery Centre was selected as a test site for rollout. Deliverable for the Enforceable Undertaking Automated WHS Induction was completed during the reporting period with required evidence submitted to SafeWork NSW by the due date. Additional testing time to ensure accurate delivery by Council and approved by SafeWork NSW relating to a Contractor Management deliverable.
3.3 PA2	Deliver projects identified in the StateCover Action Plan 2022		A request has been submitted to StateCover in June 2024 to make amendments to the agreed action plans. This request would align with areas for improvements delivered (and to be delivered) as part of the Enforceable Undertaking submissions. The revised action plan, once approved by StateCover is required to be implemented by July 2024 and confirmed via the Self-Audit report.
3.3 PA3	Implement the Integrated Risk Management Road Map and Action Plan		Implementation of the Integrated Risk Management Road Map and Action Plan is now in progress. The Risk Management Framework and Risk Policy is in draft and will be presented to the Audit Risk and Improvement Committee for any feedback to ensure compliance with the amendments in the Office of Local Government Guidelines for Risk Management.

## **Information and Customer Service**

Information and Customer Services is broad reaching and includes the provision of day-to-day customer services as well as the management and bookings of community facilities such as local halls and sports grounds.

We also provide the Council with the essential technological systems and infrastructure that support the way we live, work and play.

Providing timely, accurate and relevant information, along with improving the customer experience, are key focus areas for the organisation over the next two years.

Another priority will be the implementation of our Digital Strategy, aimed at improving and streamlining processes and protecting private information from cyber-security threats.

Information and Customer Services consists of 5 Principal Activity Areas. They are:

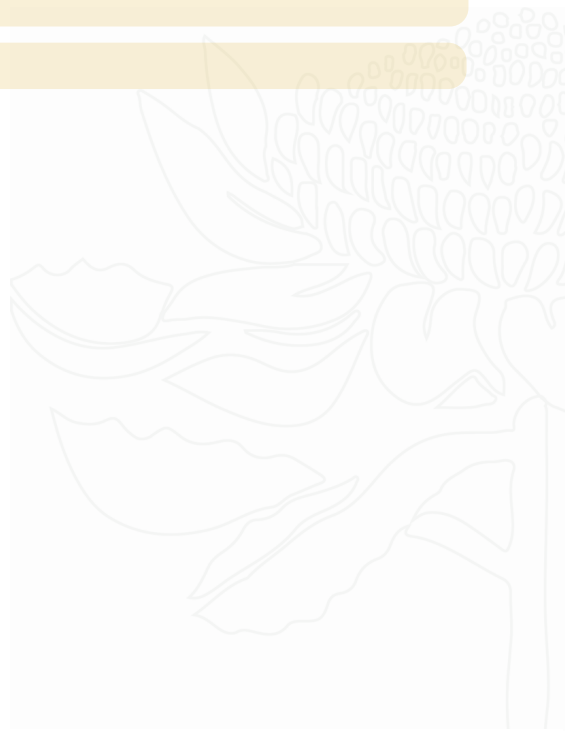
1. Information and Communication Technology – Corporate Systems
2. Information and Communication Technology - Operations
3. Corporate Information
4. Facilities and Bookings
5. Customer Experience

We are a key contributor to the theme of 'Leadership' in the Community Strategic Plan and support the following Goals from Wingecarribee 2041

Goal 1.1 Ethical & trusted levels government that work together in the best interest of the Shire

Goal 1.2 A well-informed, engaged community

Goal 1.3 A leading community



## Information and Communication Technology – Corporate Systems

**Quarterly Highlights**

Work continues to enhance the communities access and integrity of Council information and the ability to receive this information whenever it is needed and on any device with internet access. Council officers are looking at further enhancing the experience with additional projects aligned to the ICT Roadmap and working with the various departments to enhance their experience of our Corporate Systems.

Action Code	Priority Action	Traffic Lights	Comments
4.1 PA1	Transition Council's core software package to the cloud (TechnologyOne) to enable a digital customer experience and support the Customer Experience Charter.	●	The transition to the Technology One cloud has been successfully completed, with 100% of the system now operating in the cloud. The cloud will enhance our digital customer experience and support the Customer Experience Charter.
4.1 PA2	Review user and admin access to key Corporate Systems to ensure appropriate levels of access to information	●	Work has been completed on creating the access reports for key Corporate Systems. These reports outline the various groups and their members access to various module and functions within the Corporate Systems modules. A similar report has also been prepared for the external auditors to review.
4.1 PA3	Prepare Connect Intelligence Anywhere (Technology One) upgrade	●	Work has commenced for the movement of Financials from Ci in the Cloud to the new platform of Connected Intelligence Anywhere (CiA). Initial scoping is underway to determine detailed requirements for the system and the implementation.
4.1 PA4	Investigate interactive maps for the website to improve how we communicate place-based activities	●	A streamlined project map and Public Lands Register map have been commissioned on Councils website, which gives the =community transparency of activities of projects within the Shire.
4.1 PA5	Investigate data integrity to improve quality, reliability, and accuracy of information	●	The report outlining the process of migrating and updating our spatial data has been completed. The report outlines the data that will be migrated, with redundant data and ownership to be determined and recorded in a document that will be shared with internal stakeholders. This will assist in determining data sources and roles and responsibilities and managing these sources.

## Information and Communication Technology – Operations

### Quarterly Highlights

In the fourth quarter, Council continued maintaining a reliable and secure IT environment. Council officers continued strengthening and improving cybersecurity with additional Next-Generation Firewall updates and the fine tuning of policies. Commitment to digital safety is reinforced through internal awareness campaigns, phishing simulations, and daily email digests to educate staff on cyber matters.

Council provided technical expertise and support to both internal and external stakeholders, improving service delivery, prioritising requests, and continuously seeking feedback through customer surveys.

Meanwhile, infrastructure maintained a 99% uptime, thanks to real-time monitoring and proactive maintenance, which also addresses cybersecurity threats and data protection. Vulnerability and penetration testing was conducted, ensuring robust security measures. Compliance with patching protocols was achieved across both server and desktop environments.

Council remained proactive in maintaining secure systems by attending to reports from Cyber Security NSW for threat alerts and implementing monthly Windows patching, including third-party software and hardware driver updates. Unsupported servers that are no longer required are being decommissioned.

The rollout of new network infrastructure ensured improved connectivity between Council sites, enabling our mobile-enabled workforce to support valued external customers from anywhere. The ICT Operations team efficiently managed a high volume of tickets and calls daily, ensuring staff can provide excellent service to our customers.

Further improvements were made to backup and disaster recovery infrastructure, incorporating Microsoft 365 backups to safeguard Council from potential data loss.


Action Code	Priority Action	Traffic Lights	Comments
4.2 PA1	Review and implement a Cyber Security Policy and framework to ensure Council data is managed in a secure manner		Steps to develop a Cyber Security framework have commenced based on industry standards, critical infrastructure, and artificial intelligence. This will be completed in the first half of the 2024/25 financial year.



## Corporate Information

**Quarterly  
Highlights**

External digitisation continues of Application files held at Fort Knox facility and now incorporating files held at Civic Centre. Over 16000 files have been boxed and shipped offsite. With digital versions now starting to be returned.

Action Code	Priority Action	Traffic Lights	Comments
4.3 PA1	Digitise Council's physical records (legacy documents)		As the document scanning project progresses, a further 9,958 physical development application files have been delivered offsite for processing. 96 boxes to date have been digitised by Jigsaw with 65 now uploaded into ECM with 31 boxes awaiting Quality Assurance prior to upload to ECM. Although there are competing projects and the migration of data from the legacy Dataworks record management system demands attention, Council remains committed to prioritising and effectively managing workloads.



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## Facilities and Bookings

### Quarterly Highlights

Council has continued to ensure the effective day-to-day coordination of 355 Management Committees in accordance with the Procedure Manual. Council is actively supporting these committees by providing orientation and training, attending meetings, guiding compliance with governance, and reporting requirements, and offering advice on facility improvements.

Council managed facilities are currently operational in the Bookable system, and Halls managed by 355 committees were expected to migrate into bookable by March 2024. Council has been successful in moving Canyonleigh into Bookable and continues to work with the Wingello, Yerrinbool and East Bowral Community Centre 355 committees with a view of going live in the first quarter of the 2024/25 financial year. Hire terms and conditions for facilities currently available in the Bookable system, with further revisions planned as bookings transition for 355 Management committees into the system. This ensures consistency and efficiency for all facility and community users.

A portion of the Facilities have had defibrillators installed with the outstanding being the heritage listed buildings. Council officers are working on approvals to complete the rollout.

Action Code	Priority Action	Traffic Lights	Comments
4.4 PA1	Implement online payment and booking system for the community to interact with Council in a digital space	●	The first hall has successfully completed onboarding and is now fully operational in Bookable. Canyonleigh has embraced the platform and is actively providing feedback., Council will proceed with onboarding the remaining 355 Managed halls in the coming months.
4.4 PA2	Review Terms and Conditions of Hire to provide clear responsibilities when hiring Council facilities.	●	The terms and conditions of the halls are current and are continually reviewed to keep in line with changing technologies and environments.
4.4 PA3	Review Fees and Charges for Community Facilities, Halls and Community Centres	●	The draft 2024/25 Fees and Charges were placed on public exhibition for community feedback. All feedback has been reviewed and relevant feedback incorporated into the final 2024/25 Fees and Charges schedule that were adopted at the June 2024 Extraordinary Council meeting.
4.4 PA4	Deliver a training program to support 355 Management Committees	●	The delivery of the training program for the 355 Committee members was completed in the December quarter.

## Customer Experience

### Quarterly Highlights

Council recognises the importance of the customer experience and commits to continually reviewing service delivery to improve outcomes. The Visitor Management System is approaching completion, with the concierge desk delivered late May. The desk will be staffed during peak hours within the Civic Centre, to assist visitors with wayfinding, check-in via the kiosk for scheduled meetings and general enquiries.

The digital knowledge base is constantly evolving, with content being added and adjusted on a weekly basis. This supports the Customer Experience Team to offer consistent, accurate information that aligns with the recently reinvigorated website. The impact of this resource on the community is evident in the fact 92 percent of calls were resolved within the first point of contact for the month of April, a 16 percent increase from June 2023.

A key focus moving into the 2024/25 Financial Year is the ongoing development of e-services to improve the customer experience. Scoping is underway for the provision of online payments for certificates and applications via the website. This will provide customers with the ability to self-service and reduce wait times by further automating the payment and lodgement processes.

Action Code	Priority Action	Traffic Lights	Comments
4.5 PA1	Implement a Knowledge Base to enable first point of contact resolution for customers	●	The digital knowledge base continues to support the Customer Experience team to resolve enquiries at the first point of contact, with 92 percent of calls resolved in April. Content will continue to be added and updated in collaboration with the relevant Council branches.
4.5 PA2	Establish a Concierge Visitor Management System to provide an initial point of contact for the customer and assist with wayfinding	●	The Concierge Desk operationalized in late June and will be staffed during peak periods to support visitors to the Civic Centre with wayfinding and general queries.
4.5 PA3	Rejuvenate Council's website to ensure the community have up to date information available	●	Responsibility for the ongoing maintenance of Council's website has now been transferred to the Community, Life and Library branch, who will continue to review and update content as required.
4.5 PA4	Implement Online Forms to increase ease of submitting information remotely	●	A review of existing paper based forms was completed during the quarter to develop a prioritisation plan. Each branch will be consulted to determine which paper-based forms will be prioritised for digitisation.
4.5 PA5	Rejuvenation of Council's Websites for consistency in messaging and "look and feel"	●	The rejuvenated Wingecarribee Shire Council website launched in November 2023, with a refreshed look and simplified navigation pathways. The website content will continue to be reviewed and refreshed to ensure accuracy and consistency for members of the community.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 17 JULY 2024**

Action Code	Priority Action	Traffic Lights	Comments
4.5 PA6	Integrate Snap Send Solve with Technology One's Customer Request Management (CRM) system	●	A review of the feasibility of integrating Snap Send Solve with internal corporate systems has continued, noting the existing Customer Request Management System provides similar accessibility to the community for online requests. This action is currently on hold as Council prioritises key developments such as e-services and integration of the planning portal with internal systems.
4.5 PA7	Enhance CRM Keyword and Information Panel to enhance the customer experience by reducing keystrokes	●	Updates to the Customer Request Management System were completed in the March quarter. Deadlines were updated to reflect the service levels outlined in the Customer Experience Charter and Standards. Council continues to review categories to improve the accuracy of allocation across branches.
4.5 PA8	Review, implement and monitor the Customer Experience Charter in line with agreed Service Level	●	Each department is responsible for the review and completion of their allocated requests within the timeframes designated in the Customer Experience Standards. Further reporting developments will commence in July 2024 to ensure staff manage requests adequately.
4.5 PA9	Embed Customer Request Management system to ensure responses are provided to the customer in a timely manner	●	The Customer Request Management System has been successfully embedded within customer service processes. Deadlines were added to the System in the March Quarter to align requests to the adopted Customer Experience Charter and Standards.



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## **People and Culture**

People and Culture recognises that our people are our greatest asset.

Having the right people, in the right jobs, at the right time, helps us to provide better services to the community.

The service works to enable a productive, happy and safe organisation, with an appropriately skilled and experienced workforce. We manage the day-to-day human resources activities of the Council while also developing strategies and plans to achieve a sustainable and productive workforce into the future.

This includes developing strategies that enable us to compete for skilled workers and position the organisation as an employer of choice.

People and Culture consists of 2 Principal Activity Areas. They are:

1. Human Resources
2. Policy and Strategy Human Resources

We are a key contributor to the theme of 'Leadership' in the Community Strategic Plan and support the following Goals from Wingecarribee 2041

Goal 1.1 Ethical & trusted levels government that work together in the best interest of the Shire

Goal 1.3 A leading community



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## Human Resources

**Quarterly Highlights**

The new e- recruitment Pulse system is now in use and staff have been using the functions within the system. Onboarding training Pulse has commenced to build an online onboarding program.

Human Resources Business Partners are partnering with managers and staff to ensure employee relations matters are addressed in a timely manner and adhere to the Award, legislation, and local standards.

Action Code	Priority Action	Traffic Lights	Comments
5.1 PA1	Review and improve recruitment processes and resources	●	E-recruitment is now in use. Staff are now using its functions to ensure all recruitment is completed digitally.
5.1 PA2	Implement training to support organisational change	●	Council’s Training Calendar is regularly updated with training opportunities, this training supports organisational change and mandatory training.  Human Resources Business Partners work with Managers and Coordinators to ensure there is awareness of training opportunities and key metrics for each branch manager.



## Policy and Strategy Human Resources

### Quarterly Highlights

Council has developed and is implementing contemporary human resource practices to attract and retain a skilled workforce, including the Reward and Recognition Program, High Performance Payment Program, and an enhanced annual performance feedback development program.

A training matrix that focuses on mandatory and compliance training s has been completed. The training matrix identifies required training for all positions, with a regularly published training calendar for staff.

A program of policy and procedures (Operational Management Standards) has been developed and is currently under review.

Action Code	Priority Action	Traffic Lights	Comments
5.2 PA1	Develop and implement Health and Wellbeing Plan (4-year plan), including annual health expo	●	In June 2024 quarter Council offered flu vaccinations for all staff and recognised World Bowel Cancer Awareness Day. The Fitness Passport continues to be promoted across the organisation as does the Employee Assistance Program. . In line with CORE Values Project Team, wellbeing initiatives have been established to align with the core value of the month.
5.2 PA2	Develop leadership capability through the development of Managers tool kit and in-house training on workforce related matters.	●	The Leadership Program concluded in March 2024.
5.2 PA3	Establish mentoring program that identifies succession planning and training opportunities for career advancement	●	Support for career progression is offered through acting in higher positions and tertiary assistance funding. A more formalised approach will be developed in 2024/25.
5.2 PA4	Develop a transition to retirement program which includes knowledge transfer	●	No further progress from March 2024 quarter on this item.
5.2 PA5	Partner with TAFE to pilot innovative programs to share trades learned and practice within a trade environment	●	Council continues to work closely with TAFE to identify training available for employees who are trade qualified and would benefit from teaching skills to enable succession planning and upskilling of staff.
5.2 PA6	Partner with TAFE to expand Council's apprentice, trainee, cadet and new graduate program	●	Work has continued in promoting and recruiting for cadet, apprentice and trainee positions during the quarter. During the quarter, branches had the opportunity to present their traineeship opportunities at the Annual Careers Expo. Two additional roles were established for trainees in the Resource Recovery Centre.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 17 JULY 2024**

Action Code	Priority Action	Traffic Lights	Comments
5.2 PA7	Develop and implement a Diversity and Inclusion Plan	●	Diversity and Inclusion training has been offered to staff to attend online training. Preparation of a Diversity and Inclusion Plan has been delayed.
5.2 PA8	Provide an Aboriginal and Torres Strait Islander Cultural Competence Course (WMS)	●	Aboriginal and Torres Strait Islander training for mandatory branches was completed in June 2024. Additional training is offered to all staff in July 2024.
5.2 PA9	Provide Disability Inclusion Awareness Training for all front-line Staff (WMS)	●	Disability Inclusion Awareness Training was completed in April and May 2024. Training covered key disability legislation and government bodies, including the Disability Discrimination Act.



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## **Community Life & Libraries**

We support people of all ages, places, circumstances, and backgrounds to fully participate in community life.

We do this through holistic strategy, planning and service provision across a range of sectors – from arts and cultural, to aged care, disability, and youth services.

We deliver and assist others in organising local community events and festivals that bring people together.

We also work collaboratively with service providers, and community advocates to ensure community resilience and wellbeing. This includes working closely with First Nations peoples and organisations.

Our place-based approach ensures that village and town-based organisations can easily access the help they need to achieve great outcomes for local communities.

We support a more informed and educated community through the delivery of our Library Services, which also provide safe and welcoming community hubs. Our libraries also contribute to the vitality of the Shire through community activities and events.

The Community Life and Libraries Service consists of 4 Principal Activity Areas.

1. Community Development
2. Library Services
3. Place Management
4. Communication and Engagement

We are a key contributor to the theme of 'People' in the Community Strategic Plan and support the following Goals from Wingecarribee 2041.

Goal 1.1 Ethical & trusted levels government that work together in the best interest of the Shire

Goal 1.3 A leading community

Goal 2.1 A happy, healthy, active and resilient community

Goal 2.2 An inclusive community where everyone can participate in community life

Goal 2.3 A creative, diverse and vibrant community

Goal 3.1 A physically and digitally connected Shire

## Community Development

### Quarterly Highlights

Council continues to collaborate on various community events and place-based initiatives, emphasizing opportunities for the Shire's outlying villages to enhance social cohesion. Collaborations and project deliveries span diverse groups, including youth engagement, First Nations support, numerous seniors' activities, dementia-friendly initiatives, and training, and bringing a voice to Young People across the Shire.

Action Code	Priority Action	Traffic Lights	Comments
6.1 PA1	Collaborate with community organisations to deliver the Mural project in various locations across the Shire	●	Completed during March 2024 Quarter.
6.1 PA2	Work with community to strengthen resilience through a focus on prevention, preparedness, response, and recovery as identified within the 'Resilience Connect' blueprint	●	Canberra Region Joint Organisation is currently negotiating a significant project variation for the project, including amendments to deliverables and an extension to June 2025.
6.1 PA3	Deliver an Oral History project in the Shires Northern Villages with the focus on their stories of place, including Balmoral Green Space	●	The Oral history project is now completed, and ten interviews have taken place with the information captured by the historian engaged for the project. Interview transcripts have been reviewed this quarter with indemnity and consent forms to be developed. A dedicated webpage to host the interviews will reside on Councils corporate website.
6.1 PA4	Develop and deliver dementia awareness training to Council customer service staff to support them in appropriately responding to the needs of all older people	●	Completed during the March 2024 Quarter.
6.1 PA5	Update Community Safety Plan	●	NSW Bureau of Crime Statistics and Research data has been collected and has been used to for the draft Wingecarribee Community Safety Plan.
6.1 PA6	Provide opportunities for First Nations peoples to contribute, engage and perform in community and cultural events	●	Council's Aboriginal Community Development Officer was appointed this quarter and since this information was shared amongst community, there has been a steady increase on numbers attending the Dhungung (foodshare) to ask questions and to introduce themselves. Council collaborated this quarter on two community events for reconciliation week, Makers Markets at Ngununggula and a family day out at Bong Bong racecourse where over 100 people attended.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
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Action Code	Priority Action	Traffic Lights	Comments
6.1 PA7	Work with our First Nations peoples to deliver an Indigenous Recognition Commitment		Councils Reconciliation Action Plan was sent to Reconciliation Australia for their feedback and conditional endorsement this quarter. Council has engaged a First Nations artist to design the document. Councils Reconciliation Action Plan Working Group met this quarter and will work towards implementing actions within the plan, with the Plan to be presented to Council in July 2024.



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## Library Services

### Quarterly Highlights

The Wingecarribee Public Libraries continue to provide access to information to meet the needs of the Wingecarribee Shire. These educational, and recreational resources include the physical collections, technology, programs, events, online platforms, study areas and specialised library staff. The library's collections are in a wide range of formats which cater to the needs of each individual and include books, large print, audio books, DVD's, magazines, and e-resources.

The Library's programs and events are designed for inclusion and access and include story times, baby rhyme time, HSC lectures, seniors' week, international women's day, Lego sessions, reading challenges and school holiday activities.

The Wingecarribee Public Libraries have three branches located at Bowral, Mittagong and Moss Vale and a Mobile Library that visits the smaller remote communities in the shire. Each facility provides a safe and welcoming environment for customers that wish to study, borrow, research, print, read or participate in one of the many programs. The library delivers a variety of specialised services and collections including the Home Library Service, Local Studies, Book Club Kits and Tech Help. Local Studies and the preservation of the Shires history is one of the library's main priorities and the new Library Management System will significantly help in achieving these goals.

The library continues to network and maintain relationships with a range of other organisations for mutually beneficial outcomes. The Wingecarribee Public Libraries continue to reflect and support the culture of lifelong learning, inclusion for all and universal access to information.

Action Code	Priority Action	Traffic Lights	Comments
6.2 PA1	Develop and deliver a Library Strategic Plan	●	Library staffing levels and the migration to a new Integrated Library Management System has meant that this project has been placed on hold. This strategic document will be deferred to the new 2024/25 Operational Plan.
6.2 PA2	Implement a new, online Integrated Library Management System (ILMS) for processing, storage, and retrieval of library material that makes managing stock more efficient and searching easier for our community.	●	The new Spydus system was successfully launched in May 2024.
6.2 PA3	Deliver new street, place and directional signage for the Bowral and Mittagong Branch Libraries to improve Library wayfinding	●	The street, place and directional signs for the Bowral and Mittagong Libraries were installed in April 2024. .
6.2 PA4	Digitise the Local Studies Map Collection	●	330 local studies maps were digitised in the March 2024 quarter.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
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Action Code	Priority Action	Traffic Lights	Comments
6.2 PA5	Deliver the Wingecarribee Public Libraries annual programs including: -Book week Program -Summer Reading Program -School Holiday Program	●	Successfully completed all annual programs including Book Week program and celebration, Summer Reading Club, Winter Reading Challenge, Christmas Program and School Holiday Program.
6.2 PA6	Deliver the Wingecarribee Public Libraries Annual Winter Reading Challenge 2023	●	Completed during the September 2023 Quarter.



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## Place Management

### Quarterly Highlights

Council delivered Place-based initiatives which work towards the enhancement of social cohesion in outlying villages by addressing unique local needs and fostering a sense of community. These initiatives bring tailored programs and resources directly to residents, promoting engagement and participation. By focusing on local challenges and opportunities, Council has strengthened connections among community members, and support collaborative efforts

Action Code	Priority Action	Traffic Lights	Comments
6.3 PA1	Prepare Place Profiles for Bundanoon, Hill Top, Exeter and Balmoral Villages to understand the 'story of a place	●	Completed during the March 2024 Quarter.
6.3 PA2	Engage with villages to identify and deliver collaborative, community-based projects	●	Southern villages celebrated the opening of the new Penrose Hall. The Penrose Community Association, local community groups and Council collaborated to provide a series of creative and performing arts events over two weekends. Seniors Week was highlighted across all Villages with community activities and workshops in Hill Top and Exeter.



## Communication and Engagement

<p><b>Quarterly Highlights</b></p>	<p>Council prioritised clear and accessible communication across all platforms. The weekly e-news expanded to deliver timely, relevant content that highlights both organisational achievements and community collaborations. Additionally, the implementation of video content further enhanced communication accessibility.</p> <p>Council's commitment to plain English communication continued to receive positive feedback. Establishing a clear process for submitting information ensures consistent messaging in clear and understandable language for everyone. This focus on clarity translated to a high volume of quality content reaching the community via various channels.</p> <p>Strategic partnerships with media, industry, and community groups significantly increased exposure for Council initiatives. Collaborations like the "Check in with Council" podcast, Playspace activations, and Community Assistance Scheme partnerships yielded positive results and strong engagement. Community voices endorsing these partnerships became a key element in communication. Increased positive social media sentiment reflects growing community support for Council's presence. Looking ahead, fostering collaboration remains central, ensuring a well-informed and connected community.</p> <p>The Council fosters an open dialogue with residents through ongoing in-person and online engagement activities. This place-based approach ensures resident voices are heard, leading to more inclusive decision-making. The Participate Wingecarribee Place Portal (coming 2024/25) will empower residents and gather community insights, strengthening collaboration and social cohesion.</p>
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Action Code	Priority Action	Traffic Lights	Comments
6.4 PA1	Implement the recommendations from the corporate relations service review including the review of the Communications Strategy	●	Following a comprehensive review of its communication strategy, Council has implemented significant changes. Increased social media engagement has grown our audience and heightened public interest. The revised Communications Strategy was finalised in June 2024 outlining long-term goals.
6.4 PA2	Promote the use of consistent, simple and accessible language across all Council communications	●	Completed in the March 2024 Quarter.
6.4 PA3	Provide Community Engagement training and development	●	The Essentials of Engagement core module was completed by staff in February 2024 with additional subjects scheduled for commencement from July 2024 for staff to complete their full IAP2 Certificate of Engagement.
6.4 PA4	Review and update the Community Engagement Toolkit	●	Completed in the September 2024 Quarter.





## Places



### Reopening of Casburn Park in Wingello

## **Assets**

We work to ensure that our critical infrastructure including parks, buildings, roads, and drainage are sustainable, effective, and support the community.

We also deliver on the statutory floodplain and traffic management functions of Council as well as inform and develop strategies and plans that support the needs of a changing population.

To enable good decision making and deliver better services, we are always seeking to increase the quality and accuracy of inventory, condition, and performance data for these infrastructure networks.

The Asset Service consists of 3 Principal Activity Areas

1. Parks and Buildings Asset Management
2. Roads and Drainage Asset Management
3. Water and Wastewater Asset Management

We are a key contributor to the themes of 'Places' and 'Environment' in the Community Strategic Plan and support the following Goals from Wingecarribee 2041.

Goal 1.1 Ethical & trusted levels government that work together in the best interest of the Shire

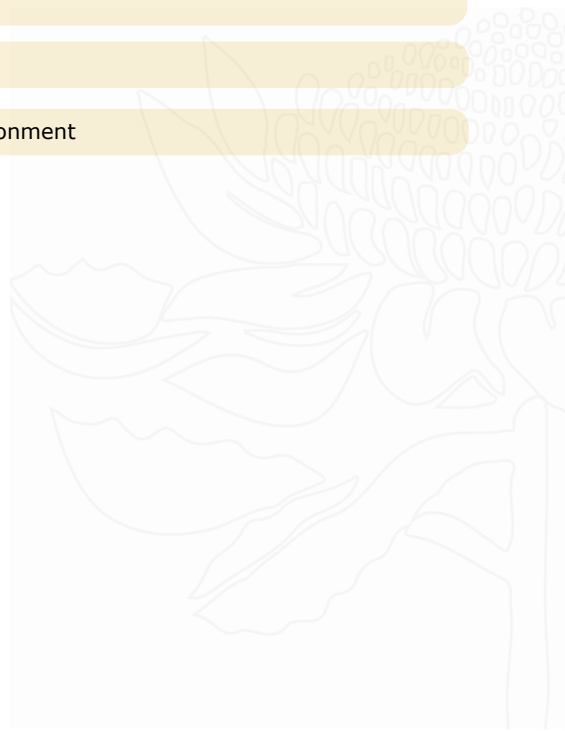
Goal 2.1 A happy, healthy, active and resilient community

Goal 3.1 A physically and digitally connected Shire

Goal 3.2 Unique towns, villages and rural landscapes

Goal 3.3 Liveable and sustainable communities

Goal 4.1 A protected, healthy and diverse natural environment



## Parks and Buildings Asset Management

### Quarterly Highlights

In this quarter, Council has continued to progress managing and monitoring the delivery of the Parks and Buildings Capital Works Program. Some projects have been completed and now made available to the community to enjoy such as Bong Bong Common, Casburn Park upgrade and the Moss Vale Emergency Operation Centre. Additional infrastructure to Welby & Berrima Cemeteries and an electrical upgrade to the depot have been undertaken. Council has also worked in partnership with Penrose Community Association in the delivery of Penrose Village Hall which is seen to be a great success.

The management of cemeteries has seen an increased demand in the number of applications due to the aging population in the Shire. Council continues to plan and develop more infrastructure, while keeping high maintenance standard, to meet that increase and provide adequate service and more options for our customers.

Council has successfully completed the asset management plans for buildings and open spaces. The Mount Gibraltar Plan of Management has been completed and adopted while the plan of management for Natural Area Bushland is moving towards adoption by Council. The draft combined Plans of Management for Sportsfields, Parks and General Community Use has been completed for endorsement by Crown Land followed by community consultation before Council adoption. The Vietnam War Memorial Conservation Management Plan has been completed after community consultation and has been adopted by Council.

Action Code	Priority Action	Traffic Lights	Comments
7.1 PA1	Prepare Buildings Asset Management Plan (AMS)	●	The Asset Management Plan for Buildings has been adopted by Council to go on Public Exhibition. This asset management plan details information about infrastructure assets including actions required to provide an agreed level of service in the most cost-effective manner while outlining associated risks.
7.1 PA2	Prepare Parks Asset Management Plan (AMS)	●	The draft Asset Management Plan for Parks and Open Spaces has been adopted by Council. This asset management plan details information about infrastructure assets including actions required to provide an agreed level of service in the most cost-effective manner while outlining associated risks.
7.1 PA3	Complete Plans of Management for: - Community Use and Parklands - Sportsfields	●	Council has adopted the Mt Gibraltar Plan of Management (POM). The draft Bushland Plan of Management is on public exhibition, followed by submission to Council for adoption. The draft POM for Sportsfield, Parks and General Community Use is being prepared for submission to Council, to be referred to Crown Land for endorsement before going on public exhibition.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
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Action Code	Priority Action	Traffic Lights	Comments
7.1 PA4	Complete Masterplans for the locations to be determined by the Community and Recreation Facilities Strategy (CRFS)	●	A Landscape Architect has been engaged and a draft Masterplans design/report for Jurd Park and Centennial Park is being prepared to go to Council for approval to go on public exhibition. Additionally, a Landscape Architect has been engaged for the Lackey Park Masterplan after the community consultation has concluded. That Masterplan design/report is being prepared with the intent to go to Council for approval for public exhibition at the same time.
7.1 PA5	Achieve compliance with Cemeteries and Crematoria Regulation 2022	●	Council has successfully received the Cemetery Operator Licence from Cemeteries and Crematoria NSW. Council has started to take steps to implement Contract of Sale as a requirement by that license for the next financial year.



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## Roads and Drainage Asset Management

### Quarterly Highlights

Significant progress has been made on the 24/25 FY's scoping works, and the majority of them have been completed.

Asset Management Maturity is a key priority. Council's road and bridge condition audits have been completed. The results have assisted in developing the capital works program and will also assist in developing future capital works programs.

Floodplain Risk Management across the Shire is a key area of our work. The requests received for flood certificates and DA assessments related to flooding have been completed. Retford Farm Detention Basin is currently under construction, while negotiations with the Golf Club for the Bowral Golf Course Detention Basin are in progress.

Traffic management matters across the Shire are dealt with by the council. Scheduled Traffic committee meetings are conducted, and traffic committee reports are prepared to address traffic management matters across the shire. Work progressed in line with the Local Government Road Safety Program funding requirements from Transport for NSW. These projects include 65-plus, child restraints, seatbelt project, motorcycle project, logbook runs, learner driver workshops.

Action Code	Priority Action	Traffic Lights	Comments
7.2 PA1	Prepare Roads Asset Management Plan (AMS)	●	The Roads Asset Management Plan has been adopted by Council is complete and in public exhibition. These plans cover discrete asset categories, with detailed inventory information, condition assessments, service levels, funding requirements, and future demand.
7.2 PA2	Prepare Drainage Asset Management Plan (AMS)	●	The Drainage Asset Management Plan has been adopted by Council is complete and is in public exhibition. These plans cover discrete asset categories, including detailed inventory information, condition assessments, service levels, funding requirements, and future demand.
7.2 PA3	Complete Road Network Inspection (AMS)	●	The road network inspection is complete.
7.2 PA4	Progress Floodplain Management Program	●	A grant is secured, and the procurement activities to engage a consultant to undertake the review of the Bowral Floodplain Risk Management Study and Plan are finalised.
7.2 PA5	Implement Road Safety Program	●	Work progressed in line with the Local Government Road Safety Program funding requirements from Transport for NSW. These projects include 65-plus, child restraints, seatbelt project, motorcycle project, logbook runs, learner driver workshops.

## Water and Wastewater Asset Management

### Quarterly Highlights

Council has been actively working on several important projects to improve essential services in the community this year. This includes enhancing the safety management system for Bundanoon and Medway Dams. Council is continuously updating the Geographic Information System and Asset Management System with new and upgraded assets, processing project completions and work handovers, handling development referrals and customer complaints, and engaging with stakeholders on capital projects.

During the June quarter Council completed the following:

- \* Sewer master plans for Bowral and Moss Vale.
- \* Water and Sewer master plans for Bowral New Living Area.
- \* Dam Safety Management System documentation in final draft waiting on feedback from SES and Water NSW.

Contract works are continuing with 12.1km of sewer mains and condition assessment of 236 manholes in Bowral sewerage catchment. Collected data is already being reviewed and where applicable included in next year's renewal programs.

Action Code	Priority Action	Traffic Lights	Comments
7.3 PA1	Prepare Water Asset Management Plan (AMP)	●	The Water Asset Management Plan has been adopted by Council.
7.3 PA2	Prepare Wastewater Asset Management Plan (AMP)	●	The Wastewater Asset Management Plan has been adopted by Council.
7.3 PA3	Update the Integrated Water Cycle Management (IWCM) Plan, including the Financial Model (Finmod) (AMS),	●	This is delayed due to other priority tasks being finalised. The output of those tasks are key inputs to the financial modelling, so it was important to finish those before commencing financial modelling. Tasks included: * Asset Management plans identifying areas for improvement and funding shortfalls, * Strategic planning (sewer master plans) identifying major capital works to support levels of service and growth. * Major design and capital project budgets. E.g., STP upgrades, new pipelines etc.
7.3 PA4	Implement Water Network Monitoring Program	●	Leak repairs are still underway by Operations. Data loggers have been purchased and have been installed.

## **Project Delivery**

Project Delivery is responsible for delivering safe, reliable, and accessible infrastructure and services across the Shire.

The types of projects delivered by the team include roads, intersections, roundabouts, carparks, pedestrian facilities, shared paths, bridges and stormwater drainage structures, pipelines, buildings, and playground upgrades.

Our primary objectives are to maintain effective delivery of project milestones each year while providing positive experiences for our residents and visitors as they move around and enjoy the Shire.

Project Delivery works closely with the Asset Services team within Council.

We are a key contributor to the theme of 'Places' in the Community Strategic Plan and support the following Goals from Wingecarribee 2041.

Goal 3.1 A physically and digitally connected Shire

Goal 3.2 Unique towns, villages and rural landscapes

Goal 3.3 Liveable and sustainable communities

Goal 4.2 A community that lives sustainably for the betterment of the planet



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## Project Delivery

### Quarterly Highlights

Substantial progress has been achieved in key infrastructure initiatives, including the Bowral Sewer Treatment Plant Upgrade, Stage 3 of the Old South Road upgrade, the Emergency Operation Centre, Southern Highlands Regional Animal Shelter, and the construction of the Moss Vale State Emergency Services (SES) facility. These efforts underscore our dedication to enhancing community infrastructure.

Even though some unexpected conditions have caused unforeseen delays, infrastructure projects such as roads and drainage, bridges, water and wastewater systems, buildings, playgrounds, and open spaces are advancing as planned for the Financial Year 2023-24. Measures are in place to efficiently address and mitigate these delays.

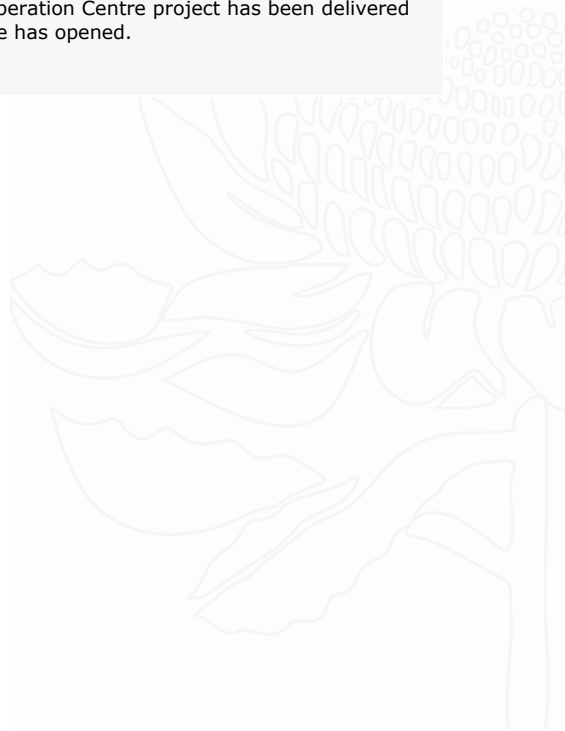
Council continues to prioritise community engagement to ensure that projects meet the community's needs. Ongoing consultations are thoroughly integrated into the design and implementation phases, aiming to deliver high-quality outcomes within the set timelines and budgets.

Action Code	Priority Action	Traffic Lights	Comments
8.1 PA1	Construction of Ritchie Park Playground	●	Project is completed ahead of Schedule.
8.1 PA2	Design of Pikkat Drive Upgrade (SPS-AM3)	●	The project is completed ahead of schedule.
8.1 PA3	Design of Moss Vale Bypass	●	Confirmation of additional funding from Transport for NSW (TfNSW) for the completion of the design and commencement of enabling works has been resolved. New milestone dates are being confirmed with TfNSW and will be updated accordingly.
8.1 PA4	Upgrade of Casburn Park	●	Casburn Park has been completed and the park has opened to the community.
8.1 PA5	Design of Ferguson Crescent Bridge	●	Concept designs for the Ferguson Crescent Bridge have been completed.
8.1 PA6	Detailed design of Sewer Plants Upgrade at Mittagong	●	The detailed design for Mittagong Sewer Treatment Plant is well underway. The review of the nominated treatment process requirements has been finalised and changes from the review are being incorporated into the detailed design. The completion of the detailed design is anticipated in May 2025.
8.1 PA7	Detailed design of Sewer Plants Upgrade at Moss Vale	●	The Moss Vale Sewer Treatment Plant tender has been resolved by Council and awarded. Works have commenced on site.
8.1 PA8	Commence construction of Sewer Plants Upgrade at Bowral.	●	Works are progressing as scheduled and in line with budget expectations.



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Action Code	Priority Action	Traffic Lights	Comments
8.1 PA9	Complete construction Retford Park Detention Basin	●	Outlet modification variation order is approved and added to the project scope of work. The project is progressing towards meeting the updated deadline which is scheduled in December 2024.
8.1 PA10	Complete construction of Old South Road Renewal	●	Works have been completed with only line marking outstanding for stage 3tom guardrails to be completed in July 2024.
8.1 PA11	Design completed for Master Plan - Bowral to Moss Vale 450mm duplication - Stage 1	●	Hydraulic modelling has been completed by the Assets team and the modelling confirms that all alternatives are viable. Before notifying affected residents of the preferred alternative, Project Delivery is reassessing option along Highlands Source Project pipeline.
8.1 PA12	Commencement of construction of Moss Vale Hill Road Reservoir Duplication	●	The project is currently on hold. Awaiting the finalisation of contribution agreements with the associated developer, negotiations are ongoing. Once the agreement is completed, Council will go out to Design & Construction tender for the selection of the contractor.
8.1 PA13	Commence construction of Animal Shelter and State Emergency Services (SES) Building	●	Construction has commenced.
8.1 PA14	Commence work for an Emergency Operations Centre at the Moss Vale Civic Centre	●	Emergency Operation Centre project has been delivered and the centre has opened.



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## **Development Assessment & Regulations**

Our team provides a range of services to the community to assist people seeking to build on or develop land. This includes providing specialist planning and engineering advice and managing and determining development applications.

We apply NSW, regional and local planning policies to achieve sustainable development across the Shire.

We also support the safety, amenity, and liveability of the Shire through our ranger and compliance services.

The Planning Development and Regulatory Service consists of 3 Principal Activity Areas. They are:

1. Development Assessment
2. Development Engineering
3. Compliance and Regulation

We are a key contributor to the themes of 'People' and 'Places' in the Community Strategic Plan and support the following Goals from Wingecarribee 2041.

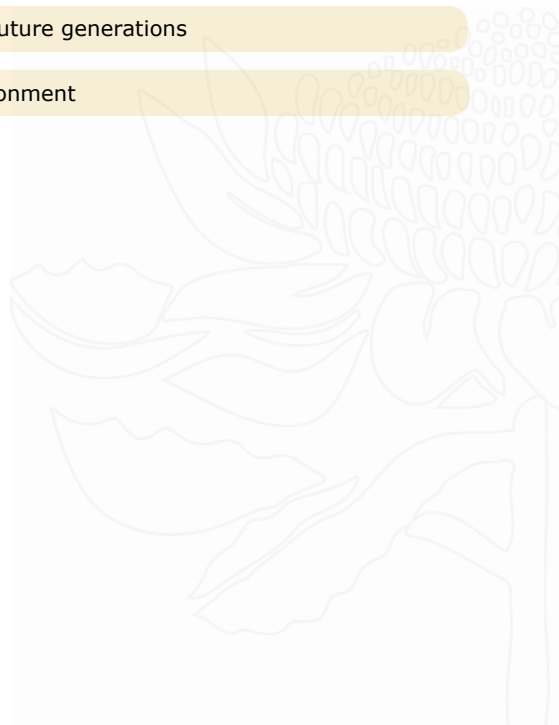
Goal 2.1 A happy, healthy, active and resilient community

Goal 3.2 Unique towns, villages and rural landscapes

Goal 3.3 Liveable and sustainable communities

Goal 3.4 Housing that meets the needs of current and future generations

Goal 4.1 A protected, healthy and diverse natural environment



## Development Assessment

### Quarterly Highlights

The dedication to providing quality planning assessment and design outcomes for landowners, customers, and the community continued. Pre-Lodgement Meetings and advice have continued to be available as a service by booking online meetings or through duty planning enquiries at the customer service desk. Online bookings and payment for inspections have been improved. Streamlined approvals, with the integration of s. 68 Local Government Act approvals with Development Application approvals are now being provided.

Council ensured that development proposals aligned with local planning objectives and considered environmental and amenity impacts.

Legal appeals on development applications were largely mediated through conciliation to achieve suitable, balanced environmental and built outcomes.

Process and policy review continued during the quarter to enable Council to improve the delivery of its development assessment and approval services. Robust assessment and positive development outcomes were achieved that align with the community's needs and aspirations. Updates to various policies are ongoing, including Council's Compliance and Enforcement Policy and Council's Bonds Policy.

Action Code	Priority Action	Traffic Lights	Comments
9.1 PA1	Reduce Development Application assessment timeframes	●	A reduction in assessment times is expected over the next 12 months following the May 2024 restructure. The transition to integrated assessment and approval of s.68 Local approvals with Development Applications is almost complete and this will assist in reducing s.68 Local approval times in the 2024/25 financial year.
9.1 PA2	Implement Development Assessment process review changes to reduce Development Application timeframes and accelerate delivery of housing and jobs for the community	●	During the final Quarter Council continued its Development Assessment Process Review and implemented a number of changes for efficiency.
9.1 PA3	Reduce the number of Land and Environment Court appeals and losses to achieve cost savings	●	Measures were implemented to reduce costs, including benchmarking cost estimates from Council's legal panel and resolving issues prior to a hearing (where possible). In addition, the allocation process has been improved, as has the portal process.

## Development Engineering

### Quarterly Highlights

Council provided vital technical expertise regarding stormwater, water, and sewer infrastructure for development applications and road works approvals. This advisory service, part of the Development Application referral process, is integral to minimising any adverse effects on public and private properties. The approach has been optimised, with all stormwater and sewer applications now being incorporated into the Development Application process, enhancing efficiency.

Rigorous civil certification inspections, encompassing various facets like roads, pavements, stormwater drainage, flood management, traffic management, and on-site detention infrastructure, maintain a professional and prompt standard. To facilitate inspections, appointments can be scheduled through Bookable upon payment of the requisite fees.

The delivery of expert advice on technical engineering matters, including compliance and enforcement, remained steady. The duty engineer service continued, to both internal and external stakeholders, ensuring robust resolution of engineering issues.

Action Code	Priority Action	Traffic Lights	Comments
9.2 PA1	Review policies and processes for the assessment and approval stormwater, water and sewer work to improve management of the impacts on the community and places	●	s.68 applications were assessed in accordance with the relevant provisions under the Local Government Act 1993. Onsite sewerage management officers reviewed proposed OSSM systems where no reticulated sewer system exists.
9.2 PA2	Reduce processing times for stormwater, water and sewer approvals, and road work approvals to accelerate delivery of housing and jobs for the community	●	Practices have changed for applications lodged after September 2023. Combined DA / s.68 approvals are now being issued. This will reduce delays and accelerate the delivery of housing and job.

## Compliance and Regulation




### Quarterly Highlights

Council's Ranger Service continues to respond to complaints from the public in a prompt manner, ensuring a safe and well-maintained environment. Proactive enforcement of public places also plays a pivotal role in this process. In addition, proactive parking patrols have been undertaken utilising new parking infringement software. Also, an additional Ranger position is planned to be advertised in the second half of 2024 to enhance parking turnover management.

To maintain the commitment to compliance, Council is diligently responding to audit obligations for various systems and processes. Development compliance officers are actively addressing breaches of relevant statutory provisions and development consent conditions, ensuring adherence to the law. Furthermore, corrective actions are taken against unapproved connections to Council's water and sewer infrastructure, as well as unauthorised special crossings to the road network. Proactive investigations in these areas will begin once resources allow.

To create awareness and encourage compliance, regional campaigns such as the Regional Illegal Dumping campaign and the Onsite Sewerage Management Campaign have been initiated. These campaigns are aimed at improving the community's understanding of compliance and relevant regulations.

Lastly, expert advice on Local Government Legislation is provided to both internal and external stakeholders. Council officers promptly responds to enquiries, offering advice on relevant legislation and planning pathways.

Action Code	Priority Action	Traffic Lights	Comments
9.3 PA1	Establish development compliance investigation prioritisation procedure for consistent reasonable and proportionate response		Council officers responded to reports prioritising matters according to their significance and risk to public health and safety, amenity impact and extent of non-compliance. This has been documented in a draft Compliance and Enforcement Policy that will undergo public notification prior to adoption in 2024/25.
9.3 PA2	Investigate electronic tools for improved processing of enquiries in the field for improved efficiency		After a successful trial of mobile parking patrol systems Council are moving to utilise this technology on a permanent basis.
9.3 PA3	Deliver revised public places and animal procedures for Ranger responses to community reports to achieve transparency and consistency		Responses were made to public place complaints made through Council's Customer Request Management (CRM) system. Council continues to monitor changes to the Companion Animals Act. A draft Enforcement and Compliance Policy has been prepared and will be adopted early in the new financial year.

## **Shire Presentation**

Shire Presentation works across our many towns and villages to support more liveable, active, and vibrant communities.

We provide a range of public amenities with a focus on making spaces and facilities accessible, safe, and welcoming environments for everyone.

We do this by delivering aquatic services across the Shire, managing the ongoing maintenance of parks and open spaces, ensuring our local assets including buildings, roads and stormwater infrastructure are sustainable and fit for purpose and finally, through the provision of expert engineering advice.

We play a key role in supporting the community in the face of bushfires and other emergencies. We also manage the Council's fleet, enabling a modern and reliable fleet that supports a more sustainable environment.

There are 5 Principal Activity areas supporting Shire Presentation:

1. Customer Service and Business Support
2. Fleet Services
3. Road Infrastructure Construction and Maintenance
4. Open Space
5. Aquatic Services, Building Maintenance and Tree Management

We are a key contributor to the Community Strategic Plan themes of 'People', 'Places' and 'Environment', supporting the following Goals from Wingecarribee 2041.

Goal 1.1 Ethical & trusted levels government that work together in the best interest of the Shire

Goal 2.1 A happy, healthy, active and resilient community

Goal 3.1 A physically and digitally connected Shire

Goal 3.2 Unique towns, villages and rural landscapes

Goal 3.3 Liveable and sustainable communities


Goal 4.1 A protected, healthy and diverse natural environment

Goal 4.4 A resilient Shire that takes action on climate change

## Customer Service and Business Support

**Quarterly Highlights**

The Customer Experience Charter aligns the Shire Presentation branch to the corporate agreement. This has provided guidelines to improve service levels to the community during the Service Delivery process. As a result, customer satisfaction levels have maintained a consistent level of service to the community.

Action Code	Priority Action	Traffic Lights	Comments
10.1 PA1	Launch QR code survey for open space facilities, providing community the opportunity to comment on the standard of open space maintenance		The introduction of Quick Response (QR) surveys has proactively placed Council in a position to engage with the community ensuring that open space maintenance and management caters to their needs for the future.



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## Fleet

### Quarterly Highlights

In the June quarter, Fleet continued to provide timely support to the operations teams to display the commitment to ensure the operations teams can meet their service delivery standards. Further improvements have been made to Fleet management leading to Fleet being able to provide optimised servicing on all light and heavy plant.

With the new Vehicle Management Operational Management Standard Council has acquired hybrid vehicles to its fleet to support the reduction of emissions within the fleet. The commitment to bring on electric plant items has also commenced with numerous trials of electric plant items to be able to modernise our plant while simultaneously improving efficiency and reduced service volumes.

Telematics have been installed across Councils fleet which will greatly assist ensuring safety of the staff during emergency events and for isolated workers. The enhanced data Fleet will receive will further to improve the level of service programs provided for operations teams, additionally providing crucial information supports the committed goals of identifying improvements to be made within the fleet.

In summary Fleet in the last quarter has made improvements to data analytics, Safety, and improvements to modernising the fleet with hybrid Vehicles. While continuing to provide committed and efficient service delivery to operations teams across council.

Action Code	Priority Action	Traffic Lights	Comments
10.2 PA1	Develop and implement light vehicle and large plant service program	●	Fleet has continued its work on improving data accuracy to be able to build a service program through Ausfleet.
10.2 PA2	Contribute to the development of the Operational Vehicle and Fleet transition Plan - for Hybrid and Electric Vehicles	●	The consultant Enhar has provided Council with a final report for the electric fleet transition.
10.2 PA3	Explore new technologies to fleet with the future procurement of Hybrid and Electric Vehicles or alternate fuel vehicles	●	Council has continued to grow its Hybrid fleet with an additional two hybrids ordered in this quarter.
10.2 PA4	Explore the introduction of Electric Powered small plant and machinery with stakeholders	●	Fleet continued work in trialing and reviewing Electric plant items with plans to obtain them in the new financial year.



## Road Infrastructure Construction and Maintenance

### Quarterly Highlights

In the June quarter, several vital projects aimed at improving our local road and drainage continue to be constructed. Drainage construction work on Hood Street Mittagong and Sunninghill Avenue Burradoo have started. The quarter saw the following projects completed: Drainage works on Garrett Street Moss Vale and Winifred Crescent Mittagong; and the Bowral Lookout Car Park project. Renewal of asphalt surfacing resulted in significant road quality improvements at the Medway Road, Taylor Ave at New Berrima, as well as Harley St, Village Lane, Alice Ave and Una Street in Bowral

The commitment to maintaining the regional unsealed roads continues. Numerous Road and Drainage defects have been addressed to address overall road safety and preserve quality. Significant maintenance work has been completed along Canyon Leigh Road.

Moreover, efforts extend to enhancing natural disaster resilience in regional and local unsealed roads.

Council's claims are being assessed for the Emergency Reconstruction Works for the April 2024 and October 2022 disaster events, with restoration works stemming from the 2022 disasters currently programmed. This ensures efficient utilisation of government funding grants and lessens the financial burden on Council.

Action Code	Priority Action	Traffic Lights	Comments
10.3 PA1	Deliver restoration works on infrastructure damaged during the 2022 Floods	●	Continued preparation and internal reviews of claims for natural disaster restoration works
10.3 PA2	Implementation of Range Road renewal project	●	The June Quarter has seen the completion within the nominated two km section of Range Road to be renewed, Renewal works have provided improved safety and ride quality.
10.3 PA3	Rebuild and seal storm damaged roads	●	Continued preparation and internal reviews of claims for natural disaster restoration works.


## Open Space

### Quarterly Highlights

During the Quarter, Council upheld its responsibility to operate and maintain all parks, sports fields, public amenities, and playgrounds according to agreed service level standards under challenging weather conditions

Council remains committed to enhancing and ensuring safe, accessible open spaces for recreational activities. The inspection and maintenance of all 49 playgrounds were completed as scheduled, maintaining their high quality. Prompt resolution of any safety or accessibility concerns minimised disruptions to the public.

Throughout the Quarter, Council persistently applied Service Level Standards to the maintenance of open space assets, reaffirming our ongoing commitment to quality and efficiency.

Action Code	Priority Action	Traffic Lights	Comments
10.4 PA1	Establish base line of service levels covering: -Public open space -Playgrounds -Sports Fields (AMS)		Council has continued to collaborate internally in the June quarter through inspections of all public open spaces, playgrounds, and sports fields to provide feedback and better understand base line service levels. Liaising with sports ground users is being undertaken to communicate what can be achieved within the available resources and changing weather conditions.



## Aquatic Services, Building Maintenance and Tree Management

### Quarterly Highlights

Council has achieved significant milestones with its tree plotter software, enabling tracking of the urban canopy in real-time for the first time. Further progress will be made in the 2024/25 financial year, building on this strong foundation. Pool attendance has increased, and Council has enhanced community engagement activities to maximise the use of its current facilities. Maintenance and compliance efforts continue to meet customer service timeframes, contributing to the extension of asset lifespans.

Action Code	Priority Action	Traffic Lights	Comments
10.5 PA1	Maintain clean, safe, and operational pool and aquatic facilities	●	This quarter, the Council's investment in enhanced community engagement programs at the outdoor aquatic facilities has led to increased community participation and higher pool visit numbers across all locations. Council remains committed to holistically improving safety at all swimming sites and investing in off season maintenance to ensure safe and operational facilities for the upcoming 2024/25 swim season.
10.5 PA2	Populate tree inventory data through street tree inspections	●	This quarter, the Council has successfully achieved its goal of plotting 5,000 trees within the Tree plotter software package. This milestone reflects Council's commitment to enhancing urban forestry management.
10.5 PA3	Implement the building maintenance program to achieve compliance with legislative and regulatory standards	●	The Council has developed a prioritisation system to ensure compliance is maintained on key Council building assets. This system enables the allocation of resources efficiently, concentrating on the assets that are most critical for the Council's operations, safety, and legislative requirements. By addressing compliance issues in this targeted manner, Council ensures key buildings within the portfolio are appropriately managed and maintained



## **Environment**

### **Gibbergunyah Reserve Cultural Burn**

## **Environment and Sustainability**

We work to support our unique natural environment helping to ensure it is not only valued but protected, enhanced and resilient.

We support the Council and community to adopt renewable energies and reduce our environmental footprint. We achieve this through coordinated strategy, planning, education and delivery of key environmental programs and projects that work to preserve our environment.

In partnership with the community and our many volunteers, we actively manage the Shire's natural assets, including bushland, and encourage sustainable living, leading the Council's response on climate change and bushfire hazards.

The Asset Service consists of 3 Principal Activity Areas. They are:

1. Sustainability Services
2. Natural Resources Management
3. Bushland and Biosecurity

We are a key contributor to the themes of 'Environment' and 'Economy' in the Community Strategic Plan and support the following Goals from Wingecarribee 2041.

Goal 4.1 A protected, healthy and diverse natural environment

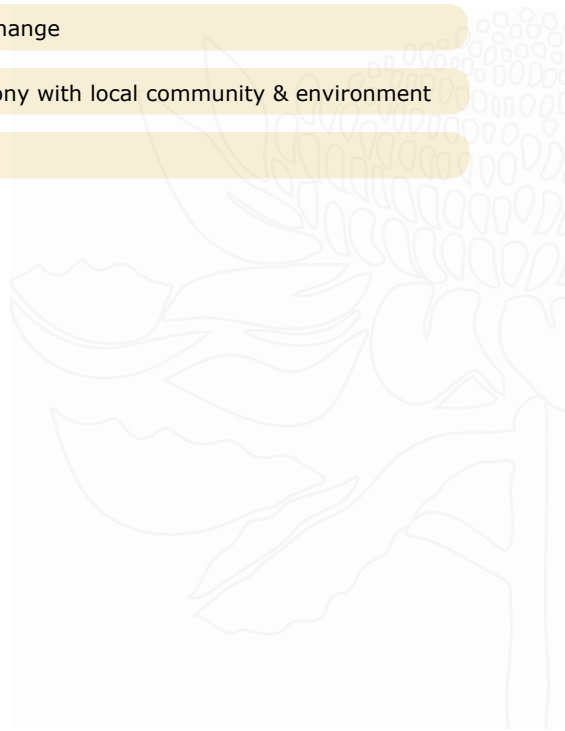
Goal 4.2 A community that lives sustainably for the betterment of the planet

Goal 4.3 A low-waste community

Goal 4.4 A resilient Shire that takes action on climate change

Goal 5.2 Sustainable business & industry work in harmony with local community & environment

Goal 5.3 A thriving and diverse agricultural industry



## Sustainability Services

### Quarterly Highlights

The Environment and Climate Change Strategy was adopted by Council at its 21 February 2024 Ordinary meeting. The strategy outlines Council's climate response and strategies and guides the development of the Community Emissions Action Plan (CEAP) which is currently on public exhibition.

The Sustainable Us program continued to empower the community with workshops on energy efficiency, and sustainability. Highlights include the Earth Flix Cinema 4 Change project, that in the June quarter delivered three environment/sustainability themed film screenings at the Empire Cinema. The film screenings of "Greenhouse" by Joost, "Six Inches of Soil" and "Your Planet Short Docs", documentary series included special guests invited to participate in discussions and community question and answer sessions about the films and their themes.

Monitoring of Council's energy consumption continues, which will feed into greenhouse gas emissions reporting after the end of the financial year. Council's use of 100% renewable electricity continues to have a significant impact on reducing Council's greenhouse gas emissions. During this quarter Council staff attended an Electric Vehicle drive day facilitated by NSW Government to further investigate appropriate vehicles and increase understanding of fleet transition plans.

Council continues to collaborate with various agencies, such as the Canberra Joint Regional Organisation of Councils, the NSW Department of Planning and Environment, Sustainability Advantage, NSW Health, and Water NSW to enable the delivery of essential projects.

Action Code	Priority Action	Traffic Lights	Comments
11.1 PA1	Deliver the Sustainable Us community education campaign.	●	Council continued to support the community with the Sustainable Us program. During this quarter, events included three Earth Flix Cinema 4 Change films at the Empire Cinema including "Greenhouse" by Joost, "Six Inches of Soil", and a collection of short documentaries called "Your Planet, Short Docs".
11.1 PA2	Conduct drinking water sampling to ensure quality compliance with NSW Health guidelines.	●	Council collects water samples for chemical and microbiological analysis. 125 Samples were analysed during the quarter, meeting the requirements of NSW Health.
11.1 PA3	Develop a Community Climate Action Plan	●	The Community Emissions Action Plan was approved for public exhibition at the May Council meeting.
11.1 PA4	Provide a solar and battery promotion program to improve uptake in the community.	●	Council continued the SUNSpot program for residents. The online tool assists householders and businesses to estimate the solar system installation costs and potential energy savings. A community instructional webinar was held in February 2024 and promoted via Councils' social media pages.

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Action Code	Priority Action	Traffic Lights	Comments
11.1 PA5	Develop a roadmap for installing onsite renewable energy projects at Council facilities with a focus on Water and Sewer services.	●	Council continued to work with the Canberra Region Joint Organisation (CRJO) in appointing consultants to review and assess priority sites for Council. A grant application to the Community Energy Upgrades Fund is pending to co-fund upgrades to gas boilers at Moss Vale Aquatic Centre. A tariff review has been recently completed showing that overall Councils facilities are on the best tariffs with some small sites able to be improved.
11.1 PA6	Develop an electric vehicle charging station policy to guide the installation of charging infrastructure.	●	An Electric Vehicle (EV) policy outline was drafted for internal consultation. The draft policy is anticipated be reported to Council in October 2024.
11.1 PA7	Develop and deliver a training program for staff on Council's obligations under environmental legislation.	●	The existing environmental assessment procedure and subsequent new staff training session is in review. Group training sessions for new starters and refresher session for existing staff to be scheduled in the new financial year.
11.1 PA8	Provide assistance to the community driven Energy Efficiency Retrofit Program	●	Council piloted a program with the NSW Office of Energy and Climate Change to influence community uptake of household energy efficiency retrofits.
11.1 PA9	Deliver the Project Green schools sustainability education program in collaboration with the Waste Education officer and the Solar My School program.	●	Council's engagement program with local Schools continued to be implemented during the quarter. This included a regular newsletter to promote programs, grants, and other support that Council provides to schools.
11.1 PA10	Investigate measures to improve environmental considerations in Council procurement guidelines and vehicle fleet.	●	Council continued working with its Sustainability Advantage (NSW Government) partner to develop an electric vehicle transition pathway plan with the first draft of both stage 1 and stage 2 delivered for review. Also working on the development of an Internal Net Zero Steering Group to engage all areas of Council operations in developing projects and policy to embed environmental and sustainability considerations into procurement and supply chains.
11.1 PA11	Develop a corporate Sustainability Action Plan.	●	During this quarter a Net Zero pathway guide was completed for Council with the assistance from the Canberra Region Joint Organisation. Council's draft plan is pending the adoption of the Environment and Climate Change (ECC) Strategy and the Draft Community Emissions Action Plan (CEAP) to ensure accuracy, currency and alignment.
11.1 PA12	Provide a comprehensive set of sustainable living resources for the community	●	Council has developed a comprehensive set of resources which is published on its website. Events and online materials provide guidance and suggestions for locally appropriate activities.



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Action Code	Priority Action	Traffic Lights	Comments
11.1 PA13	Monitor and report on Council's greenhouse gas emissions	●	Annual greenhouse gas emissions reporting for the 2022/23 financial year was completed in the September 2023 Quarter. Council's annual greenhouse gas emissions were halved. Next reporting occurs after the end of the 23/24 financial year. In the meantime, Council continues to monitor electricity, gas, and fuel consumption trends.



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## Natural Resources Management

### Quarterly Highlights

The Environment and Climate Change Strategy was adopted by Council on 21 February 2024 and is guiding investment and program and project development.



The Plan of Management for Mount Gibraltar Heritage Reserve was adopted by Council on 15 May 2024 and the Plan of Management for Natural Areas (Bushland and Watercourse) was placed on public exhibition on 21 May 2024 closing 2 July 2024 with the Public Hearing held on 6 June 2024.

Species-specific projects aiming to protect and conserve local wildlife, including koalas, platypus, and eastern long-necked turtles, have been actively engaged in. Grants have been applied for to complement current programs. Through careful and ongoing management of natural areas in bushland reserves and parks across the Shire, Council is actively safeguarding biodiversity including threatened species and ecological communities.

Preserving biodiversity on private lands is a top priority, and support for initiatives like Land for Wildlife and Habitat for Wildlife continued through the Private Land Conservation Plan five-year framework.

Proactive measures to address bushfire risk were taken, including asset protection zone and fire trail maintenance and upgrades in Council-owned or managed bushland reserves, following the Bush Fire Risk Management Plan. Three Aboriginal cultural burns were completed within Gibbergunyah Reserve and the Gibbergunyah Reserve Cultural Burn short film was shown to an enthralled audience at the Empire Cinema in Bowral at the Cinema 4 Change Earthflix event in late January and a panel discussion followed.

Council is dedicated to preserving the local environment and is making steady progress in this important endeavour.

Action Code	Priority Action	Traffic Lights	Comments
11.2 PA1	Create new koala habitat through funded agreements with private landholders as a key action in the Southern Highlands Koala Conservation Project		Forty hectares of koala habitat was restored on private property this quarter. End of financial year reporting was completed and sent to Department of Climate Change, Energy, the Environment and Water (NSW DCCEEW). Over 3800 trees and shrubs were planted as part of the koala habitat restoration projects and the Land for Wildlife tree giveaway to over 30 landholders. One community planting day was held, and three working bees led by Southern Highland's Landcare's Helping Hands program.
11.2 PA2	Complete the Plant Community Type Map for the koala habitat and priority corridor mapping project		Council submitted a project update letter and revised project plan and timeline to the Department of Climate Change, Energy, the Environment and Water (DCCEEW) which was approved. One hundred and fifty-six rapid validation plots were completed this quarter. Processing of the on-ground validation data is ongoing. Council is awaiting the 2020-2023 koala occupancy data and map from the Department of Primary Industries (DPI) which will inform the koala habitat map.

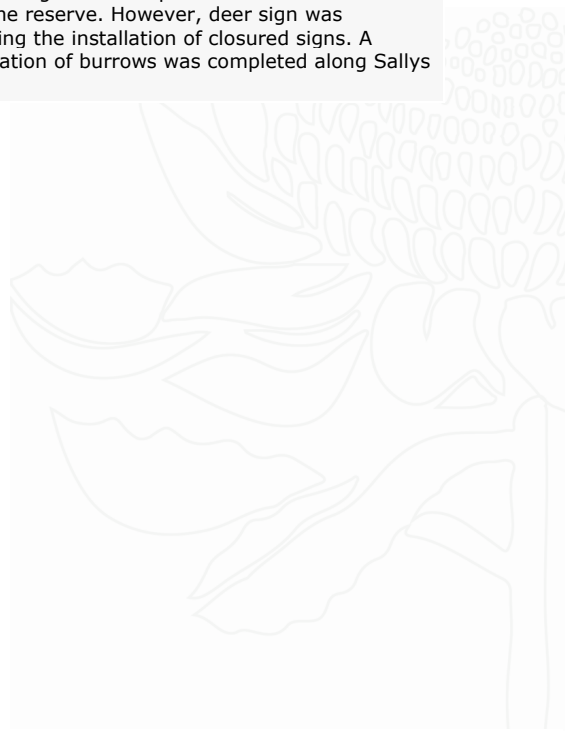
**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
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Action Code	Priority Action	Traffic Lights	Comments
11.2 PA3	Install driver awareness signs on key roads to reduce wildlife roadkill, with a focus on koala risk areas	●	All wildlife sign installation work has been completed.
11.2 PA4	Deliver surveys for the Southern Highlands Platypus Conservation Project	●	Berrima community platypus survey included six monitoring points. Platypus were observed at two monitoring points and Rakali were observed at two monitoring points.  Environmental DNA (eDNA) samples were collected from four locations rather than six due to ongoing rainfall (which reduces the effectiveness of eDNA sampling). Sampling has been postponed until spring, which coincides with the optimal sampling period (October to April). The report from the laboratory is expected in June.
11.2 PA5	Schedule hazard reduction (HR) in collaboration with the Rural Fire Service	●	Wet weather conditions limited the implementation of some hazard reduction (HR) burns this quarter. However, burns were completed in Mt Alexandra Reserve / Willow Vale (Alex 50/60), and two cultural burns undertaken in Gibbergunyah Reserve. Several HR burns have been proposed for Spring 2025 in the annual contingency works program. The website has been updated with the HR burns that have been completed.
11.2 PA6	Implement actions from the Bushfire Risk Management Plan (BFRMP) to manage bushfire risk and hazards in Council reserves	●	Fire trail inspections were completed and fallen trees cleared particularly after storm and flood events with 2 disaster declarations occurring during the quarter. Rural Fire Fighting Fund (RFFF) reporting and acquittal was completed, and a grant request was submitted for next financial year. Staff attended the Hazard reduction working group meeting at Mittagong Fire Control Centre on 9 May 2024. Council representatives attended the Bush Fire Management Committee meeting on 13 June 2024.
11.2 PA7	Seek biodiversity conservation and restoration grants to support Bushcare in Council reserves	●	Work was completed in the third quarter.
11.2 PA8	Repair flood damaged creek banks in Mansfield Reserve	●	Due to continued wet weather the work site remains too wet for the work to proceed. The project will occur in the next financial year, once the site has dried out sufficiently.
11.2 PA9	Deliver Bushcare and Rivercare Program workshops to provide community volunteers capacity and skills in plant identification and bush regeneration techniques	●	No workshops were delivered this quarter.

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**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
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Action Code	Priority Action	Traffic Lights	Comments
11.2 PA10	Deliver School Environment Day education program activities	●	All planned activities were completed in the previous quarter.
11.2 PA11	Promote and support community participation in biodiversity monitoring and information collection for more informed decision making for bird, turtle and frog wildlife	●	Camera trap images have been collected as part of biodiversity monitoring in Gibbergunyah Reserve.
11.2 PA12	Recruit new landholders into the Land for Wildlife and Habitat for Wildlife programs to increase the area of land in the Shire managed for conservation	●	One Habitat for Wildlife member joined this quarter. Three newsletters were distributed. Promotion occurred through interviews and guest presentations on Kitty with Klaws on Highland FM (9/5/24), The Bell, Exeter Public School's podcast (2/4/24) and Landcare's Great Glider and Local Land Services Introduction to Revegetation events (both on 3/5/24). Over 2600 free seedlings (shrubs and trees) were provided to 30 landholders. Twenty-eight properties participated in the habitat mapping project.
11.2 PA13	Undertake collaborative rabbit control at Berrima Reserve and other key public reserves in partnership with neighbouring landholders	●	An aerial shooting program was conducted in the northern part of Greater Mount Alexandra Reserve by the National Parks and Wildlife Service, as a trial of a new partnership arrangement. No pest animals were shot from within the reserve. However, deer sign was observed during the installation of closed signs. A second fumigation of burrows was completed along Sallys Corner Road.



## Bushland and Biosecurity

### Quarterly Highlights

During the June quarter, Council's environmental efforts remained strong, with 645 hours devoted to bush regeneration in natural reserves to maintain their ecological function and beauty. This is despite impacts from prolonged wet weather periods with flood and storm events resulting in 2 disaster declarations. The dedicated Bushcare Volunteers contributed 147 hours across 12 working bees, showcasing the community's commitment to environmental preservation. 97 work sessions in natural areas and the community nursery were conducted to ensure the vitality of our green spaces.

Council staff have performed 262 inspections in various Shire areas to mitigate the risk of biosecurity threats and invasive weeds, safeguarding the Shire's natural beauty and biodiversity. During this quarter, nearly 300km of roadsides were inspected as important risk pathways for biosecurity weeds, and Council's roadside spraying program continued.

Action Code	Priority Action	Traffic Lights	Comments
11.3 PA1	Increase the capacity and skills of volunteers assisting to deliver the Bushcare Program	●	During the June Quarter period the Bushland Team delivered 12 separate working bees with a total of 147 hours of volunteer spent within our bushland reserves.
11.3 PA2	Undertake priority biosecurity weed inspections along high-risk pathways and sites	●	Biosecurity surveillance includes completion of 262 inspections – at roadsides, nurseries, florists, public land, high risk sites and private land. The program is on track to achieve annual targets with 295kms of roadside and 84 high risk sites inspected in the June Quarter.
11.3 PA3	Complete biosecurity weed control in at least five identified high environmental value bushland reserves	●	Weed control was conducted in 29 separate bushland reserves within the June Quarter. A total of 498.5 hours was spent on weed management activities.

## **Resource Management & Waste**

Each year, thousands of tonnes of waste is accumulated within the Shire.

Our services focus on minimising this waste, increasing recycling and treatment of waste, and diverting waste from landfill.

These services are critical to ensuring not only a more sustainable Shire, but a cleaner, healthier, and safer environment.

We also work with stakeholders to educate the community about the impacts of waste and how waste can be avoided or reduced.

Resource Management and Waste consists of 2 Principal Activity areas:

1. Waste Operations
2. Waste Services

We are a key contributor to the Community Strategic Plan theme of 'Environment' and support the following goals from Wingecarribee 2041.

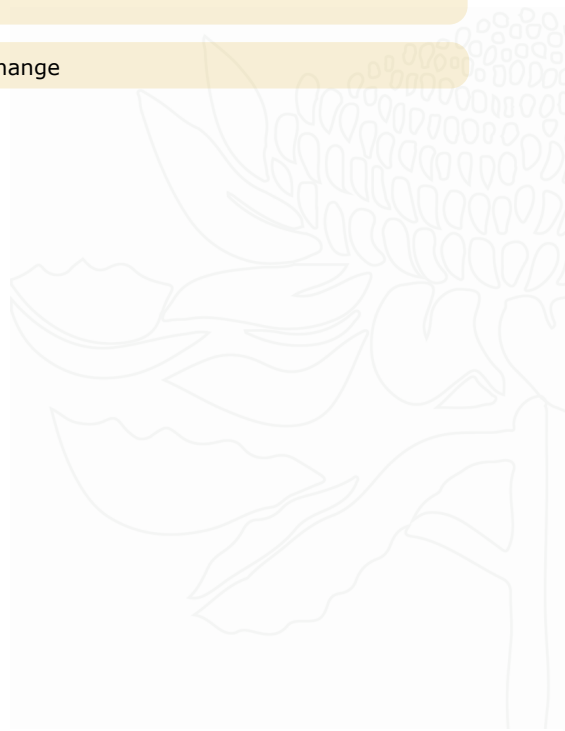
Goal 3.3 Liveable and sustainable communities

Goal 4.1 A protected, healthy and diverse natural environment

Goal 4.2 A community that lives sustainably for the betterment of the planet

Goal 4.3 A low-waste community

Goal 4.4 A resilient Shire that takes action on climate change



## Waste Operations

**Quarterly Highlights**

Mobile community recycling since March 2024 to date collected 4840kg of problem household waste.

Action Code	Priority Action	Traffic Lights	Comments
12.1 PA1	Develop and implement a facility Master Plan	●	Projects identified in the facility Master Plan have been included in 2024/25 budget. Minor Improvements projects still progressing, with a current focus on reviewing future fixed and mobile plant equipment requirements.
12.1 PA2	Deliver recycling opportunities to villages	●	Mobile CRC has been operational since March 2024, with 14 visits across the villages. To date, the collected 4,340kgs of problem household waste has been collected.
12.1 PA3	Implement a robust, transparent and reportable risk management process that is aligned with Council processes.	●	Risk management plan to be finalised as part of Council's Corporate Risk priorities.
12.1 PA4	Prepare an Upgrade Plan for weigh bridge system	●	Successful implementation of the weighbridge software optimisation has improved staff efficiencies and satisfaction. Supporting infrastructure upgrade including gates and camera are in progress.
12.1 PA5	Support interjurisdictional working groups and forums including: -Illawarra Southern Joint Organisation -Canberra Regional Joint Organisation -Project 24 -WMRR and Macarthur Waste Alliance	●	Participation at the monthly Canberra Region Joint Organisation (CRJO) meeting as well as uptake of the offer for subsidised training of staff in a Certificate IV of Waste Management
12.1 PA6	Assess regulatory changes to Waste Operations	●	Reource Recovery Centre have identified a desired solution associated with the changes to the local government procurement of waste, team has received and will be responding to the FOGO and Waste Levy consultation papers.
12.1 PA7	Commence development of Strategic Waste Infrastructure Plan (AMS)	●	No further progression, finalising waste collection / disposal contracts to assist and align strategic waste infrastructure plan.
12.1 PA8	Prepare Asset Management Strategy for repairs and maintenance (AMS)	●	Preparations include aligning policies and procedure with external service agreements.

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Action Code	Priority Action	Traffic Lights	Comments
12.1 PA9	Develop a works program based upon asset management strategy and condition assessments (AMS)	●	On hold pending asset condition data to inform priorities.



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## Waste Services

### Quarterly Highlights

The last quarter for Wingecarribee Shire's resource recovery initiatives has been positive, marking substantial progress in recycling, waste management, and community engagement. Noteworthy projects such as the Mobile Community Recycling Centre (CRC), the rebranded Upcycle Centre, and the Soft Plastics Initiative have significantly enhanced our service offerings and community involvement. Continued improvements in domestic waste collection and the release of tender for the waste contract collection will continue to see improvements in service into the new financial year.

The suite of documents required for the Tender process via which Council will choose a new Domestic Waste Collection Contractor for the next decade have been released and it is anticipated that there will be a high level of interest.

The Council's Waste Guidelines are close to being finalised and will be submitted to Council for endorsement by the end of the year.








Mobile CRC has diverted over 5000Kg of waste from community as it continues operations and the soft plastics recycling initiative over 70,000L of soft plastics so far.

The RRC continues to look for ways to continually improve safety at work and recently had a visit from SafeWorkNSW with no major issues identified and minor suggestions such as reviewing the lock-out procedure. Council will work through these as priorities.

Action Code	Priority Action	Traffic Lights	Comments
12.2 PA1	Complete the procurement for the next kerbside collection contract	●	Procurement documents finalised and ready to progress the tender.
12.2 PA2	Improve waste contract governance processes including input into contract development, scheduling, contract management and administration	●	Monthly contract performance meetings are being used to address any nonperformance issues. The review of the collection area is finalised and ready for implementation 1 July 2024.
12.2 PA3	Develop residential waste controls and entitlement policies for implementation into new Development Control Plans	●	Work is continuing on the development of the Waste Guidelines.
12.2 PA4	Develop a Domestic Waste Scenario Model	●	The Domestic Waste Scenario was completed during the December 2023 Quarter.
12.2 PA5	Develop a procurement strategy for all waste services delivered by Waste and Resource Management	●	Council is continuing to deliver against the procurement plan focusing on high value/ high risk procurements as a priority. Key procurements are waste collection (In progress), inert processing/ disposal and residual green waste.
12.2 PA6	Plan the Food Organics and Garden Organics (FOGO) program	●	Council will respond to the recently released EPA FOGO guidelines and develop an implementation plan in line with the proposed introduction of FOGO



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Action Code	Priority Action	Traffic Lights	Comments
12.2 PA7	Develop a Waste Education Strategy		Council is coordinating final edits and feedback to complete the Waste Education Strategy.
12.2 PA8	Deliver and evaluate Recycling Discovery programs, outreach education and media campaigns		Soft plastics recycling initiative commenced and collected enough plastic to form the first bale (441kg from 79,240L worth).  Mobile CRC - 6 site visits over March/April with 321 items collected across the villages.  Bulky Waste Campaign - Post reach 17,533, Engagement 3,333 incl 128 comments and 2,2295 click throughs.  Upcycle Centre re-opening under council management has seen a fantastic response from the community with quality drop-offs and higher than anticipated turnover of goods
12.2 PA9	Refresh and maintain the Waste Services website		Publication of events/updating event pages - Plastic Free July and National Recycling Week  Publish of Bulk Waste Service information and details for go-live July 1  Separation of website pages into two departments - Waste Education and Resources, and Waste and Recycling  Updating and refreshing pages to suit new brand guidelines and new educational materials - Example A-Z waste guide
12.2 PA10	Deliver Circular Economy initiatives		Commencement of the soft plastics circular economy initiative trial has seen > 79,000L of soft plastics dropped off to the RRC or via the MCRC. The first bale has been weighed at 441KG showing the interest and enthusiasm for this initiative. Re-opening of the WSC Upcycle Centre has been a successful strategy in diverting waste from landfill and giving it a new home.
12.2 PA11	Develop the Waste Management Strategy		The Waste Management Strategy was completed during the December Quarter.
12.2 PA12	Complete an analysis of waste data to identify opportunities and trends in the Shire		During the quarter the streamline of waste categories and improved data quality within the waste management software have assisted in capturing accurate information on waste streams which will be used in Q1 of FY24/25 to identify opportunities and trends across the Shire.
12.2 PA13	Complete a review of the Reviva centre operational model, considering opportunities in relation to resource recovery operations and facilities		The Reviva centre operational model was completed during the September Quarter.

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## **Water Services**

As a local water authority, Council is responsible for the supply of safe and reliable drinking water across the Shire.

The service supports the overall health of our environmental waters and downstream communities including the Sydney Water Catchment.

Council manages and maintains our water networks, the treatment of potable water and the delivery of sewage and wastewater services.

We work closely with the community, including local business and industry, to better protect our water supply as a precious natural resource.

There are 5 Principal Activity areas supporting Water Services

1. Depot Operations
2. Sewage Treatment
3. Water Network Operations
4. Wastewater Network Operations
5. Potable Water Treatment

We are a key contributor to the themes of 'Places' and 'Environment' in the Community Strategic Plan and support the following goals from Wingecarribee 2041

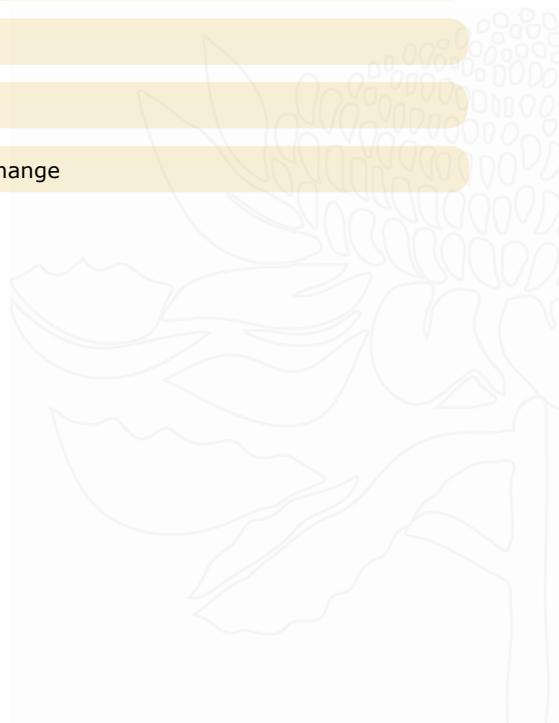
Goal 1.1 Ethical & trusted levels government that work together in the best interest of the Shire

Goal 2.1 A happy, healthy, active and resilient community

Goal 3.1 A physically and digitally connected Shire

Goal 3.3 Liveable and sustainable communities

Goal 4.4 A resilient Shire that takes action on climate change



## Depot Operations

### Quarterly Highlights

During the reporting period, Council has ensured the continuity of water and wastewater services for the community. Council officers carried out preventive maintenance on headworks assets, adhering to the schedule. This proactive approach has been crucial in maintaining the smooth operation of the water and wastewater networks, allowing the provision of clean water and efficient wastewater treatment to the residents.

The commitment extends to both preventative and reactive maintenance, ensuring the continuous delivery of operational water and wastewater services. By maintaining and repairing key infrastructure, the risk of disruptions is minimised, aiming for uninterrupted service for the community.

Water and wastewater asset renewal programs are proceeding on time and within budget. These programs are essential for maintaining and improving the infrastructure that delivers these vital services to the community, ensuring their reliability and sustainability.

Action Code	Priority Action	Traffic Lights	Comments
13.1 PA1	Undertake electrical control cabinet renewals	●	Project was completed during December 2023 quarter.
13.1 PA2	Carry out Water SCADA (monitoring and controlling) system upgrade	●	SCADA Pac renewal for Soma Avenue and Robertson reservoir has been completed.
13.1 PA3	Carry out Sewer SCADA (monitoring and controlling) Renewals	●	Council is going ahead with Odasa reporting software. The reporting window design is under progress.
13.1 PA4	Replace pneumatic controls for filter valves at Wingecarribee Water Treatment Plant	●	New panels have been installed and all the filters have been moved to new the new panels. Six (6) pneumatic valves controller have been installed cement parts.
13.1 PA5	Deliver the Water mains renewals program 2023-24	●	1. Gladstone Road, Bowral renewal completed 740m of retic main laid and the asbestos cement main has been exhumed. 2. Station Street, Bowral renewal completed replacing the last of the asbestos cement pipework on this street (which had burst 8 times in the previous 12 months). 3. Blakes hill rezoning is on hold
13.1 PA6	Deliver the Sewer main renewals program 2023-24	●	1. Lovelle Street, Moss Vale sewer main renewal in the back yards of 8 private properties has been completed. 2. Emergency sewer main renewal in Bong Bong Street, Bowral has been completed to reline a collapsed sewer main running under a carpark and building.
13.1 PA7	Deliver the Water meter renewals program 2023-24	●	The water meter renewals program has been completed.

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Action Code	Priority Action	Traffic Lights	Comments
13.1 PA8	Deliver the Manhole renewals program 2023/24	●	Project has been completed.



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## Sewage Treatment

### Quarterly Highlights

Council has had no major non-compliances, meeting the NSW EPA licence requirements.

Construction continuous on the Bowral Sewer Treatment Plant upgrade. The operational teams have worked with the contractor to safely and effectively coordinate cutovers and shutdowns required during construction whilst achieving full treatment of all the incoming sewage.

### Priority Actions 2023/24

This year the service area will be focusing on the delivery of its core businesses to ensure service effectiveness and efficiency.



## Water Network Operations

### Quarterly Highlights

Council has been maintaining the water network to ensure the delivery of safe drinking water to all customers. Additionally, Council officers have undertaken extensive water quality sampling at various points throughout the network. These regular checks, in line with Australian Drinking Water Guidelines and New South Wales (NSW) Health requirements, are essential to meet compliance standards. Council also ensures independence by submitting samples for lab analysis, with results reported directly to NSW Health.

Council continues to respond to requests for connection and metering works, allowing new customers to access the water network seamlessly. The commitment to service extends to providing specialist advice and operational assistance to stakeholders, both within the organisation and externally. Council takes pride in being a valuable resource for the community, ensuring that the water network runs smoothly and safely.

Action Code	Priority Action	Traffic Lights	Comments
13.3 PA1	Install a Pressure Reducing Valve (PRV) to protect Mittagong water mains network	●	Completed.
13.3 PA2	Undertake specialised water mains cleaning around Bowral Hospitals to protect water quality	●	Completed.



## Wastewater Network Operations

### Quarterly Highlights

During the reporting period, Council has ensured the continuity of wastewater services for the community. Council carried out preventive maintenance on network and headworks assets. This proactive approach has been crucial in maintaining the efficient operation of the wastewater networks and treatment process prior to the release of treated water.

The commitment extends to both preventative and reactive maintenance, ensuring the continuous delivery of operational wastewater services. By maintaining and repairing key infrastructure to reduce environmental risk from overflows, and rectifying causes of network infiltration/inflow during wet weather events. Risk of disruptions are minimised, aiming for uninterrupted service for the community.

Wastewater asset renewal programs are proceeding on time and within budget. These programs are essential for maintaining and improving the infrastructure that delivers these vital services to the community, ensuring their reliability and sustainability.

Action Code	Priority Action	Traffic Lights	Comments
13.4 PA1	Develop the proactive maintenance team in line with position description accountabilities and performance measures.	●	Sewer main cleaning and CCTV activities as part of the proactive maintenance program are being undertaken.
13.4 PA2	Identify network sections requiring renewal	●	The identification of Assets for renewal has been occurring and is programmed by age of asset, structural defects, capacity increase for network operation from network modelling.
13.4 PA3	Action Customer Requests and undertake preventative maintenance	●	The amount of Customer requests has increased while preventative cleaning has decreased. These requests have been actioned and preventative maintenance has been undertaken.

## Potable Water Treatment

### Quarterly Highlights

During the June quarter, Council effectively maintained water treatment processes to ensure the production of drinking water that meets Australian and NSW guidelines. 100% compliance was achieved, as confirmed through rigorous testing conducted by NSW Health.

Council completed the final Dam Safety Management System Report. This comprehensive report was distributed to stakeholders for their comments and review, ensuring that all activities comply with the latest dam safety regulations and standards.

Council adhered to legislative requirements by stockpiling sludge onsite. Future plans are in place for the responsible disposal of this sludge offsite, demonstrating Council's ongoing commitment to environmental management and regulatory compliance.

### Priority Actions 2023/24

This year the service area will be focusing on the delivery of its core businesses to ensure service effectiveness and efficiency.







## **Economy**



## **Netflix's Bridgerton in Bowral**

## **Strategic Outcomes**

The Strategic Outcomes team supports the community, environment, and local economy through the development of key policies and plans that consider the needs of the Shire now and into the future.

The team is responsible for some of the leading strategic documents prepared by the Council including the Local Strategic Planning Statement, Local Housing Strategy and the Local Environmental Plan.

They are key drivers of place-based planning, working to transition the Shire to a planning approach which is focused on addressing the needs of individual areas and communities.

The team is also responsible for Economic Development activities including attracting investment into the Shire and supporting local business and industry.

There are 3 Principal Activity areas supporting Strategic Outcomes

1. Economic Development
2. Strategy and Place
3. Strategic Policy

We are a key contributor to the themes of 'Places' and 'Economy' in the Community Strategic Plan and support the following Goals from Wingecarribee 2041

Goal 1.1 Ethical & trusted levels government that work together in the best interest of the Shire

Goal 2.1 A happy, healthy, active and resilient community

Goal 2.3 A creative, diverse and vibrant community

Goal 3.1 A physically and digitally connected Shire

Goal 3.2 Unique towns, villages and rural landscapes

Goal 3.3 Liveable and sustainable communities

Goal 3.4 Housing that meets the needs of current and future generations

Goal 4.4 A resilient Shire that takes action on climate change

Goal 5.1 People want to visit, work and invest in the Shire

Goal 5.2 Sustainable business & industry work in harmony with local community & environment

Goal 5.3 A thriving and diverse agricultural industry

Goal 5.4 A supported and connected local business community

## Economic Development

### Quarterly Highlights

Councils' commitment to economic development in the district remains firm. Progress on the Southern Highlands Innovation Park Master Plan and Governance Strategy is gaining momentum, with the draft nearing completion after extensive community consultations, shaping our region's future trajectory.

Our dedication to supporting local businesses persists through proactive engagements and the appointment of an Economic Development Specialist. Their focus on implementing an Economic Development Integrated action plan signals a strategic shift towards tangible outcomes that will benefit our community, fostering a thriving business environment.

Collaboration with educational institutions remains pivotal in our strategy for sustainable growth and workforce development. We hosted a successful careers event in May 2024, empowering our youth to explore diverse career paths and contribute meaningfully to our local economy. Through initiatives like cadet positions, we continue to nurture talent, laying the foundation for a vibrant and prosperous community in the Southern Highlands.

Action Code	Priority Action	Traffic Lights	Comments
14.1 PA1	Prepare and implement a Master Plan and Servicing Strategy framework for development of the Southern Highlands Innovation Park	●	Council is working closely with a consultant team to deliver the SHIP Master Plan. This project is behind schedule due to delays in receiving funding from the NSW Government. Council anticipates that the Master Plan will be delivered in the first quarter of the 2024/25 financial year.
14.1 PA2	Establish a Governance Framework for the Southern Highlands Innovation Park	●	Council is working closely with consultants to deliver a Governance Strategy for the Southern Highlands Innovation Park. The SHIP project is behind schedule due to delays in receiving grant funding. Council anticipates that the Governance Framework will be established in the first half of the 2024/25 financial year.
14.1 PA3	Prepare an Implementation Plan for the Destination Strategy in consultation with industry	●	Council has commenced preparation of an implementation plan and it is anticipated that consultation with key industry partners on priority actions will commence in July 2024.
14.1 PA4	Prepare the Economic Development Strategy - Integrated Action Plan	●	Preparation has now commenced for the Economic Development Strategy Integrated Action Plan.
14.1 PA5	Implement the Small Business Commissioners report for Wingecarribee Shire	●	Council is implementing the recommendations of the Small Business Commissioners Report including the establishment of the Economy Community Reference Panel which met on quarterly since April 2023, participation in leadership training for staff, preparing master plans and strategies to improve planning controls to facilitate business and investment within the Shire, and has commenced the preparation of an Implementation Plan for the Economic Development Strategy.

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Action Code	Priority Action	Traffic Lights	Comments
14.1 PA6	Facilitate industry forums to promote industry and support local business	●	An event in partnership with the Urban Development Institute of Australia (NSW) was facilitated in May 2024 to showcase the Shire to industry with approximately 30 key industry partners in attendance.
14.1 PA7	Facilitate local disability awareness training for local businesses	●	Council is liaising with disability awareness training providers to facilitate training for local businesses. Council anticipates that a training workshop will be hosted in the first quarter of the 2024/25 financial year.



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## Strategy and Place

### Quarterly Highlights

Council is proactively working towards implementing a better place-based planning framework for our towns and villages, which aligns with priority actions identified in the Local Strategic Planning Statement and Local Housing Strategy. To support this transition, Council has commenced the delivery of a Master Plan for the Bowral Town Centre. Following initial community engagement and an eight-week exhibition period, the revised Draft is scheduled to be presented to Council in July 2024 to seek adoption. Master Plans for Moss Vale and Mittagong Town Centres are planned to commence in 2024/2025, subject to securing funding.

The community-led Place Plan for Robertson was publicly exhibited from September to October 2023 and the revised Plan and Post-Exhibition report was later adopted by Council on 27 March 2024. The Village Place Plan Program 2024-2026 was additionally presented to Council 15 May 2024 and will guide the delivery of future Place Plans. The Program identifies that that the Bundanoon Place Plan will commence in July 2024.

A series of landowner and community consultation sessions, as well as community design workshops, have directly informed the emerging Bowral South New Living Area Draft Master Plan and the development of the Servicing Strategy, which is occurring concurrently. Supplementary due-diligence reports have been drafted and they are yet to be finalised. It is anticipated that the Draft Master Plan and Servicing Strategy will be presented to Council in July 2024 to seek endorsement to proceed to public exhibition.





Council reviewed the submissions received during the exhibition of the Draft Medium Density Study, and a report was presented to 22 May 2024 Local Planning Panel for advice. The revised Draft Study and Post-Exhibition Report is subsequently being presented to Council in June 2024 to seek adoption. The implementation of the Medium Density Controls will be undertaken after they are adopted by Council. This project is progressing behind schedule due to competing project priorities.

To inform the development of the Draft Master Plan and Governance Strategy for the Southern Highlands Innovation Park, landowner consultation and broader community and industry engagement was conducted during February and April 2024. It is anticipated that this will be presented to Council in July 2024 to seek endorsement to proceed to public exhibition. The project's initial commencement was delayed due to delays in receiving the funding for this project from Regional NSW.

In mid-2023 Council engaged the Institute for Sensible Transport to undertake the Wingecarribee Integrated Transport Strategy. Community consultation and an online survey informed the development of the Draft Strategy. A report was presented to 22 May 2024 Local Planning Panel for advice and the Draft Strategy is subsequently being presented to Council in June 2024 to seek endorsement to proceed to public exhibition. The project is behind schedule due to procurement delays and multiple project priorities. Implementation will commence once the Strategy is adopted by Council.



**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
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Action Code	Priority Action	Traffic Lights	Comments
14.2 PA1	Finalise the Robertson Village Place Plan		Community and stakeholder feedback was received during the public exhibition period and informed the amendment of the Draft Robertson Place Plan. The revised Draft Place Plan and Post-Exhibition Report were presented to the 27 March 2024 Local Planning Panel for advice and subsequently to the Ordinary Meeting of Council 17 April 2024. Council moved that the Draft Place Plan be adopted and the Post-Exhibition Report, which detailed the outcomes of the public exhibition period, be endorsed.
14.2 PA2	Complete the Bowral Town Centre Master Plan		The Draft Bowral Town Centre Master Plan was placed on public exhibition for a period of eight weeks. During this time community and stakeholder feedback was received via a number of face-to-face and online engagement opportunities and written submissions, which directly informed the amendment of the Draft. The revised Draft Master Plan and Engagement Outcomes Report was presented to the Local Planning Panel for advice in June 2024 and subsequently presented to Council to seek adoption.
14.2 PA3	Implement the Medium Density Residential controls		Council reviewed the submissions received during the exhibition of the Draft Medium Density Study, and a report was presented to 22 May 2024 Local Planning Panel for advice. The revised Draft Study and Post-Exhibition Report was presented to Council on 19 June 2024 to seek adoption. The implementation of the Medium Density Controls will be undertaken after they are adopted by Council. This project is progressing behind schedule due to competing project priorities.
14.2 PA4	Prepare a Master Plan and Servicing Strategy for the Bowral South New Living Area		Further community engagement has been conducted to inform the emerging Draft Master Plan and the development of the Servicing Strategy is occurring concurrently. Supplementary due-diligence reports have been drafted and are yet to be finalised. It is anticipated that the Draft Master Plan and Servicing Strategy will be presented to Council in July 2024 to seek endorsement to proceed to public exhibition.
14.2 PA5	Prepare a detailed Master Plan for the Southern Highlands Innovation Park		In addition to landowner consultation, broader community engagement was conducted on 10 April 2024 through an interactive engagement session. This valuable feedback has directly informed the emerging vision and Draft Master Plan for the Southern Highlands Innovation Park. It is anticipated that the Draft Master Plan and Governance Strategy will be presented to Council in July 2024 to seek endorsement to proceed to public exhibition.
14.2 PA6	Develop the Integrated Transport Strategy		Community consultation and an online survey was previously conducted and has directly informed the development of the Draft Wingecarribee Integrated Transport Strategy. A report was presented to 22 May 2024 Local Planning Panel for advice and the Draft Strategy is subsequently being presented to Council in June 2024 to seek endorsement to proceed to public exhibition.



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**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
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Action Code	Priority Action	Traffic Lights	Comments
14.2 PA7	Review Council's Developer Contributions Plans	●	A review of Council's Development Contributions Plans will occur following the finalisation of the Wingecarribee Integrated Transport Strategy (WITS) and once detailed Infrastructure Schedules are developed for the WITS and the adopted Community and Recreation Facilities Strategy. The WITS is currently on public exhibition until 17 June 2024. The review of Council's Contributions Plans requires substantial funding allocation or commensurate resourcing.
14.2 PA8	Implement the Community and Recreational Facilities Strategy	●	The Community and Recreation Facilities Strategy will be implemented through a review of the Development Contributions Framework. This will occur after detailed Infrastructure Schedules have been prepared to inform the relevant Contributions Plan. The implementation of the Community and Recreation Facilities Strategy will be an ongoing process involving all relevant sections of Council.



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## Strategic Policy

### Quarterly Highlights




Council continues to actively work on implementing and monitoring the Wingecarribee Local Strategic Planning Statement (LSPS). This is to ensure that it aligns with the community's vision for the Shire's environmental, agricultural, economic, housing, infrastructure, and character qualities. Several significant projects have progressed, including community consultation for the Draft Robertson Place Plan and the Draft Medium Density Residential Development Controls. Community consultation for the Bowral Town Centre Master Plan, the Low-Density Residential Development Controls and the Draft Integrated Transport Strategy will all occur in early 2024. Work is also progressing on the Draft Community Heritage Study and the Draft Master Plan and Servicing Strategy for the Southern Highlands Innovation Park.

In parallel with these projects, Council has also been implementing the Wingecarribee Local Housing Strategy, to deliver housing supply and diversity in conjunction with essential infrastructure. A Masterplan and Servicing Strategy for the Bowral South New Living Area, as identified in the Housing Strategy, is scheduled for completion in early 2024.

Council continues to actively progress Planning Proposals to facilitate implementation of adopted strategies within statutory frameworks, ensuring adherence to Departmental Guidelines and Ministerial Directions. Planning Proposals are evaluated in terms of demonstrated strategic and site-specific merit with recommendations being prepared for consideration by the Local Planning Panel and Council.



Council is finalising the review and exhibition of the Community Heritage Study which identifies potential new items of heritage and heritage conservation areas as well as extensions to existing conservation areas.

Council consistently provides relevant and timely input into State and Regional policies, strategies and plans, specifically the South East & Tablelands Regional Plan, draft amendments to State Environmental Planning Policies, and regional development policies related to community interests.

Action Code	Priority Action	Traffic Lights	Comments
14.3 PA1	Complete outstanding Planning Proposals and undertake new ones in a timely manner		Planning Proposals are progressing in accordance with adopted strategic priorities and in line with Departmental guidelines to facilitate implementation of the adopted Local Housing Strategy and Local Strategic Planning Statement.
14.3 PA2	Complete the Heritage Study		Community consultation regarding the draft Community Heritage Study has been finalised and a report to Council has been prepared.
14.3 PA3	Undertake a Planning Proposal to update Schedule 5 of Wingecarribee Local Environmental Plan (WLEP 2010) and associated maps.		A Planning Proposal to amend Schedule 5 of Wingecarribee Local Environmental Plan 2010 can be initiated once the draft Community Heritage Study consultation is completed and its recommendations adopted by Council.



**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
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Action Code	Priority Action	Traffic Lights	Comments
14.3 PA4	Seek funding to undertake Employment Lands Review		Council continues to explore funding options and will apply for grant funding as the opportunity arises.  Alternatively, this work may be initiated utilising internal staff resources, subject to allocating commensurate staff resourcing.
14.3 PA5	Develop preparatory studies for revised LEP and DCP's		Review of the low and medium density residential development controls will provide a robust framework for review of the Development Control Plans and will inform future amendments to the Wingecarribee Local Environmental Plan.



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## **Business and Property**

Business and Property Services is responsible for the management of Council's property portfolio and local childcare services.

Business and Property are also responsible for the Shire's Animal Shelter and the Southern Region Livestock Exchange.

The service works to promote the Southern Highlands as a great place to visit and invest. We do this through the management of tourism and events and collaborating with the local and regional visitor economy.

Our property portfolio covers assets including community facilities and halls as well as commercial buildings.

Responsible and effective management of these properties helps us to provide better local community facilities and sustains Council's financial position in the long term through timely and considered investments.

Business and Property Services consists of 5 Principal Activity areas:

1. Southern Region Livestock Exchange
2. Property Services
3. Children Services
4. Tourism and Events
5. Animal Shelter

We are a key contributor to the themes of 'People' and 'Economy' in the Community Strategic Plan and support the following Goals from Wingecarribee 2041

Goal 1.1 Ethical & trusted levels government that work together in the best interest of the Shire

Goal 2.1 A happy, healthy, active and resilient community

Goal 2.2 An inclusive community where everyone can participate in community life

Goal 2.3 A creative, diverse and vibrant community

Goal 4.2 A community that lives sustainably for the betterment of the planet.

Goal 5.1 People want to visit, work and invest in the Shire

Goal 5.2 Sustainable business & industry work in harmony with local community & environment

Goal 5.3 A thriving and diverse agricultural industry

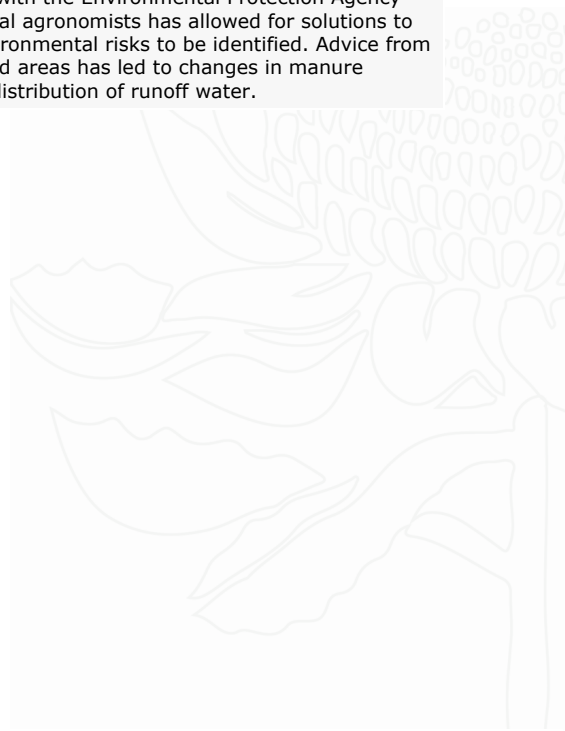
## Southern Region Livestock Exchange

**Quarterly Highlights**

Council's Southern Regional Livestock Exchange continues to operate in strict compliance with all necessary legislation and regulatory standards, ensuring the integrity of livestock sales.

The Southern Regional Livestock Exchange has been instrumental in creating a market for livestock from across the region, and providing refuge options for those impacted by natural events like fire, flood, or bio security incidents.

Action Code	Priority Action	Traffic Lights	Comments
15.1 PA1	Manage Agent contracts to ensure they provide effective livestock sales for the community	●	The Southern Regional Livestock Exchange (SRLX) agents' contracts have been reviewed with new contracts to be issued and will be effective from 1 July 2024.
15.1 PA2	Update the Asset Management Plan (AMS)	●	The SRLX Asset Management Plan update has commenced and will continue to be worked on into 2024/25.
15.1 PA3	Confirm management structure and develop strategies to optimise operations at the sale yards	●	Completed during the September 2023 Quarter
15.1 PA4	Actively manage and monitor the site to mitigate environmental risks.	●	Consultation with the Environmental Protection Agency (EPA) and local agronomists has allowed for solutions to potential environmental risks to be identified. Advice from both consulted areas has led to changes in manure storage and distribution of runoff water.



## Property

### Quarterly Highlights

Commitment to effective property management remains, ensuring that the property portfolio is managed in line with legislative and reporting requirements.

Managing Crown Land in accordance with the Crown Land Management Act, 2016 remains a priority, with Native Title assessments carried out as required.

The leasing and licensing of Council properties are managed in a timely manner and in accordance with legislative requirements.

Coordination and administering land dealings, including easements, subdivisions and consolidations are performed efficiently, providing timely reporting to Council as required.

Road closure applications are processed efficiently and in line with legislative requirements.

Land acquisitions and disposals are managed on time, with a dedication to delivering reports as required. Statutory time frames for acquisition are strictly adhered to ensuring efficient and responsibility property management.

Action Code	Priority Action	Traffic Lights	Comments
15.2 PA1	Implement the Property Investment Policy and Property Investment Strategy to create a Property Investment Portfolio	●	A report was presented to Council in October 2023 for the sale of surplus operational lands. At that meeting Council resolved that no further action be taken into the Sale of Surplus Operational Land (MN 2023/525).  Workshops held in March 2024 to discuss Property Strategy and Revenue opportunities.
15.2 PA2	Develop a Community Leasing Policy	●	Workshop held in March 2024 for Property Strategy and Revenue opportunities to finalise overarching Property Policy and Property Management Policy which will include Leasing of Council land.  Leasing and Licensing Policy drafted and presented to the elected Council.
15.2 PA3	Achieve timely reporting to Council of all property matters in accordance with legislation	●	Property matters continue to be reported to Council in a timely manner. Reports for the quarter included Land Acquisition - 132 Burradoo Rd, Burradoo, acquisition of 3 Soma Ave, Bowral, Sub-Lease Bradman Foundation, Proposed Road Closures - Mittagong, Lease to Amplitel at Hill Top, Lease to Bundanoon Club, Lease to TAHE land at Colo Vale, Lease to Telstra at Mt Gibraltar, Lease to ILALC, Termination of Lease - SH Bridge Club and Easements over Council property at Bowral and Moss Vale STPs.

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Action Code	Priority Action	Traffic Lights	Comments
15.2 PA4	Ensure effective management of Crown Land in accordance with the Crown Land Management Act 2016 including the management of Native Title	●	Crown Land continues to be managed in accordance with the requirements of the Crown Land Management Act, 2016 including Native Title assessment as required.
15.2 PA5	Identify a suitable parcel of land for the Bullio RFS Facility	●	Land identified and reported to Council in December 2023. Steps now being taken to arrange required transfer of land, closure of road and boundary adjustment.
15.2 PA6	Identify a suitable parcel of land for the Bullio RFS Water Storage Tank	●	Suitable land has been identified as the location of a water storage tank at Bullio. A fee proposal to design the tank has been received. The pad for the tank has been cut and Geotech investigation undertaken. The next step is for the structural design of the tank.



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## Children Services

### Quarterly Highlights

The service provides affordable outside of school hours and vacation care to families and ensuring market demand is met by providing additional access options.

For the holistic development of young children aged 5 to 12 years, recreational-based activities are offered. This includes before and after school care, as well as a comprehensive school holiday program, enriching their growth and well-being. Our focus is on ensuring that the children in our care have access to diverse and stimulating activities that promote their development in a safe and nurturing environment.

Action Code	Priority Action	Traffic Lights	Comments
15.3 PA1	Implement the recommendations from the Children's Services Review	●	Completed during the September 2023 quarter.
15.3 PA2	Complete assessment and rating for Department of Education	●	Completed during the September 2023 quarter
15.3 PA3	Coordinate Children's Week activities	●	Children's Week activities were delivered in the December Quarter in line with Children's Week from 21 - 29 October 2023.
15.3 PA4	Monitor and support the needs of local families in line with Early Childhood Education Departmental Guidelines	●	Council responds to the needs of local families with regards to before and after school care, as well as to provide vacation care. This service is not only valuable for the children in care, but also ensures parents can engage in the economy. Monitoring the demand for the services broadly, and the guidelines related to early childhood education specifically is an important part of that.
15.3 PA5	Provide out of school hours and family day care service	●	Wingecarribee Out of School Hours Care service is being provided at Mittagong Public School. The Service operates 6:30 am to 8:30 am (before school) and 3 pm to 6 pm (after school). The service also offers vacation care to local families during the school holidays.

## Tourism and Events

### Quarterly Highlights

Destination Southern Highlands attracted new events to the region including Netflix's Bridgerton in Bowral. This activation yielded provided exposure to the Southern Highland via an international marketing campaign with an estimated reach of 525 million people worldwide. The economic impact of this one-week activation in April generated over \$2.4 million in economic benefits, excluding accommodation revenue. A full weekend broadcast by Channel 7's Sunrise from Bowral and Robertson showcased the region, further enhancing its profile.

During the quarter, Council provided marketing assistance through various communication channels to promote events such as the Robertson Show, Moss Vale Show, Robertson Potato Festival, A Day on the Green, and Bundanoon Highland Gathering. As part of the Grand Pacific Drive promotion, a Trip Advisor marketing campaign was executed. Additionally, a campaign supporting the Savour the Unexpected festival was launched, emphasising local events in June. Continuous engagement with consumers and local tourism industry stakeholders was maintained through e-newsletters and social media.

Planning is well underway for Tulip Time 2024, which will feature a new food and wine activation within Corbett Gardens over the October long weekend. Applications for the Arts Trail 2024 are now open, inviting artists to participate in the November event.

Production began on an updated Destination Southern Highlands Escape Tourism Brochure, scheduled delivery in the first half of the 2024/25 financial year. The Visit Southern Highlands website project has commenced, aiming to refresh its appearance and enhance its functionality, including integration with the Australian Tourism Database Warehouse.

Action Code	Priority Action	Traffic Lights	Comments
15.4 PA1	Develop and commence implementation of the business model for the Visitor Information Centre	●	Visitor Information Centre business model was presented to the December 2023 Council meeting.
15.4 PA2	Investigate Website upgrade for visitsouthernhighlands.com.au	●	Investigations have been completed for suitable website designs and a Request for Quotation (RFQ) has been distributed seeking submissions from website providers to update website and provide the required Australian Tourism Database Warehouse integration.
15.4 PA3	Develop a new Tourism Brochure	●	The new brochures have been developed and are currently in production to be delivered in July 2024. The new Tourism Brochure will showcase existing and new tourism businesses in the region that have opened since 2021.
15.4 PA4	Deliver Australia Day, Tulip Time Festival and Arts Trail events and activities	●	These events were delivered successfully in the 2023/24 financial year. Planning for Tulip Time 2024, Arts Trail 2024 and Australia Day 2025 has commenced.

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**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
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Action Code	Priority Action	Traffic Lights	Comments
15.4 PA5	Develop the Event Support Fund to attract and retain regional events	●	The Grants Sponsorship and Development Policy is currently in review to incorporate Event Support Fund.



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## Animal Shelter

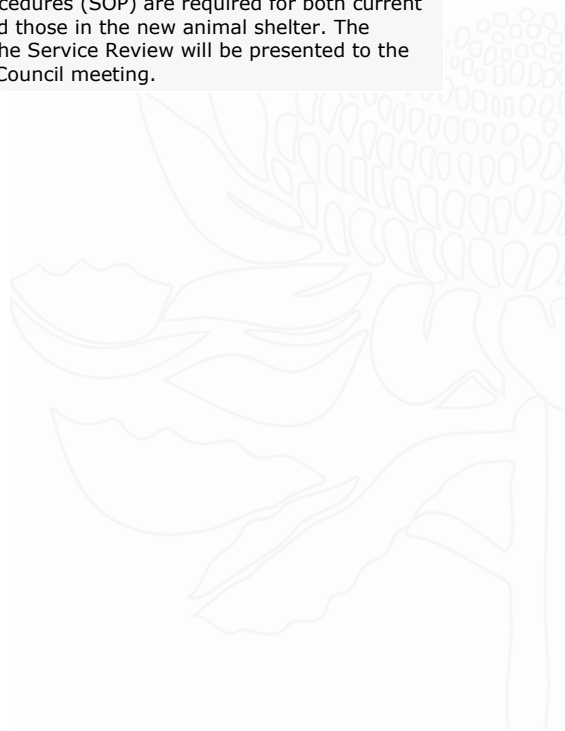
### Quarterly Highlights

Council conducts essential activities under the Companion Animals Act, providing shelter, registration, and re-homing services for companion animals. Facilitating the return of animals to their rightful owners and ensuring their registrations are current is a central aspect of the team focus.

The commitment to re-homing companion animals remains strong with a significant number of animals effectively placed into caring households through the reporting period, ensuring the well-being and prosperity of the animals.

The service cannot be provided without the valuable assistance of the shelter volunteers. Volunteering creates opportunities to leverage the wide range of skills and interests of the community, ensuring a fulfilling experience for a wide range of community members. The primary objective is to safeguard and care for four-legged friends while promoting a sense of community engagement.

Action Code	Priority Action	Traffic Lights	Comments
15.5 PA1	Deliver the Animal Shelter and State Emergency Services (SES) Building	●	Construction of the project is progressing well. Piling completed, Steel structure and light weight frames are installed. The original timeframes of June 2024 have been updated to December 2024 and advised to Council through the quarterly budget review process.
15.5 PA2	Create Standard Operating Procedures (SOP) to prepare for the operations of the new animal shelter	●	The Animal Shelter Service Review commenced in June which will provide information on what Standard Operating Procedures (SOP) are required for both current operations and those in the new animal shelter. The outcomes of the Service Review will be presented to the August 2024 Council meeting.





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**Quarterly Progress Report | June 2024**

Version v1 20240711

**Availability**

Progress Reports are available on Council's website.

<https://www.wsc.nsw.gov.au/Council/Policies-Strategies-and-Reports/Council-Reports/Progress-Reports>

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**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 17 JULY 2024**

**Wingecarribee Shire Council  
Quarterly Grants Review**

01 April 2024 to 30 June 2024

<b>Successful Grant Applications</b> 01 April 2024 to 30 June 2024					
Grant Project Name	Project Description	Grant Program / Name	Funding Body	Announcement Date	Amount (\$)
Bus Shelters - Station St & Moss Vale Rd	Installation of new bus shelters at designated sites.	Country Passenger Infrastructure Transport Scheme	Transport for New South Wales	08/04/2024	40,000
Burradoo Cycleway Extension	Extension of Burradoo cycleway by an additional 60 metres to facilitate better access to Burradoo Railway Station.	Local Small Commitments Allocations Program	Premiers Department	11/04/2024	49,483
Kaleidoscope Street Festival	Closure of Main Street, Mittagong for a 2 day street festival aimed at celebrating the ancestry of the highlands.	Open Streets Program	Transport for New South Wales	05/04/2024	150,000
Disaster Adaptation Plan Development	Development of a Disaster Adaptation Plan in line with the State Disaster Mitigation Plan.	Protecting our Communities (Disaster Resilience)	National Emergency Management Agency	01/05/2024	166,666
Winter & Spring Holiday Break Program	Social or recreational activities, events, services or programs for young people aged 12-24 years during the relevant NSW school holiday period.	Youth Holiday Break Program	Office for Regional Youth	26/04/2024	14,000
Community Education Workshops - Circular Economy	A series of educational workshops designed to change perceptions about waste and communicate its potential as a valuable resource.	Local Government Waste Solutions Fund Round 2	NSW EPA	29/05/2024	150,000
Fostering Inclusivity and Collaboration in Sports	This project will support local clubs and associations to address barriers to involvement in sport.	Play Well Participation Grant	Australian Sports Commission	17/06/2024	40,000
Moss Vale Road Bypass Enabling Works	\$10.8m to provide enabling infrastructure for the proposed Moss Vale Bypass	Transport for New South Wales	Transport for New South Wales	30/04/2023	10,800,000
South East Weeds Action Program 2023-24	Funding to help projects aimed at reducing the impact and risk of weeds in NSW	Weeds Action Program – Regional Sub-program 2023-2024 for Local Control Authorities weeds	NSW Department of Primary Industries	15/06/2024	98,587
NAIDOC 2024	NAIDOC week activities that embrace the theme 'Keep the Fire Burning! Blak, Loud & Proud'.	2024 NAIDOC Grant Program	Aboriginal Affairs NSW	11/06/2024	3,000
<b>Total Successful Grant Applications</b>					<b>11,511,736</b>
<b>Unsuccessful Grant Applications</b> 01 April 2024 to 30 June 2024					
Grant Project Name	Project Description	Grant Program / Name	Funding Body	Announcement Date	Amount (\$)
Mittagong Playhouse	Refurbishment of the Mittagong Playhouse.	Growing Regions Program Application - Round 1	Department of Infrastructure	16/05/2024	4,325,558
Innes Road Footpath	Design and construction of shared path to complete link to Berrima Train Station	Get NSW Active Program	Transport for New South Wales	25/06/2024	472,500
Fostering Active Ageing in Village Communities	Design and delivery of a variety of free recreational and wellbeing activities in our villages.	Active Australia Innovation Challenge	Heart Foundation	22/04/2024	34,520
<b>Total Unsuccessful Grant Applications</b>					<b>4,832,578</b>
<b>Grant Applications Pending Outcome</b> as at 30 June 2024					
Grant Project Name	Project Description	Grant Program / Name	Funding Body	Application Date	Amount (\$)
Upgrade Robertson School of Arts	Converting current storage room into a meeting room and enclosing the western veranda for storage of hall furniture. Works are minor and reversible.	Crown Reserves Improvement Fund - General	Department of Planning and Environment	17/11/2023	113,649
Mobile Library Service Revitalisation	Fit-out of a new mobile library service replacing the current van with a contemporary, accessible, and welcoming space that will benefit the Wingecarribee community.	NSW State Library 2023/24 Public Library Infrastructure	NSW State Library	31/10/2023	207,104
Mittagong Creek Revitalisation	Bank stabilisation works of a portion of Mittagong Creek to improve water quality and habitats for aquatic life.	Habitat Actions Grant	Department of Primary Industries	29/09/2023	40,000

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<b>Demolition of Robertson Community Centre</b>	Decommission of dilapidated Robertson Community Hall and making good of adjoining preschool's roof and subfloor.	Crown Reserves Improvement Fund - General	Department of Planning and Environment	17/11/2023	333,044
<b>Veterbrate Pest Management - Mt Alexandra</b>	Undertake control efforts in the Mt Alexandra Reserve to reduce vertebrate pest populations	Crown Reserves Improvement Fund - Pest Control	Department of Planning and Environment	17/11/2023	30,000
<b>Encouraging Native Landscapes</b>	Community education program designed to encourage residential and rural property owners to adopt native gardens to increase population of pollinators.	Environmental Education Tier 1	Department of Planning & Environment	05/02/2024	60,000
<b>Innes Road Footpath</b>	Design and construction of shared path to complete link to Berrima Train Station	Get NSW Active Program	Transport for New South Wales	12/12/2023	472,500
<b>Main Street Footpath</b>	Design and construction of footpath connecting Hoddle Street to May Street.	Get NSW Active Program	Transport for New South Wales	12/12/2023	406,250
<b>Park Road Footpath</b>	Design and construction of footpath linking East Bowral to Bowral High School, Loseby Park, Bowral Hospital and Bowral CBD.	Get NSW Active Program	Transport for New South Wales	12/12/2023	1,070,000
<b>Wilson Drive Footpath</b>	Design and construction of footpath and Pedestrian Refuge at Hill Top.	Get NSW Active Program	Transport for New South Wales	12/12/2023	445,375
<b>Nowra Road - Moss Vale</b>	Treatment of Block Spot site to improve road safety	Black Spot Program	Department of Infrastructure	14/11/2023	1,220,500
<b>Old Hume Highway - Alpine</b>	Treatment of Block Spot site to improve road safety	Black Spot Program	Department of Infrastructure	14/11/2023	740,000
<b>Exeter Road, Exeter</b>	Treatment of Block Spot site to improve road safety	Black Spot Program	Department of Infrastructure	14/11/2023	420,000
<b>Community Threads Program</b>	Design and delivery of a series of "Meet your Neighbour" events, supplemented by resident kits to improve social cohesion.	NSW Social Cohesion Grants for Local Government	Department of Customer Service	29/02/2024	149,200
<b>Sutton Forest Bridge</b>	Upgrade/Replacement of Sutton Forest Bridge Old Hume Highway	Bridge Renewal Program	Department of Infrastructure	20/12/2023	2,354,494
<b>Goodman's Ford Flood Sensor &amp; Gates</b>	Installation of an intelligent flood monitoring sensor connected to road closure gates/signs to automatically close roads when river crossing is flooded.	Disaster Ready Fund Round 2	National Emergency Management Agency	20/03/2024	79,595
<b>Planning Capacity Improvements</b>	Housing Support Program - Stream 1	Housing Support Program - Stream 1	Department of Infrastructure	29/04/2024	710,750
<b>AI-Enhanced Development Applications</b>	Implementation of the DAISY solution to enhance decision making and operate efficiency within WSC development assessment team.	AI Solutions Panel Early Adopter Grant Program	Department of Planning, Land Use, Housing & Strategy	21/05/2024	200,000
<b>Moss Vale Pool Electrification</b>	Replacement of gas heat pumps with electric heat pump at Moss Vale Swimming centre	Community Energy Upgrades Fund - Round 1	Department of Climate Change, Energy, the Environment & Water	29/04/2024	500,000
<b>Southern Highlands Business Corridor</b>	Masterplanning and Branding to establish the Southern Highlands Business Corridor	Regional Precincts & Partnerships Program	Infrastructure NSW	20/06/2024	1,500,000
<b>Road Safety Upgrade - Argyle Street</b>	Footpath, fencing and kerb ramp construction	Road Safety Program	Transport for New South Wales	13/05/2023	1,188,382
<b>Road Safety Upgrade - Innes Road</b>	Footpath and pedestrian refuge construction	Road Safety Program	Transport for New South Wales	13/05/2023	763,400
<b>Road Safety Upgrade - Bowral Road</b>	Footpath and pedestrian fencing construction	Road Safety Program	Transport for New South Wales	13/05/2023	1,540,000
<b>Road Safety Upgrade - Park Road</b>	Foot path and kerb ramps	Road Safety Program	Transport for New South Wales	13/05/2023	2,031,000
<b>Total Grant Applications Pending Outcome</b>					<b>16,575,243</b>
<p><b>Note 1:</b> The "Announcement Date" is the date upon which the grant outcome is able to be disclosed publicly. This date may not align with the date Council was notified of a successful application.</p> <p><b>Note 2:</b> Applications referred to in this report do not encompass "expressions of interest" for grant opportunities.</p> <p><b>Note 3:</b> The list provided in this report excludes recurring, non-competitive grants.</p>					

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## **9.4 Sportsground, Park and General Community Use - Plan of Management**

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**Report of:** Shaun Robinson  
Manager Assets

**Authorised by:** Karin Targa  
Director Service and Project Delivery

### **PURPOSE**

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The purpose of this report is to seek authorisation from Council to forward the *Draft Plan of Management for Community Land and Crown Reserves (Sportsground, Park and General Community Use)* to the Department of Planning, Housing and Infrastructure – Crown Lands (DPHI – CL) for endorsement prior to giving public notice of the draft Plan and, if there are no substantial changes required by DPHI – CL to the draft Plan, to proceed directly to public exhibition without a further report to Council.

### **OFFICER'S RECOMMENDATION**

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#### **THAT Council:**

- 1. Authorise the General Manager to submit the *Draft Plan of Management for Community Land and Crown Reserves (Sportsground, Park and General Community Use)* to the Department of Planning, Housing and Infrastructure – Crown Lands for endorsement prior to giving public notice of this draft Plan.**
- 2. Proceed to public exhibition of the *Draft Plan of Management for Community Land and Crown Reserves (Sportsground, Park and General Community Use)* following endorsement by the Department of Planning, Housing and Infrastructure – Crown Lands unless there are any substantial changes to the draft Plan required by the Department that would require further consideration by Council.**

### **REPORT**

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#### **BACKGROUND**

Plans of management provide the framework for guidance for the future management of public reserves under council management, setting out how the reserves will be managed and how their values are proposed to be protected.

Under the *Local Government Act 1993* (LG Act), Council is required to prepare plans of management for Council owned community land. The LG Act includes provisions for the preparation of plans of management.

Under the *Crown Land Management Act 2016* (CLM Act), Council is required to prepare plans of management for those Crown reserves for which it has been appointed Crown land Manager (CLM) so that these reserves are managed as if they are community land under the LG Act. This allows Council to manage under one portfolio both its community land and those crown reserves it manages as CLM.

As the first step in preparing the plans of management for these Crown reserves, Council at its meeting of 27 February 2019 resolved to give written notice to the Minister of Lands and Forestry of the assigned categories for the Crown reserves managed as Council CLM.

## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024**

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### **REPORT**

Since 2021, Council has been progressively preparing plans of management for all its community land and all the Crown reserves with Council CLM. Site specific plans of management have been adopted for Penrose Village Park, Renwick Community Centre, Southern Highlands Botanic Gardens and Mount Gibraltar Heritage Reserve.

A generic *Draft Plan of Management for Community Land and Crown Reserves (Natural Areas – Bushland and Watercourse)* has been prepared to address the management of those reserves that are predominantly natural area and managed by Council. This draft Plan has recently been on public exhibition.

The focus of the *Draft Plan of Management for Community Land and Crown Reserves (Sportsground, Park and General Community Use)* is on those parks and reserves used for public recreation (sportsgrounds and parks) and other community purposes (general community use). The draft Plan covers most of the community parks, linear parks, premier parks, sports parks, special purpose sites and some leased sites listed in Council's *Parks Strategy 2016*, and most of the play spaces included in Council's *Playspace Strategy 2020*. It covers those community and recreational facilities on community land and Crown reserves that are managed by Council and included in Council's *Community and Recreational Facilities Strategy 2023*.

The Draft Plan includes various parks and reserves that are predominately categorised as sportsground, park or general community but also include natural areas within the reserve boundaries. Those reserves were not included in the *Draft Plan of Management for Community Land and Crown Reserves (Natural Areas – Bushland and Watercourse)* which focusses on those reserves that are wholly or predominantly categorised as natural area bushland or watercourse.

There are 27 sportsgrounds and more than 60 parks, and 20 general community use reserves covered in this draft Plan. Included in these numbers are 24 Crown reserves with Council CLM - 11 sportsground, 6 parks and 7 general community use reserves. Most of the sportsgrounds included in this draft POM and some of the community facilities have existing Plans of Management that will be superseded by this draft POM on its final adoption.

In April 2023, environmental and planning consultants CGM Planning were engaged to prepare a plan of management for sportsgrounds and general community use. As the plan developed, actions for reserves categorised as park were also included. For each of the community land categories, key management issues have been identified and an action plan developed. Permissible uses and developments have been described and express authorisation for specific activities has been included.

Development of this draft Plan has drawn on the extensive community consultation undertaken in 2022 and 2023 for the preparation of the *Community and Recreational Facilities Strategy (CRFS)* and Study and the earlier 2021 Sports Facility Survey. The CRFS and Plan of Management work together - the CRFS outlines the strategic direction to plan, fund and deliver community and recreational facilities across the Shire and the draft Plan of Management provides the management framework for the community land on which many of these facilities are located. Any masterplans or landscape concept plans for major improvements or redevelopments of community and recreational facilities on community land and crown reserves covered by this Plan of Management must be consistent with the categorisation, permissible uses and developments and express authorisations as set out in the Plan of Management.

The *Draft Plan of Management for Community Land and Crown Reserves (Sportsground, Park and General Community Use)* and its associated Appendices is attached. See **Attachments 1 and 2**.

It is noted that the following minor adjustments will be made to the following sections of Attachment 2 prior to submission to Crown Lands and commencement of Public Exhibition:

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- Section 3.1.2 - Categorisation map of Bowral Country Club Golf Course to be updated with latest mapping template and natural areas sections optimised.
- Section 3.1.9 - Categorisation map of Lake Alexandra to be updated with latest mapping template, categorisations remaining unchanged.
- Section 3.1.11 - Categorisation map of Mittagong Creek Reserves and Bowral Swimming Centre to be updated with latest mapping template. Bowral Swimming Centre is to be categorised as Sportsground and the remaining existing categorisations unchanged.

Native title manager advice is being prepared for the Crown reserves.

Under section 39 of the LG Act, before giving notice of a draft plan of management Council must forward a copy of the draft plan to the person who owns or controls the land if the land is not owned by Council. As there are 24 reserves that are Crown reserves with Council CLM, Council must forward a copy of the draft plan to DPHI – CL prior to giving public notice of the plan to secure confirmation that the draft plan of management satisfies the requirements of section 3.23 of the CLM Act.

The *Draft Plan of Management for Community Land and Crown Reserves (Sportsground, Park and General Community Use)* can now be forwarded to DPHI – CL for endorsement. It is uncertain as to how many weeks DPHI will take to provide that endorsement.

Once DPHI endorsement has been obtained, and in the absence of any substantial changes required by DPHI, the draft plan will then be placed on public exhibition for a period of 6 weeks.

The POM must be developed in accordance with the public exhibition requirements of the Local Government Act. The Local Government Act requires undertaking community engagement activities when preparing a POM, including publicly exhibiting the plan and providing opportunities for the community to comment. This allows the community to be involved and represented in the contents of a plan.

In accordance with s38 of the Local Government Act 1993, Council must:

- give public notice of a draft POM for a period of not less than 28 days.
- the public notice must also specify a period of not less than 42 days after the date on which the draft plan is placed on public exhibition during which submissions may be made to the council.
- the council must, in accordance with its notice, publicly exhibit the draft plan together with any other matter that it considers appropriate or necessary to better enable the draft plan and its implications to be understood. All documents referred to in a POM should be displayed at the same time as the draft POM.

It is proposed that the *Draft Plan of Management for Community Land and Crown Reserves (Sportsground, Park and General Community Use)* be placed on public exhibition as soon as possible after Council receives authorisation from Crown lands to proceed to public exhibition.

A project page will be established on Council's Participate Wingecarribee website. Residents will have the opportunity complete an online form on the Participate Wingecarribee project page, or to make a submission by way of email or letter.

Public notice of the exhibition period will be provided by the following means:

- Notification to all registered members of Participate Wingecarribee. Any updates during the exhibition period will be posted on this page
- Notification to interested community groups and contacts
- Weekly Community Update published on Council's website
- eNewsletter distributed to registered subscribers
- Media release



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A public hearing will be held into the proposed categorisation of those reserves that are Council owned community land, where the categorisation in an existing adopted plan of management is proposed to be altered or where the land is being categorised for the first time. No public hearing is required into the proposed categorisation of the Crown reserves. The public hearing will be scheduled early during the consultation period to allow for the community to consider the public hearing report before making any final submissions.

### **COMMUNICATION AND CONSULTATION**

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#### **Community Engagement**

- Project page on Participate Wingecarribee, to include draft POM and fact sheet
- Public notice
- Public hearing
- Online form to assist with submissions to include questions on categorisation, permissible uses and developments, express authorisations of leases, licences and other estates

#### **Internal Communication and Consultation**

- Assets
- Property
- Environment

#### **External Communication and Consultation**

Development of this draft Plan has drawn on the extensive community consultation undertaken in 2022 and 2023 for the preparation of the *Community and Recreational Facilities Strategy (CRFS)* and Study and the earlier 2021 Sports Facility Survey.

Crown Lands has been consulted in relation to the development of this Plan of Management.

The public exhibition period and public hearing provides additional opportunities for the community to have input into the final draft.

### **SUSTAINABILITY ASSESSMENT**

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#### **Environment**

There are no environmental issues in relation to this report.

#### **Social**

There are no social issues in relation to this report.

#### **Broader Economic Implications**

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

#### **Culture**

There are no cultural issues in relation to this report.

#### **Governance**

Plans of Management are required to be developed for all community land and Crown reserves with Council CLM under the *Local Government Act 1993* and the *Crown Land Management Act 2016*.

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**COUNCIL BUDGET IMPLICATIONS**

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There are no direct budget issues in relation to the exhibition of the draft POM.

**RELATED COUNCIL POLICY**

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The community will have the opportunity to have input into the draft POM, consistent with the Council's Community Engagement Policy.

**CONCLUSION**

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The *Draft Plan of Management for Community Land and Crown Reserves (Sportsground, Park and General Community Use)* is ready to be referred to DPHI – CL for endorsement.

If there are no substantial changes required by DPHI, then the *Draft Plan of Management for Community Land and Crown Reserves (Sportsground, Park and General Community Use)* will be placed on public exhibition for a minimum period of 6 weeks. During that time, the draft plan will be communicated broadly through Council communication channels and a public hearing will be held.

**ATTACHMENTS UNDER SEPARATE COVER**

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1. Draft POM Sportsground, Park and GCU July 2024 [9.4.1 - 88 pages]
2. Draft POM Appendices Sportsground, Park and GCU July 2024 [9.4.2 - 77 pages]

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## **9.5 Lackey Park Masterplan Revision Update**

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**Report of:** Michael Hamilton  
Recreation Planner

**Authorised by:** Karin Targa  
Director Service and Project Delivery

### **PURPOSE**

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The purpose of this report is to provide an update on the revision of the Lackey Park Masterplan and to seek Council's endorsement of the parameters for the revision of the Masterplan.

### **OFFICER'S RECOMMENDATION**

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**THAT Council proceed with the revision of the Lackey Park Masterplan within the parameters of:**

- a. Formalisation and upgrade of sporting fields
- b. Provision of sports field lighting
- c. Renewal and upgrade of amenities and public toilets and inclusion of clubroom
- d. Provision of upgraded cricket facilities
- e. Improved spectator seating
- f. No works to encroach on the existing drainage channel

### **REPORT**

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#### **BACKGROUND**

Lackey Park in Moss Vale borders Lackey Road and Lytton Road and is adjacent to the Moss Vale and District Basketball Courts. The site has one large oval that is currently used exclusively by cricket during the summer season and has a disused trotting track around the perimeter of the oval. The oval has one synthetic and one turf cricket wicket. The site has poor drainage and can suffer from flooding during heavy rainfall.

In addition to the playing fields the facility has a small level 3 play space that is ten years old, public toilets and an amenities building that is in poor condition. The amenities building comprises change rooms, canteen facilities and toilets. There is minimal lighting the park with two lighting poles located at the side of the oval near the amenities buildings. There is an informal parking area adjacent to the amenities building, with overflow parking normally occurring along Lackey Road.

The vision for Lackey Park is to create a sporting precinct providing facilities that attract regional, state, and national level events. It would become the home ground to several clubs and provide practice facilities for others.

At the 11 November 2020 Ordinary Council Meeting, the Lackey Park Regional Sporting Hub Masterplan was adopted, which included:

- Two ovals with the main oval able to be re-configured as two rugby pitches
- 1,000 seat grandstand and upper-level clubhouse
- Under-croft gymnasium
- Changerooms
- Public amenities including canteen

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- Training pitch
- On grade parking

At this meeting, it was also recommended that the Masterplan be expanded to include the Southern Highlands Indoor Sports Hub (SHISH) which had, to this date, been independently progressed by Moss Vale District Basketball Association (MVDBA). In order to formalise this arrangement, it was recommended that a Memorandum of Understanding (MOU) be arranged between the two parties. The MOU was prepared over the subsequent months and signed by Council and MVDAI in March 2021.

At the 8 December 2021 Ordinary Council Meeting, the Lackey Park Regional Sporting Hub Masterplan was put on hold pending the outcome of the Community and Recreation Facilities Strategy (CRFS).

At the 18 October 2023 Ordinary Council Meeting, the CRFS was adopted and it was resolved that:

*A review of the Lackey Park Regional Sporting Hub masterplan is undertaken for purpose (a) and (b) below, and a further update be reported to Council in April 2024:*

*a. Ensuring that the upgrade of Lackey Park to a multi-use site includes facilities of a more suitable size and scale.*

*b. Decoupling the Southern Highlands Indoor Sports Hub project from the Lackey Park upgrade.*

### **REPORT**

#### **Highlands District Cricket Association – Dedicated Regional Cricket Facility**

In March 2024, Council met with representatives of Cricket NSW and Highlands District Cricket Association (HDCA). The HDCA put forward a proposal for the Lackey Park Country Cricket Masterplan, with the site becoming a dedicated regional cricket facility.

The proposal includes:

- Increase in the size of the oval enabling four cricket field with turf wickets
- Lighting for all four fields
- Upgrade of the existing cricket nets
- Formalised parking along Lackey Road and Lytton Road
- Large Pavilion located in the centre of the oval

The two storey Pavilion located in the centre of the oval would include:

- 14 dormitory style accommodation rooms for visiting teams with shower and toilet facilities
- Change rooms
- Four lane indoor cricket nets
- Umpire rooms
- Canteen / Food facilities
- Training room
- Player and spectator seating
- Wrap around balcony for viewing
- Player's bar
- Storage

As detailed within the report to 17 April 2024 Ordinary Council Meeting, consideration of this proposal was to be made through the master planning revision process and consulted on with the community.

#### **Community Consultation**

In May 2024 Council commenced community consultation as part of the revision of the Lackey Park Concept Masterplan. An on-site meeting was held with a representative from the Highlands District Cricket Association and in-person meetings were held with representatives from the Highlands Soccer Association

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and Highlands Storm Rugby League Club. Phone and email communication occurred with the Moss Vale and District Basketball Association.

A dedicated page was created on the Participate Wingecarribee website and submissions were open from 17 May to 16 June 2024. During the consultation period the page was viewed 516 times and 67 submissions were received.

Respondents were asked ‘Which statement best aligns with your vision for Lackey Park?’ - for which the results were:

<b>Vision for Lackey Park</b>	<b>Count</b>	<b>Percentage</b>
Existing site and usage to remain unchanged	2	3.0%
Upgrades to enable a quality community level multi-sports site	21	31.3%
Redevelopment to create dedicated regional cricket facility	43	64.2%
Other	1	1.5%
<i>Total</i>	67	100%

These statements were also the primary differentiating feedback received during the consultation with several sporting clubs. The various views can essentially be summarised as:

- *Highlands District Cricket Association* – preferred vision for Lackey Park being a dedicated regional cricket facility
- *Moss Vale District Basketball Association* – preferred vision for Lackey Park being that of the 2020 Lackey Park Regional Sporting Hub Masterplan. The core principles being the inclusion of the Southern Highlands Indoor Sporting Hub within the masterplan and Lackey Park being developed into a multi-purpose sporting precinct.
- *Highlands Soccer Association* - preferred vision for Lackey Park being a multi-purpose sport facility
- *Highlands Storm Rugby league* - preferred vision for Lackey Park being a multi-purpose sport facility

The online survey also sought feedback as what were seen as the most important upgrades required at Lackey Park as part of developing the masterplan. The following tables provides the final ranking of these items as result of the priority rankings submitted by respondents.

<b>Renewal/Upgrade Item</b>	<b>Priority Ranking</b>	<b>Weighted Score (out of 13)</b>
Field Condition	1	11.2
Upgraded Amenities	2	10.4
Drainage	3	8.9
Dedicated Clubhouse	4	8.7
Lighting	5	8.5
Cricket Net Upgrade	6	8.2
Grandstand Seating	7	7.3
Parking	8	7.1
Shaded Areas	9	6.1
Upgraded Playspace	10	5.8
Fencing	11	5.7
Access	12	5.5
BBQ Facilities	13	5.3

**Consideration of Lackey Park as a dedicated Regional Cricket Facility Proposal**

In accordance with the resolution of 18 October 2023 Ordinary Council Meeting, the revision of the Lackey Park Masterplan is to ensure that any proposed upgrades are to achieve a multi-use site comprising of facilities that are a suitable size and scale.

In reviewing the proposal of HDCA for Lackey Park to be developed into a dedicated regional cricket facility, several fundamental constraints have been identified:

1. Proposed Central Pavilion – central to the proposal is the construction of a large two storey pavilion in the centre of the field. The vision for the Pavilion is for it to serve a number of purposes including:
  - Dormitory accommodation for traveling teams and training camps
  - Four indoor cricket nets, with 17m bowler runups
  - Training room with specialised gym
  - Umpire room, first aid room, food & beverage facilities
  - Spectator balcony

The difficulties with the proposed facility are:

- a. The construction of commercially operated dormitory on Crown Land gazetted for the purpose of ‘Public Recreation’ is not a viable development. Barriers to a development of this nature would be encountered in the Crown Land Managers Act, Native Title Act, Wingecarribee LEP and the Plan of Management for the reserve.
- b. If the dormitory component is removed, it is considered that the construction and operation of an indoor cricket training facility is likely to not be a financially sustainable endeavour.
  - a. This is consistent with the findings of the Feasibility Study completed by MI Global Partners on the 2020 Lackey Park Regional Sporting Hub Masterplan, which recommended that an Indoor Cricket Centre not be included due to the single use nature of the facility and deemed limited demand – supported by the previously operated centre closing due to lack of demand.

Council is currently managing a deteriorating buildings portfolio. The addition of an indoor cricket training facility to this portfolio, even if the construction is heavily subsidised through Federal and State Grants and it is then managed under a private lease, poses a significant risk to the financial sustainability of Council’s buildings portfolio. The facility will generate an ongoing burden of depreciation and capital renewal, as well as operation and maintenance responsibilities should the private lease fail.

2. Removal of drainage channel – in order for the site to accommodate four playing fields, the fields will extend to the full perimeter of Lackey Park. As detailed in Item 9.10 of 18 October 2023 Ordinary Council Meeting, there is a critical stormwater network that traverses along the western boundary of Lackey Park in a northerly direction.

The stormwater network is a two-toned system – one designed to accommodate low-flow conditions (i.e. small rain events) and the other to accommodate high-flow conditions. The low-flow system is a 275 metre long series of 375mm diameter reinforced concrete pipes, with surface inlet pits distributed along its length. The high-flow system is a wide grass swale / open channel that follows the alignment of the stormwater pipes.

The design of these networks is such that during large events the flow of water is intended to overtop the 375mm pipes and instead be conveyed via overland flow. These high flow systems have the dual benefit of offering onsite flood storage and providing water sensitive urban design benefits.

The size of the high flow drainage channel is such that its conversion to a pit or culvert network (to enable a sports field to be constructed on top) is not a simple undertaking. To minimise any negative downstream effects, the culverts would need to retain the current capacity of the channel – and therefore would require large culverts and be in the order of millions of dollars.

In order to develop a Masterplan for Lackey Park that can realistically be delivered, one of the design parameters must be that the developable area must not extend beyond the eastern embankment of the high-flow channel.

With this limitation it is therefore not possible to deliver four ovals on the site – which is another central element of the dedicated regional cricket facility proposal.

3. Business and Funding Model – Implementation of the proposal for Lackey Park to become a dedicated regional cricket facility would be a significant financial investment that Council believes to be no less than \$15 - \$20m. Justification for the proposal has been largely based on multi-day cricket tournaments and carnivals being run 14 times across the year and commercial leases being secured for cricket academies and canteen/food services.

It is concluded that insufficient consideration has been applied to a competitor analysis (especially given the assumption of attracting an international cricket academy) as well as insufficient supporting evidence of there being demand for 14 tournaments and carnivals being conducted in Moss Vale annually.

In light of these three points, it is recommended that Council does not support the establishment of a dedicated regional cricket facility as proposed by HDCA.

#### **Determination of Masterplan Parameters**

Despite the establishment of a dedicated regional cricket facility not being a viable outcome for Lackey Park, it is acknowledged that the site must still offer improved cricket facilities.

It is therefore recommended that Council proceed with the engagement of a consultant to prepare a revision of the Lackey Park Masterplan to include:

- Formalisation and upgrade of sporting fields
  - Investigate potential of providing three ovals with turf cricket wickets
  - Ensure multi-purpose is still achievable, with the site also accommodating two rectangular fields (which can overlay the ovals)
  - Inclusion of sub-soil drainage
- Provision of sports field lighting
  - 100 lux coverage of the primary field (to enable competition at night)
  - 50 lux coverage of the secondary fields (to enable training at night)
- Renewal and upgrade of amenities and public toilets. And inclusion of a clubroom.
  - Location to be determined through the design process
- Provision of upgraded cricket facilities of cricket nets and, if it can be accommodated whilst still achieving the rectangular fields, picket fencing and sight screens.
- Improved spectator seating
- No works to encroach on the existing drainage channel

Revision of the masterplan within the above parameters will ensure that the final masterplan will be of a suitable size and scale that can be realistically delivered in the coming years through Council and grant funding opportunities.

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This pragmatic approach will enable the community to benefit from the creation of quality community level facilities which can be readily enjoyed by local sporting clubs.

It is therefore recommended that Council endorse the revision of the Masterplan in accordance with these parameters.

### **COMMUNICATION AND CONSULTATION**

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#### **Community Engagement**

Key stakeholder feedback was sought as part of the revision of the Lackey Park Concept Masterplan including:

- On-site meetings were held with Highlands District Cricket Association with a preference for the site to be redeveloped to a dedicated regional cricket facility.
- In-person meetings with Highlands Soccer Association and Highlands Storm Rugby League Club who preferred the facility to be upgraded to a quality community level multi-sports site.
- Phone and email communication with Moss Vale and District Basketball Association who indicated a preference to revisit the Lackey Park Regional Sports Hub including indoor multi-purpose facility.

#### **Internal Communication and Consultation**

Assets Stormwater

Assets Traffic and Transport

#### **External Communication and Consultation**

The following external communications occurred as part of the community consultation:

- On-site meeting with key stakeholders
- In-person meetings, phone and email communications with key stakeholders
- Participate Wingecarribee page created with on-line survey (66 responses)
- Council's e-newsletter

### **SUSTAINABILITY ASSESSMENT**

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#### **Environment**

There are no environmental issues in relation to this report.

#### **Social**

There are no social issues in relation to this report.

#### **Broader Economic Implications**

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

#### **Culture**

There are no cultural issues in relation to this report.

#### **Governance**

There are no governance issues in relation to this report.

### **COUNCIL BUDGET IMPLICATIONS**

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Council currently has the following works scheduled for the Lackey Park site in the Capital Works Program, FY 2027/28 \$1,000,000 Sports Field Amenities Renewal.

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The revision and development of a Concept Masterplan for Lackey Park is an important step in moving the project towards “shovel readiness” which will increase opportunities to secure external funding for any proposed works in the future.

### **RELATED COUNCIL POLICY**

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Community and Recreational Facilities Strategy

Parks Strategy 2016

Playspace Strategy 2020

Asset Management Policy

Wingecarribee Community Strategic Plan

### **CONCLUSION**

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The purpose of this report is to provide an update on the revision of the Lackey Park Masterplan and seek Council’s endorsement of the parameters within which the revision of the masterplan will be completed. Revision of the masterplan within the parameters detailed within the report will ensure that the final masterplan will be of a suitable size and scale that can be realistically delivered in the coming years through Council and grant funding opportunities. This pragmatic approach will enable the community to benefit from the creation of quality community level facilities which can be readily enjoyed by local sporting clubs.

### **ATTACHMENTS**

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Nil

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## **9.6 Centennial Park Concept Masterplan Draft for Public Exhibition**

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**Report of:** Michael Hamilton  
Recreation Planner

**Authorised by:** Karin Targa  
Director Service and Project Delivery

### **PURPOSE**

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The purpose of this report is to seek Council approval for the Centennial Park Concept Masterplan to be placed on public exhibition with the community to be invited to provide feedback and comments.

### **OFFICER'S RECOMMENDATION**

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#### **THAT:**

- 1. The Centennial Park Concept Masterplan be endorsed for public exhibition for a period of twenty-eight (28) days.**
- 2. The final Centennial Park Concept Masterplan incorporating community submissions be submitted to Council for adoption following the public exhibition.**

### **REPORT**

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#### **BACKGROUND**

Centennial Park is located within Bowral and is adjacent to the Bowral Country Club Golf Course. The existing site has a fenced dog park, a natural watercourse, the Brian Martin Cricket Oval, public amenities, informal car parking areas and a small playspace.

The current lack of formal car parking facilities has led to the deterioration of the ground and the exposure of existing tree roots. The site slopes downwards from the car parking area towards the existing creek and as a result of heavy rain and a lack of adequate drainage further erosion of the site has occurred. The current playspace was built in 1999 and is in a poor condition. The raised level of the play space does not provide adequate access for little children to the equipment. Furthermore, it does not provide proper seating for supervising adults. The existing dog park was built in 2002 and has since seen frequent use by the community and therefore needed further improvements. The amenities building was built in 1983 and has gone through refurbishments over the years. It is not adequate for any sports activities.

As part of Council's 2020 Playspace Strategy, Centennial Park playspace was identified to be upgraded as part of an overall entrance redevelopment. Council has the upgrade of the playspace included in the 2024/25 Capital Works Program and determined that a Concept Masterplan be developed to guide the proposed works and upgrades at the site.

#### **REPORT**

In early 2024 Council conducted community consultation as the first step in developing a Concept Masterplan for Centennial Park. Meeting with key stakeholders from the Bowral Blues Cricket Club were held on-site, and community comments and feedback sought via a dedicated Participate Wingecarribee page, with 64 submissions received.

The themes that emerged from the community consultation included:

- Increase in size of the dog park with improved seating

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- Improve and formalise the parking areas and access to the park
- Upgrade of the playspace and additional features of older ages
- Upgrade of the condition of the oval and associated amenities building.

At the conclusion of the consultation period and after a RFQ process, Sturt Noble Associates were engaged to develop the Concept Masterplan. The Concept Masterplan has been developed through a review of the feedback received and relevant Council strategies that guide the development and implementation of community and recreational facilities within the Shire.

The Centennial Park Concept Masterplan aims to upgrade the park and playspace facilities and improve accessibility across the site. The Centennial Park Concept Masterplan includes:

- Provision of two surfaced car parks and accessible connection through the park facilities
- Access path to allow patrons with a disability to access the park and cricket oval
- Upgraded amenities building
- Improved seating for cricket oval spectators
- Upgraded level 3 playspace
- Increase in size of the dog park with separate sections for large and small dogs with bench and table seating
- Pump track for bikes and scooters
- Picnic shelters and table settings to allow supervision of children within the play areas.

### **COMMUNICATION AND CONSULTATION**

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#### **Community Engagement**

Key stakeholders were contacted to provide input into the draft Concept Masterplan with on-site meetings held with the Bowral Blues Cricket Club.

Following endorsement by Council the Centennial Park Concept Masterplan will be placed on public exhibition for a period of 28 days and members of the public will be invited to provide feedback.

#### **Internal Communication and Consultation**

Consultation has occurred with Internal Stakeholders including Council's Parks and Open Space team, Assets Stormwater, Assets Traffic and Transport, Community Development, Facilities and Environmental Services.

#### **External Communication and Consultation**

The following external communications occurred as part of the community consultation:

- Onsite meetings with key stakeholders
- Notification signage at the site (dog park and Brian Martin oval)
- Participate page created with feedback via an online survey (64 responses).
- Communication via Council's e-newsletter

### **SUSTAINABILITY ASSESSMENT**

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#### **Environment**

There are no environmental issues in relation to this report.

#### **Social**

There are no social issues in relation to this report.

#### **Broader Economic Implications**

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

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### **Culture**

There are no cultural issues in relation to this report.

### **Governance**

There are no governance issues in relation to this report.

## **COUNCIL BUDGET IMPLICATIONS**

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Council currently has the following works scheduled for Centennial Park in the Capital Works Program. FY 2024/25 Playspace renewal \$200,000.

The public exhibition and subsequent adoption of the Concept Masterplan is an important step in moving the project towards “shovel readiness” which will further increase opportunities to secure external funding for the project.

## **RELATED COUNCIL POLICY**

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Asset Management Policy

Parks Strategy 2016

Playspace Strategy 2020

Community and Recreational Facilities Strategy 2023

## **CONCLUSION**

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Placing the Centennial Park Concept Masterplan on public exhibition and providing further opportunity for community feedback will enable the finalised Masterplan to be submitted to Council for adoption and for the upgrade to be undertaken, subject to successful grant applications or as funding becomes available.

## **ATTACHMENTS**

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1. SNA Landscape Architect Design Statement [9.6.1 - 1 page]
2. Centennial Park Bowral Masterplan 09.07.2024 [9.6.2 - 4 pages]



## **CENTENNIAL ROAD DOG PARK, BOWRAL**

### **LANDSCAPE ARCHITECTURAL DESIGN STATEMENT:**

Centennial Rd Dog Park is located within the suburb of Bowral, approximately 2km from the town centre of Bowral & 117km from Sydney's CBD. It is located within the Southern Highlands and is surrounded by remnant Southern Highland's Shale Woodland Forest & Upland Swamp Mallee Heath vegetation. Centennial Rd Dog Park sits within Wingecarribee Council and is surrounded by future retirement living, residential areas, golf course & Steiner school.

The existing site has a fenced dog park, cricket oval & raised playground area, which is currently being utilised by the Bowral cricket club & surrounding community. The site has 2 entries off Centennial Road with 2 areas for informal carparking currently in poor condition on eroding substrate/worn grass. Due to the adjacent construction site usage and park use, the lack of formalised carparking has led to severe erosion and wear to the ground condition. Beside the dog park is also a playground area with a raised edging, providing no opportunities for children with disabilities to play and access the equipment.

The site slopes from the carpark down towards an existing creek line & wetland area, which includes species from the Upland Swamp Mallee Heath vegetation community. Due to the slope and vehicle wearing, the access road has been impacted by excess water and drainage.

The landscape proposal for Centennial Rd Dog Park, aims to upgrade the park & play facilities, improve accessibility through the site & strengthen the existing ecological communities that are present on the site.

One of the main moves for the park is the provision two surfaced carparks and accessible connection routes through the park facilities. By providing a formalised parking area the ground can be stabilised and existing trees around the entry can be protected from cars wearing the ground near their roots and damage to trunks. From the northern side of the carpark, a shared maintenance vehicle and pedestrian access path is proposed to allow patrons with disabilities to access the park & cricket oval. Located at a new amenities building is a drop off zone that allows vehicles to drop and turn around including disabled patrons. From the drop off area, a 1:20 access ramp allows disabled patrons to cross the creek line and up to the cricket oval spectator seating area. In addition to providing access to the cricket oval, the park's circulation has been improved by providing a loop from the carparks, dog park & play areas across the site.

The upgrades also include a Level 3 playground space for children of multiple ages and abilities to interact with. Located under existing native trees, the space aims to incorporate both nature play areas for cognitive and explorative play & climbing/tower structures for challenge & activity. Towards the creekline is proposed a pump track for bike & scooters. Surrounding both these activity zones are picnic shelters & table settings to allow for supervision and gathering opportunities for all ages.

The dog park is also being increased in size to provide two separate parks for small & large dogs. In addition to the open turf, bench seating and table settings have been provided within the fenced off area to allow patrons to sit & rest while watching their dog.

# CENTENNIAL RD DOG PARK, BOWRAL

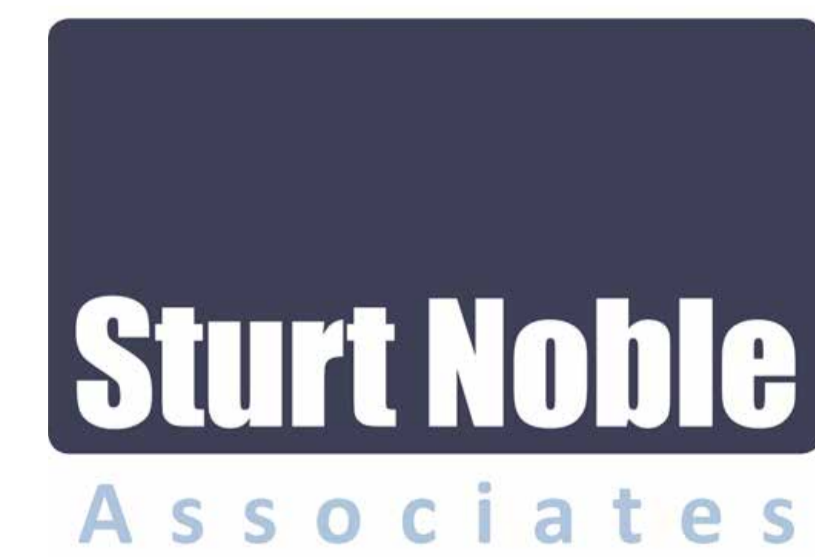
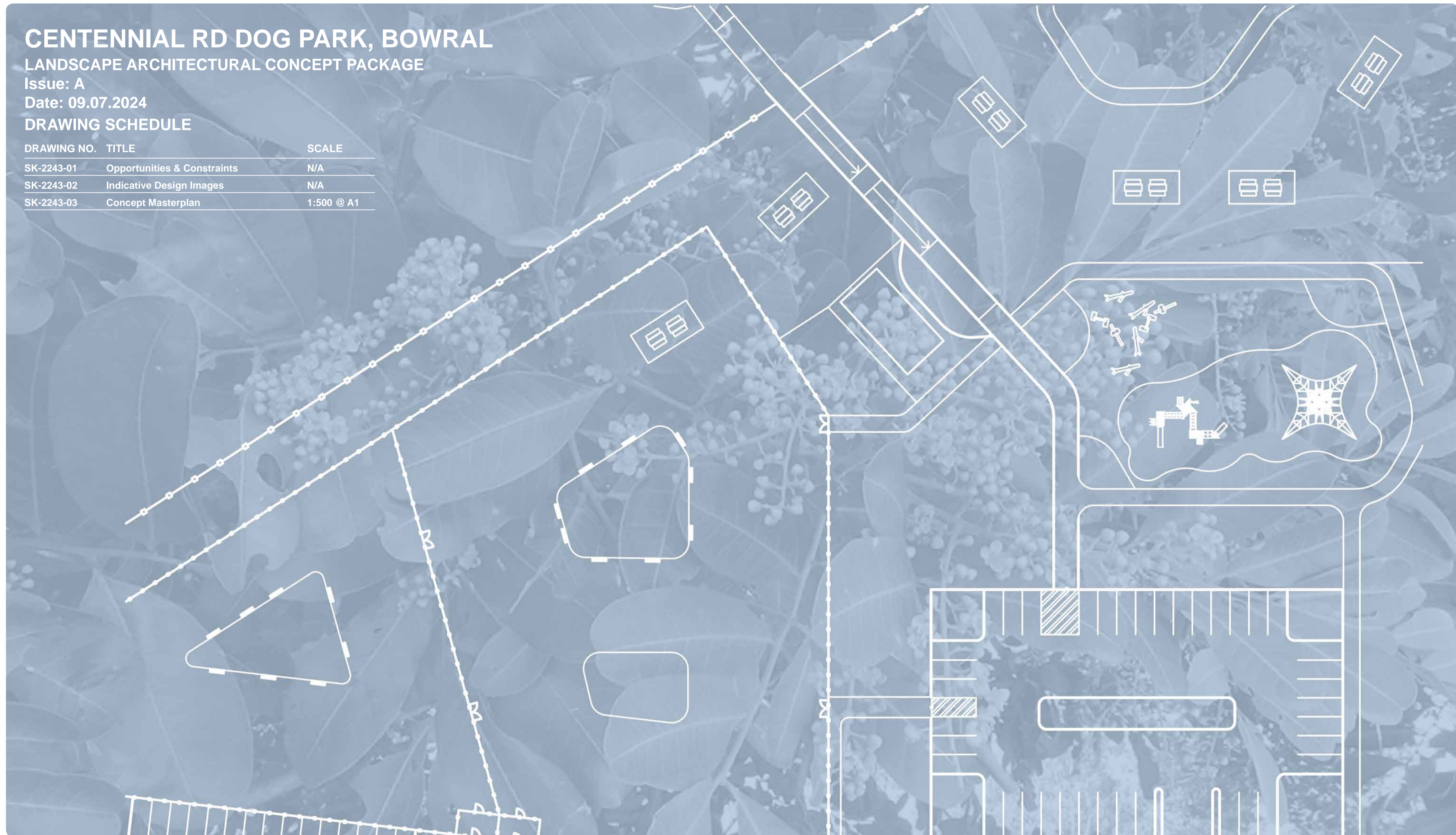
LANDSCAPE ARCHITECTURAL CONCEPT PACKAGE

Issue: A

Date: 09.07.2024

## DRAWING SCHEDULE

DRAWING NO.	TITLE	SCALE
SK-2243-01	Opportunities & Constraints	N/A
SK-2243-02	Indicative Design Images	N/A
SK-2243-03	Concept Masterplan	1:500 @ A1



## SITE PLAN - OPPORTUNITIES & CONSTRAINTS



### SITE IMAGES



Existing carpark area



Existing amenities building to be replaced/relocated.



Open turf area with evidence of drainage runoff



Existing maintenance vehicle bridge & pedestrian access



Embankment area to cricket oval

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PROJECT  
CENTENNIAL DOG PARK, BOWRAL  
CLIENT  
WINGECARRIBEE SHIRE COUNCIL  
DRAWING  
SITE PLAN -  
OPPORTUNITIES & CONSTRAINTS  
DRAWING No. ISSUE DRAWN DATE  
SK-2411-JP-01 A ml 09.07.2024

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Pump track



Dog park with fencing surrounds



Picnic shelter & table setting for gathering opportunities



Shared path/cycleway loop



Native play with timber logs & boulders



Indicative Level 3 playground space



Sandstone blocks for additional seating amenity



Amenities building



Sports field bench seating

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PROJECT  
**CENTENNIAL DOG PARK, BOWRAL**  
CLIENT  
**WINGECARRIBEE SHIRE COUNCIL**

DRAWING  
**INDICATIVE DESIGN IMAGES**

DRAWING No. **SK-2411-JP-02** ISSUE **A** DRAWN **ml** DATE **09.07.2024**

Scale  
0 5 10 15 25m  
1:500@A1  
1:1000@A3

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## SITE PLAN - CONCEPT MASTERPLAN



## LEGEND

- Site boundary
- Existing trees to be retained. Tree locations shown indicatively, actual locations to be verified on site.
- ① Protected existing ecological area with revegetation to bushland and creek areas
- ② Upgraded carpark configuration
- ③ New Level 3 playground with nature and climbing play
- ④ Shared vehicle and pedestrian road
- ⑤ Access pathways
- ⑥ DDA accessible ramps providing access to cricket oval
- ⑦ Post and wire fencing/bollards/edging to delineate revegetation area from parklands
- ⑧ Bench seating for viewing
- ⑨ New pump track
- ⑩ Picnic area with table settings and shelters
- ⑪ New amenities building (12x6m)
- ⑫ Disabled Drop off/passing bay
- ⑬ Access gates to dog park
- ⑭ Bench seating under existing trees for additional amenity

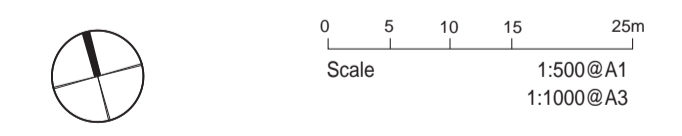
## KEY IMAGES



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PROJECT  
**CENTENNIAL DOG PARK, BOWRAL**  
CLIENT  
**WINGECARRIBEE SHIRE COUNCIL**

DRAWING  
**SITE PLAN - CONCEPT MASTERPLAN**  
DRAWING No. SK-2411-JP-03 ISSUE A DATE 09.07.2024



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## **9.7 Jurd Park Concept Masterplan for Draft Public Exhibition**

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**Report of:** Michael Hamilton  
Recreation Planner

**Authorised by:** Karin Targa  
Director Service and Project Delivery

### **PURPOSE**

---

The purpose of this report is to seek Council approval for the Jurd Park Concept Masterplan to be placed on public exhibition for community feedback and comments.

### **OFFICER'S RECOMMENDATION**

---

#### **THAT:**

- 1. The Jurd Park Concept Masterplan be endorsed for public exhibition for a period of twenty-eight (28) days.**
- 2. The final Jurd Park Concept Masterplan incorporating community submissions be submitted to Council for adoption following the public exhibition.**

### **REPORT**

---

#### **BACKGROUND**

Jurd Park is located within the village of Colo Vale. The site currently provides two soccer fields, 2 baseball squares, 2 tennis courts, a small playspace, amenities building and facilities for the Loop Line Pony Club. The current soccer fields and pony club area have deteriorated due to poor drainage at the site.

The Wingecarribee Shire Council's Community and Recreational Facilities Strategy (CRFS) was adopted in October 2023. The CRFS is a 20-year strategic document has been developed to guide and inform Council and the Community to plan, fund and deliver formal community and recreation facilities across the Shire. It contains a list of shire-wide and local precinct actions.

For Hill Top – Balmoral – Colo Vale precinct (Precinct J), one action contained in the strategy is to "Undertake a Masterplan for the Jurd Park facility to include additional recreational community use, including potential cricket provision at the site".

#### **REPORT**

In early 2024 Council conducted community consultation as the first step in developing a concept Masterplan for the Jurd Park facility. Notices were placed at the facility and Colo Vale Public School and a Participate Wingecarribee page with on-line survey created. From this consultation 261 submissions were received from the community.

On-site meetings were held with representatives of the Loop Line Pony Club, Colo Vale Public School, 355 Committee, Highlands Soccer Association and Colo Vale Tennis Club. Other key stakeholders that were contacted via email and phone included the Mittagong Soccer Club and Hill Top Cricket Club.

From both the on-line feedback received and meetings and communications with key stakeholders the following themes emerged from the consultations:

- Requirement of improvement to the drainage and field conditions of both the playing ovals and Pony Club facility

## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024**

---

- Upgrade of the playing ovals, including a turf cricket wicket enabling the facility to be used by both winter and summer sports with soccer and cricket being the most represented
- Lighting of the playing ovals to enable training and upgrade to the tennis court lighting
- Access and accessibility of the site, especially the playing fields and Pony Club
- Upgrade of the existing playspace and increased opportunities / facilities for older age groups.

At the conclusion of the consultation period and after a Request for Quotation process, Landscape Architect, Sturt Noble Associates, was engaged to develop the Concept Masterplan. The development of the Masterplan has been based on Council's review of the community feedback that was received, and the relevant Council strategies that guide the development and implementation of community and recreational facilities within the Shire.

The Jurd Park Masterplan has been prepared to cater for multi-use sporting guidelines across the identifiable playing fields. It increases possible usage through enhanced lighting of both the playing fields and tennis courts and caters for both winter and summer sporting guidelines. Outdoor amenity is improved through improved seating, a new half-court basketball area as well as maintaining one softball diamond, the upgrade of the existing playspace and improved landscaping of the natural bush area. The consultant's qualified arborist has recommended the removal of two trees showing signs of stress and dead branches where the current playspace is located and this allows for the playspace area to be enlarged.

Accessibility to the site and across the whole facility would be improved if the Jurd Park Concept Masterplan was implemented.

### **COMMUNICATION AND CONSULTATION**

---

#### **Community Engagement**

Various key stakeholders were contacted to get input into the draft Concept Masterplan, including 355 committee members, Colo Vale Village Association, Northern Villages Cricket Club, Loop Line Pony Club, Colo Vale Public School, Mittagong Soccer Club and Colo Vale Tennis Club.

Following endorsement by Council the Jurd Park Concept Masterplan will be placed on public exhibition for a period of 28 days and members of the public will be invited to provide feedback.

#### **Internal Communication and Consultation**

Consultation has occurred with Internal Stakeholders including Council's Parks and Open Space team, Assets Stormwater, Assets Traffic and Transport, Community Development, Facilities and Environmental Services.

#### **External Communication and Consultation**

The following external communications occurred as part of the community consultation:

- Onsite meetings with key stakeholders
- Notification signage at the site and Colo Vale Public School
- Mail out to neighbouring residents
- Participate page created with feedback via an online survey (261 responses).
- Communication via Council's e-newsletter

### **SUSTAINABILITY ASSESSMENT**

---

#### **Environment**

There are no environmental issues in relation to this report.

#### **Social**

There are no social issues in relation to this report.

## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024**

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### **Broader Economic Implications**

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

### **Culture**

There are no cultural issues in relation to this report.

### **Governance**

There are no governance issues in relation to this report.

## **COUNCIL BUDGET IMPLICATIONS**

---

No Council funds are currently allocated for capital works at the site.

The public exhibition and subsequent adoption of the Concept Masterplan is an important step in moving the project towards “shovel readiness” which will provide opportunities to secure external funding for the project.

## **RELATED COUNCIL POLICY**

---

Asset Management Policy

Parks Strategy 2016

Playspace Strategy 2020

Community and Recreational Facilities Strategy 2023

## **CONCLUSION**

---

Placing the Jurd Park Concept Masterplan on public exhibition and providing further opportunity for community feedback will enable the finalised Masterplan to be submitted to Council for adoption.

## **ATTACHMENTS**

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1. SNA Landscape Architect Design Statement [9.7.1 - 1 page]
2. Jurd Park Concept Masterplan [9.7.2 - 4 pages]



## **JURD PARK, COLO VALE**

### **LANDSCAPE ARCHITECTURAL DESIGN STATEMENT:**

Jurd Park is located within the suburb of Colo Vale, approximately 15km from Bowral & 100km from Sydney's CBD. It is located within the Southern Highlands and is surrounded by remnant Southern Highland's Shale Woodland Forest. Jurd Park sits within Wingecarribee Council and is part of the Recreation strategy for Colo vale and the surrounding communities.

The existing site currently provides a sporting field for 2 soccer fields, 2 baseball squares, 2 tennis courts, a small playground & facilities for the community pony club. The field is adjacent to Colo Vale primary school and the residential community. It currently has issues with drainage, which renders the field unusable following rain events. The field currently has a drainage trench installed around the perimeter of the field to address this overland flow. This does assist in limiting the impact of rain events to the grass however with recent surges of rainfall through La Nina and other factors like field drainage, the field is still greatly impacted after rain. In addition the drainage trench prevents easy access onto the field.

The landscape master plan for Jurd Park, proposes to upgrade the park to provide facilities for the local sporting clubs and community. The main upgrade to the park involves the proposal of two (60 x 100m) competition size football fields and a turf cricket pitch, cricket nets & retention of a baseball square to the sporting field area. Complete with line marking the fields will also include a complete subsoil drainage system to prevent inundation and allow the field to be used during wet weather. The fields will also be provided with competition standard flood lights to allow for use at night by club teams for training and game purposes.

The field will also be fitted with a new maintenance shed to house sporting & maintenance equipment. The shed also has a 3m wide gravel driveway off Acacia Street to allow ease of use for maintenance and sporting club use.

In addition to the sporting fields, new tiered seating is proposed to the grass embankment to allow for spectator viewing. This area also includes two new access paths to the sporting field and a central stair providing access to the tiers of the spectator seating as well as to the field. There is also a proposed 1:20 DDA accessible ramp, granting access to the field for patrons with disabilities.

The other main landscape works to Jurd Park involves a new Level 2 playground upgrade, half court basketball, picnic facilities & native garden. The Level 2 playground aims to provide a play space for older kids & aims to include climbing net structures, seating spaces & engaging equipment to provide challenging and cognitive spaces. In addition to the playground a new half court basketball court is also proposed adjacent to the existing amenities building to provide additional sporting opportunities. These areas are connected by DDA accessible linking pathways allowing both areas to be used by patrons with disabilities. The playground areas are also supported by two break-out areas of picnic shelters to allow for passive gathering and surveillance.

The other minor upgrades to Jurd Park include new flood lights to the tennis court, fitted to Australian standards, to allow for night use. The access to the pony club also aims to be upgraded to a crushed gravel driveway & turf stabilisers to reduce drainage impacts and wearing to the facilities.

# JURD PARK, COLO VALE

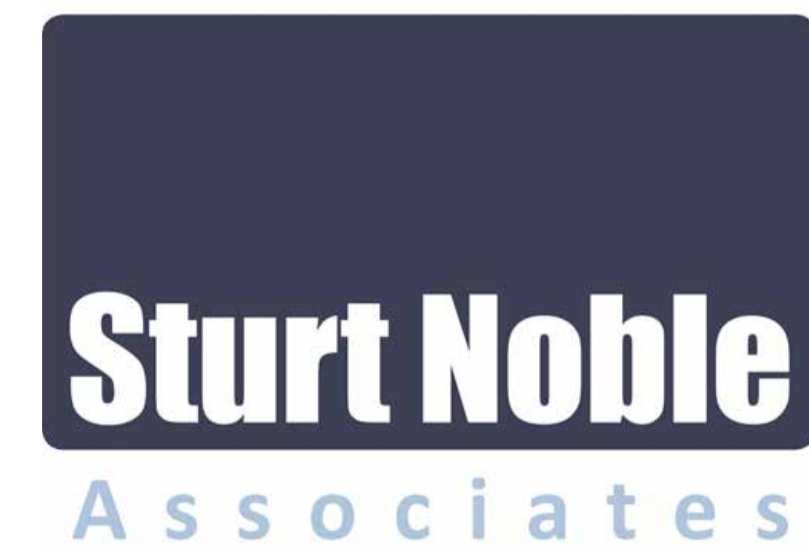
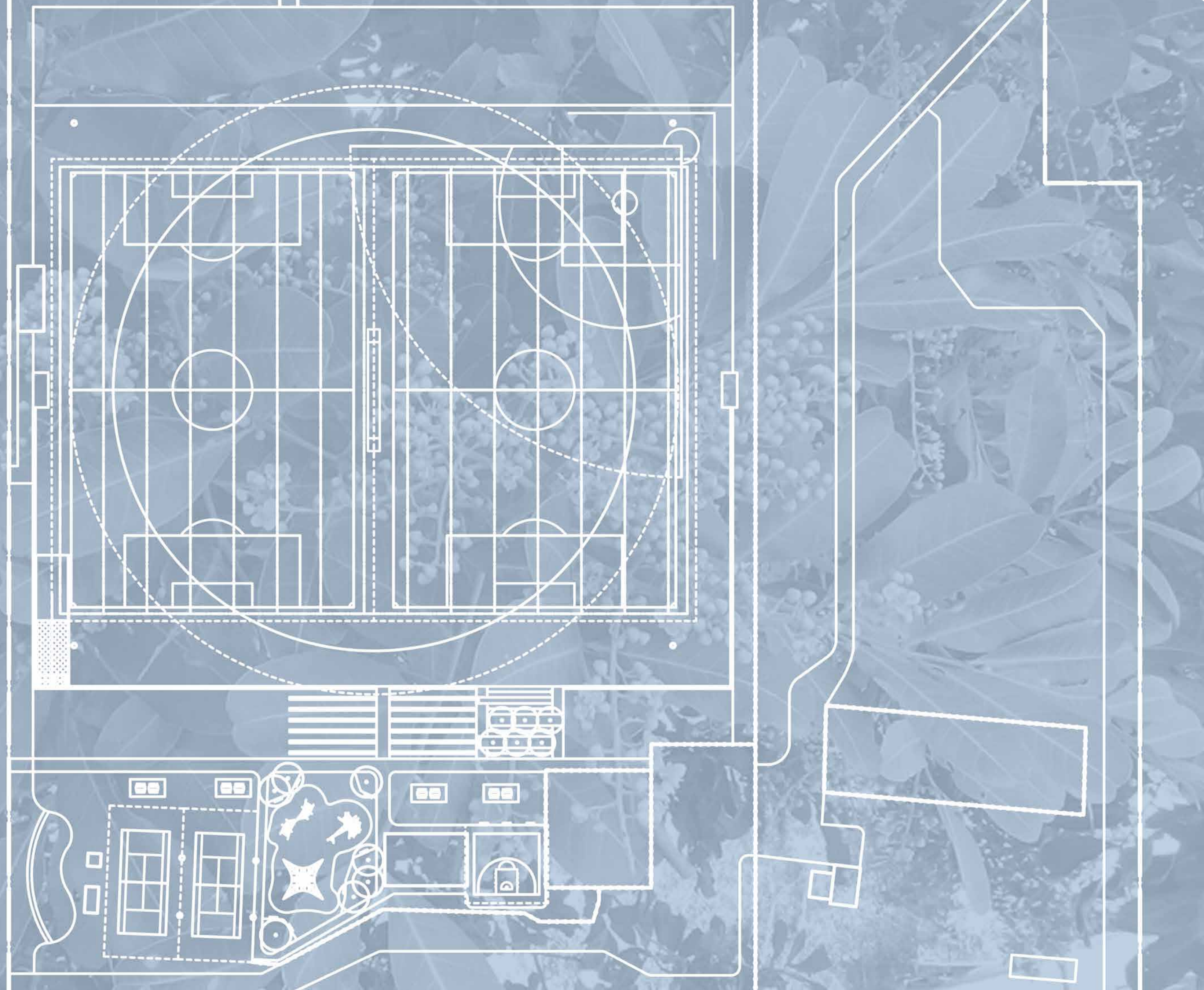
LANDSCAPE ARCHITECTURAL CONCEPT PACKAGE

Issue: A

Date: 25.06.2024

## DRAWING SCHEDULE

DRAWING NO.	TITLE	SCALE
SK-2243-01	Opportunities & Constraints	N/A
SK-2243-02	Design Images	N/A
SK-2243-03	Concept Masterplan	1:500 @ A1



## SITE PLAN - OPPORTUNITIES & CONSTRAINTS



### SITE IMAGES



Septic Tank & Existing fencing



Existing amenities building and fence



Noted trees under stress



Existing trench drain/swale



Eroded driveway entry to pony club

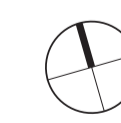


PROJECT  
**JURD PARK, COLO VALE**

CLIENT  
**WINGECARRIBEE SHIRE COUNCIL**

DRAWING  
**SITE PLAN - OPPORTUNITIES & CONSTRAINTS**

DRAWING No.	ISSUE	DRAWN	DATE
SK-2411-JP-01	A	ml	25.06.2024



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Half-court basketball with linemarking



Soccer field



Tennis court lighting



Level 2 playground upgrade



Tiered seating space with turf inbetween



Sporting & Maintenance shed



Picnic shelter with table setting for shaded gathering areas



Cricket nets




Sporting field flood lights

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PROJECT  
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CLIENT  
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DRAWING  
**DESIGN IMAGES**  
DRAWING No. ISSUE DRAWN DATE  
**SK-2411-JP-02 A ml 25.06.2024**

  
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# SITE PLAN - CONCEPT MASTERPLAN



## LEGEND

- Site boundary
- - - Subsoil drainage system to allow for wet weather use & limit inundation of sporting fields following rain events
- ① Protect existing ecological area with revegetation to bushland areas
- ② Half court basketball court
- ③ Upgraded Level 2 playground area with net climbing structures
- ④ DDA accessible path to field with feature planting
- ⑤ Tiered seating space with sandstone blocks & turf
- ⑥ 2 x Cricket Nets
- ⑦ Maintenance/storage shed for turf maintenance and sports clubs
- ⑧ 3m wide gravel driveway access to shed and fields
- ⑨ Gravel access driveway to pony shed with slope/turf stabilisation
- ⑩ Horse washing station with hardstand and drainage
- ⑪ Concrete circulation path
- ⑫ Football dugout to future details
- ⑬ Sports flood lights to allow night use of facilities.
- ⑭ Open turf and picnic tables for gathering
- ⑮ Native garden & access path providing amenity to tennis courts

## KEY IMAGES



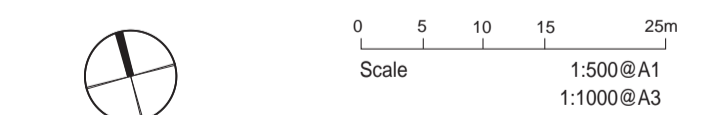
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PROJECT  
**JURD PARK, COLO VALE**

CLIENT  
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DRAWING  
**SITE PLAN - CONCEPT MASTERPLAN**

DRAWING No. SK-2411-JP-03 ISSUE A DRAWN ml DATE 25.06.2024



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## **9.8 Local Orders Policy (Order 21) Draft for Public Exhibition**

---

**Report of:** Barry Arthur  
Manager Environment and Sustainability

**Authorised by:** Michael McCabe  
Director Communities and Place

### **PURPOSE**

---

The Local Orders Policy (Order 21) at **Attachment 1** has undergone a scheduled review. This report seeks approval for it to be placed on public exhibition in line with the *Local Government Act 1993* prior to adoption by Council.

### **OFFICER'S RECOMMENDATION**

---

#### **THAT:**

- 1. Council endorse the Draft Local Orders Policy (Order 21) to be placed public exhibition for 42 days.**
- 2. A further report be submitted to Council following the conclusion of the public exhibition period.**

### **REPORT**

---

#### **BACKGROUND**

Council's Local Orders Policy (Order 21) is established under the framework of the *Local Government Act 1993*. This policy has undergone a scheduled review and requires re-adoption.

The Policy concerns land or premises not in a safe or healthy condition under the *Local Government Act 1993*. An Order Number 21 can be issued to require an owner or occupier of land, to do, or refrain from doing, certain things to ensure the land or premises are placed or kept in a safe or healthy condition.

The Policy outlines the criteria that Council will consider when determining whether to issue an order. The Policy also ensures consistency and fairness in the way Council issues orders for particular compliance matters in the community.

#### **REPORT**

A review of the Local Orders Policy (Order 21) has been undertaken. The review identified minor changes to update terminology and references to current legislation. No substantive changes are required.

The next step is to place the Policy on public exhibition period of 42 days in line with the requirements of the *Local Government Act 1993*.

### **COMMUNICATION AND CONSULTATION**

---

#### **Community Engagement**

The Draft Policy will be put on public exhibition for 42 days as required by the *Local Government Act 1993*.

## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024**

---

### **Internal Communication and Consultation**

The Policy has been reviewed in consultation with staff from Development Assessment and Regulation, and Environment and Sustainability teams.

### **External Communication and Consultation**

No external consultation has been undertaken.

## **SUSTAINABILITY ASSESSMENT**

---

### **Environment**

Re-adoption of the Policy meets Council's responsibilities under the *Local Government Act 1993* and supports a consistent approach to compliance decision making.

### **Social**

There are no social issues in relation to this report.

### **Broader Economic Implications**

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

### **Culture**

There are no cultural issues in relation to this report.

### **Governance**

The Policy outlines the criteria that Council will consider when determining whether to issue an order. The Policy also ensures consistency and fairness in the way Council issues orders for particular compliance matters in the community.

## **COUNCIL BUDGET IMPLICATIONS**

---

There are no additional budget implications of the Policy. Compliance and enforcement resources associated with matters outlined in draft policy are currently provided in Development Assessment and Regulation team.

## **RELATED COUNCIL POLICY**

---

Compliance and Enforcement Policy ( currently under Public Exhibition)

Asbestos Policy

## **CONCLUSION**

---

In order to meet the requirements of the *Local Government Act 1993* a review of the Local Orders Policy (Order 21) was undertaken. Minor administrative changes have been made to update terminology in the existing Policy. It is recommended that the Policy be placed on public exhibition for 42 days.

## **ATTACHMENTS**

---

1. Local Orders Policy (Order 21) Draft June 2024 [9.8.1 - 10 pages]



## Local Orders Policy (Order 21)



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WINGECARRIBEE SHIRE COUNCIL

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 17 JULY 2024**



Local Orders Policy (Order 21) Draft June 2024.dotx

Wingecarribee Community Strategic Plan 2041 -  
Goal 2.1 A happy, healthy, active and resilient Community

<b>Document Type</b>	Council Policy
<b>Document Reference No.</b>	[Governance to insert]
<b>Version No.</b>	[Governance to insert]
<b>Council File Reference</b>	[Insert departmental file number, generally the relevant electronic records management system subject reference]
<b>Adoption Date</b>	[Governance to insert]
<b>Resolution Number</b>	[Governance to insert]
<b>Document Owner</b>	Manager Development Assessment and Regulation
<b>Responsible Branch</b>	Development Assessment and Regulation
<b>Responsible Business Unit</b>	
<b>Review Schedule</b>	[Governance to insert]
<b>Review Date</b>	[Governance to insert]

DRAFT

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**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 17 JULY 2024**



*Local Orders Policy (Order 21) Draft June 2024.dotx*

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## 1 Objectives

The objective of the Policy are to:

- specify the criteria that Council will consider when determining whether to issue an Order Number 21 under section 124 of the *Local Government Act 1993* to ensure that premises or land are placed or kept in a safe or healthy condition
- ensure consistency and fairness in the manner in which Council deals with issuing orders
- make Council's policy and requirements for orders readily accessible and understandable to the public
- establish a system which can effectively resolve disputes and conflicts as they arise
- provide a framework which will allow Council to prioritise workload.

## 2 Policy Statement

This Local Orders Policy (Order 21) concerns premises or land which is not in a safe and healthy condition under section 124 of the *Local Government Act 1993*. Under this provision an Order can be issued to require an owner or occupier of land, to do, or refrain from doing, certain things to ensure the land or premises are placed or kept in a safe or healthy condition. This policy has been written in accordance with Chapter 7, Part 3, of the *Local Government Act 1993*.

Council may serve an order when land or premises are not in a safe or healthy condition.

The circumstance of unsafe or unhealthy land may be considered to exist when an authorised Council officer observes any or all of the following:

### **2.1 Overgrown Vegetation**

Land or premises may be considered to be not in a safe or healthy condition when it is located in a built up urban area and vegetation on the land:

- a) is harbourage for vermin or noxious pests (evidence can include sightings, faeces, nests, runs and eggs); or
- b) is likely to be harbourage for vermin or noxious pests (such vegetation should be consistently thick to an average height of 600mm and covering a sufficient area of vacant land or the unbuilt portion of land, to have the potential to harbour vermin or noxious pests). It does not follow from this that an uncleared or regenerated bush block comprising of mainly indigenous vegetation would be considered likely to be a harbourage for vermin or noxious pests.

#### Note:

All bush fire hazard complaints received by Council are referred to the NSW Rural Fire Service for their determination. The NSW Rural Fire Service is the lead agency for bush fire hazards (under *Rural Fires Act 1997*).

Vermin does not include native animals.

Biosecurity weeds are covered under the *Biosecurity Act 2015*.

### **2.2 Accumulation of Materials, Refuse, Manure or Other Hazardous Items**

Land or premises may be considered not in a safe or healthy condition when materials accumulated thereon or in:

- a) provide harbourage for vermin or noxious pests (evidence may include faeces, sightings, nests, runs and eggs); or



- b) are likely to attract, or provide harbourage for vermin or noxious pests; or
- c) aid the breeding of flies, mosquitoes, other insects or animals that are recognized as potentially carrying human diseases; or
- d) are suspected to contain asbestos and are being handled (including, but not limited to, cutting, sanding, breaking, removing) or stored in a manner inconsistent with NSW SafeWork NSW and/or NSW Environmental Protection Authority guidelines and is considered likely to lead to the release of fibres and/or dust to present a threat to health; or
- e) the material is considered to be hazardous; or
- f) are likely to be releasing gas/dust/vapour/liquid or other emission which could be considered harmful to humans and/or the environment

**NOTE: Emergency situations** are managed via the HAZMAT section of the NSW Fire and Rescue and **should be directed immediately in the first instance via calling 000.**

Notes:

Council will not consider inert items that are stacked in a safe, tidy manner as being likely to attract, or provide harbourage to vermin or noxious pests when the stacked items:

- i) facilitate the clearing of vegetation,
- ii) reduce the potential for harbourage of vermin or noxious pests, and/ or
- iii) place the property in a safe and healthy condition

Material suspected as being asbestos is assumed to be asbestos, unless the recipient, or proposed recipient, of an Order can prove otherwise.

### **2.3 Breeding and/or Infestation of Disease Vectors or Noxious Pests**

Land or premises may be considered not to be in a safe or healthy condition when:

- a) they are infested with vermin, flies, mosquitoes, other insects or animals that are recognized as potentially carrying human diseases; or
- b) conditions are aiding the breeding of vermin, flies, mosquitoes, other insects or animals that are recognized as potentially carrying human diseases; or
- c) noxious pests are breeding on or infesting a premises.

### **2.4 Inappropriate Handling of Sewage**

Land or premises may be considered not to be in a safe or healthy condition when:

- a) the plumbing on the premises is failing, leading to the discharge of sewage or inappropriate handling of sewage; or
- b) a grey water diversion device and/or grey water treatment system is currently operated on the premises and such a device or system is failing to meet the requirements of the NSW Guidelines for Greywater Reuse In Sewered, Single Household Residential Premises; or
- c) the premises are currently serviced by an on-site sewage management system (OSSM) and that system is failing to meet the requirements of:
  - i) the conditions of consent / approval in any approval to install or operate the on-site system, or
  - ii) the requirements of the Environment and Health Protection Guidelines: On-site Sewage Management for Single Households, or





- iii) the performance standards outlined in Subdivision 7 of the Local Government (General) Regulation 2021

### **2.5 Unsafe Building, Structure or Item or Unhealthy Conditions in a Building or Structure**

Land or premises may be considered not to be in a safe or healthy condition when:

- a) a building contravenes the structural or health and amenity provisions of the Building Code of Australia to an extent which causes it to be unsafe or unhealthy; or
- b) a wall, structure, or item is considered dangerous by an authorised Council officer; or
- c) a wall, structure, or item has friable or exposed asbestos in dilapidated condition to an extent which causes it to be unsafe or unhealthy; or
- d) a sleeping accommodation contravenes public health requirements (as determined by the Public Health Regulation 2012); or
- e) a designated drinking water supply system is contaminated or is unfit for human consumption; or
- f) a food premises contravenes health and safety requirements of Chapter 3 of the Australia New Zealand Food Standards Code.

#### Notes:

Building matters of a trivial nature won't be handled through this Local Orders process. Conditions must pose a danger to public or tenants. Allegations of effects of unhealthy conditions may need to be verified by a medical doctor's report.

Wingecarribee Shire Council's Asbestos Policy has further details and actions applicable for asbestos in unsafe or unhealthy buildings.

### **2.6 Other Matters**

Any other situation which is deemed by the General Manager as being likely to pose an immediate danger to health or safety to the greater public.

### **2.7 Remedial Action**

An order may specify certain works that need to be undertaken in order to place a property in a safe and healthy condition. These works may include, but are not limited to, any of the following:

- a) Remove, cut, slash, mow, prune, trim, or thin out overgrown vegetation on the property.
- b) Removal of waste material, and any unwanted material, and dispose of at a suitably licensed waste facility.
- c) Store materials in a safe, stable, secure, and tidy manner which facilitates the clearing of vegetation, reduces the potential for harbourage of vermin or noxious pests, and places the property in a safe and healthy condition.
- d) Eradicate disease vectors or noxious pests that are harbouring on the property.
- e) Remove items or material which are aiding the harbourage and/or breeding of disease vectors or noxious pests.
- f) Undertake pest control measures (e.g. engage a pest controller) to manage disease vectors, vermin, or noxious pests that may be present on the site and remove the potential for their harbourage.
- g) Clean the premises, or aspects of the premises, to place it in a healthy condition.



- h) De-sludging of OSSM tanks.
- i) Servicing of an Aerated Waste Water Treatment System.
- j) Repair, replacement or upgrade of the defective OSSM tanks, pipes or disposal systems.
- k) Renewal or repair of defective sewerage service pipes, or the clearing of choked sewerage service pipes.
- l) Clean, disinfect, cease to use or advise people not to use a designated drinking water system.
- m) Provide an alternative drinking water supply.
- n) Repair, replacement or upgrade of the defective Greywater Diversion Device or associated disposal system.
- o) Undertake any necessary maintenance or works to ensure friable or exposed asbestos in buildings does not pose a health risk.
- p) Submit details specifying particulars of works needed to be undertaken and carried out to satisfy a certain standard or requirement.
- q) Submit a Development Application or section 68 application and gain approval for the undertaking of certain remedial actions.

Note:

Remedial action will not cover any vegetation or animal that is protected by the *Biodiversity Conservation Act 2016*, *Local Land Services Act 2013*, *Environment Protection and Biodiversity Conservation Act 1999*, Wingecarribee Shire Council's Local Environment Plan 2010 and associated Development Control Plans, unless the action is allowable under the relevant legislative instrument or plan.

### **2.8 Notice of intent**

Prior to the issue of an order, Council must give the owner or occupier of the land or premises a notice of intent to give an order. The need for a notice of intent to give an order does not apply in emergency situations in accordance with section 129 of the *Local Government Act 1993*.

### **2.9 Making representations**

Any person in receipt of a notice of intent may make representations as to why the order should not be given, the terms of the order, or the period for compliance on the proposed order within 14 days. This does not apply in emergency situations in accordance with section 129 of the *Local Government Act 1993*.

### **2.10 Hearing and consideration of representations**

An independent review panel or officer of Council will hear and consider any representation made and either:

- a) give the order as proposed or
- b) give the order with modifications or
- c) not give the order.

This does not apply in emergency situations in accordance with section 129 of the *Local Government Act 1993*.

### **2.11 Issuing of an order**

Should it be necessary to issue an order, a reasonable period will be given so that the terms of the order can be complied with.



The order will be issued by the Manager Development Assessment and Regulation, or any other delegated officer, on the owner or occupier of the land or premises.

### **2.12 Right of appeal**

The person affected by the order has the right of appeal to the Land and Environment Court within 28 days after the service of the order on the person.

### **2.13 Failure to comply with order**

Any person not complying with an order is guilty of an offence in accordance with the *Local Government Act 1993* and may be subject to prosecution or a fine.

A penalty notice may be issued for failure to comply with the remedial action outlined in an order. After issuing a penalty notice, Council may proceed to issue a new order and/or a new penalty notice for any ongoing offence(s).

If a person fails to comply with the terms of an order, Council may commence proceedings in either the Land and Environment Court or Local Court, or do such things as necessary or convenient to give effect to the terms of the order, in accordance with section 678 of the *Local Government Act 1993*, including the carrying out of any work required by the order.

## **3 Scope**

This policy applies to all land across the Wingecarribee Shire Council Local Government Area. Council may serve an order to an owner or occupier of land or premises when the land or premises are not in a safe or healthy condition.

This policy does not affect the power of Wingecarribee Shire Council to give an order, notice, or direction under the authority of other legislation.

## **4 Responsibilities**

Responsibilities for the implementation of this Policy are shared as follows.

### **4.1 Councillors**

Councillors shall:

- Provide leadership in complying with legislative requirements.

### **4.2 Executive**

The Executive shall:

- Integrate the Local Orders Policy with the other Council policies and compliance processes.

### **4.3 The Manager Development Assessment and Regulation**

The Manager Development Assessment and Regulation shall:

- provide guidance to Councillors, Executive and other Council staff as to the content and implementation of this Policy;
- ensure the timely review of this Policy; and
- [assist in investigations of alleged non-compliance with this Policy – if non-compliance with the policy may be taken to be a breach of the Code of Conduct] OR [conduct investigations into alleged non-compliance with this Policy – if the policy owner is responsible for dealing with such matters].

### **4.4 Managers**

Managers shall:

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- provide guidance to Council staff within their respective branches as to the content and implementation of this Policy, seeking guidance from the policy owner as required

#### **4.5 Council staff**

Council staff shall:

- Develop, review and maintain effective local orders policy and implementation procedures.
- Comply with the Local Orders Policy and related compliance procedures.
- Assist the community in understanding the Local Orders Policy requirements and process.

### 5 Performance Measures

The success of this Policy will be measured by:

- a) Awareness of residents of their rights and responsibilities in keeping premises or land in a safe and healthy condition.
- b) Reduced complaints from land or premises in an unsafe or unhealthy condition.
- c) Reduced caution and infringement notices issued by regulatory staff.

### 6 Definitions

Built Up Urban Area

includes all land use zones under the Wingecarribee LEP 2010 with the exception of the following:

- RU1 Primary Production;
- RU2 Rural Landscape;
- RU3 Forestry;
- RU4 Primary Production Small Lots;
- RE1 Public Recreation;
- C1 National Parks and Nature Reserves;
- C2 Environmental Conservation;
- C3 Environmental Management; and
- C4 Environmental Living.

Noxious Pests

include European wasps, fire ants or any other pest determined by the Group Manager Planning, Development and Regulatory Services (in consultation with the Department of Primary Industry or any other relevant Government Authority), but does not include any native fauna.

Biosecurity Weeds

Includes priority weeds outlined in the Biosecurity Act, the South East Regional Strategic Weed Management Plan, and the Wingecarribee Shire Council Biosecurity Weed Control Program.

Overgrown Vegetation

does not include any vegetation that is protected by the *Biodiversity Conservation Act 2016*, *Environment Protection and Biodiversity Conservation Act 1999*, Wingecarribee Shire Council's Local Environment Plan 2010 or associated Development Control Plans. Overgrown vegetation does not include a commercial crop.

Sewage

is taken to be either grey water or black water as defined in NSW Health Greywater Reuse Policy. Greywater consists of domestic wastewater excluding toilet waste and may include wastewater arising from a hand basin, kitchen, bath, shower and laundry. Blackwater is wastewater from toilets or urinals.



Vermin

are wild animals that are recognized as potentially carrying human diseases, for examples rodents. Vermin does not include any native fauna.

## 7 Related Material

### 7.1 Related Policies

The following policy is related to this Policy:

- Compliance and Enforcement Policy

## 8 Non-compliance with this Policy

Council staff will investigate circumstances of non-compliance with the standards of this Policy (in relation to premises that may not be in a safe or healthy condition) and implement appropriate actions outlined in this Policy and in consideration of the Council's Compliance and Enforcement Policy.

Non-compliance with the application of this Policy should be reported to Manager Development Assessment and Regulation who will investigate and determine the appropriate course of action.

## 9 Document Control

### 9.1 Version Control

Version	Adoption Date	Notes
Local Orders Policy (Order 21) v.2 Feb 2016	Feb 2016	Scheduled Review
Local Orders Policy (Order 21) v.3 Feb 2018	Feb 2018	Scheduled review

## 10 Attachments

There are no attachments to this Policy.

**Approved by:**

**WINGECARRIBEE SHIRE COUNCIL**

[Governance to insert adoption date]

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## **9.9 Aboriginal and Torres Strait Islander Acknowledgement to Country Policy - Draft for Adoption**

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**Report of:** **Corinne Buxton**  
**Coordinator Community Development**

**Authorised by:** **Michael McCabe**  
**Director Communities and Place**

### **PURPOSE**

---

At the Council Meeting on 15 May 2024 Council resolved to place the draft Aboriginal and Torres Strait Islander Acknowledgement to Country Policy on public exhibition for a period of 28 days.

The public exhibition period provided opportunity for community input in response to the draft Aboriginal and Torres Strait Islander Acknowledgement to Country Policy. Additionally, this report includes all submissions received during the public exhibition period and council officer responses to those submissions for Council's consideration.

### **OFFICER'S RECOMMENDATION**

---

#### **THAT Council:**

- 1. Adopt the Aboriginal and Torres Strait Islander Acknowledgement to Country Policy.**
- 2. Write to the people who lodged a submission advising them of the outcome and thanking them for their feedback on the Aboriginal and Torres Strait Islander Acknowledgment to Country Policy.**

### **REPORT**

---

#### **BACKGROUND**

At the Council Meeting on 15 May 2024 Council resolved to place the draft Aboriginal and Torres Strait Islander Acknowledgement to Country Policy (the Policy) on public exhibition for a period of 28 days.

#### **REPORT**

During the 28-day public exhibition period, Council received four submissions from community members. These submissions have been considered and responded to by staff. The submissions were both for and against The Policy and a staff response to each submission is provided in **Table 1** below.

**Table 1 – Submissions and Council Officer Response**

<b>Key Theme</b>	<b>Council Officer Response</b>
<b>A. Webb, Bowral</b> <b>Does not support the Aboriginal and Torres Strait Islander Acknowledgement to Country Policy – acknowledgments are overused and have lost meaning; Council should be focussing on infrastructure.</b>	Council plays a crucial role in improving community life and managing infrastructure, while also advancing cultural awareness and community development through inclusive policies and initiatives. The adoption of the Acknowledgement to Country Policy by council aims to honour and show respect for the traditional custodians of the land on which we

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Key Theme	Council Officer Response
	operate.
<p><b>S.Giglio, Bowral</b></p> <p><b>In favour of the Aboriginal and Torres Strait Islander Acknowledgement to Country Policy</b> – no further comment provided.</p>	
<p><b>I.Brewster, Bundanoon</b></p> <p><b>Does not support the Aboriginal and Torres Strait Islander Acknowledgement to Country Policy</b> – Welcome to Country should not be made as we all already live in our country of Australia</p>	While we all reside in Australia, the Acknowledgement to Country Policy is a gesture of respect towards the traditional custodians of the land on which we meet or operate. It aims to recognise their enduring connection and custodianship.
<p><b>M.Hall, Bowral</b></p> <p><b>Does not support the Aboriginal and Torres Strait Islander Acknowledgement to Country Policy</b> - Primary objection to Acknowledgement of Country is that Non-indigenous Australians do not need to be welcomed to their own homeland. While intended to show respect for indigenous people, it fails to show respect for the sacrifices of our deserving nonindigenous predecessors who came here not just to occupy the land, but to work hard to protect and develop the country.</p>	Council’s intention in adopting the Acknowledgement to Country Policy is to honour the rich cultural heritage of Indigenous Australians, whose connection to this land predates us all. It's also important for us to recognise the contributions of all who have shaped our nation. Council values diverse viewpoints and are committed to fostering an inclusive environment where all perspectives are respected.

The feedback received from community was largely for Council not to have an Aboriginal and Torres Strait Islander Acknowledgement to Country Policy. There was no specific feedback for any change to policy content, therefore no changes have been made. The Policy as per **Attachment 1** of this report is recommended to Council for adoption.

**COMMUNICATION AND CONSULTATION**

**Community Engagement**

A project page was established on Participate Wingecarribee page.

Residents were provided the opportunity to complete an online form on the Participate Wingecarribee page or to make a submission by way of email or letter.

Public notice of the exhibition period was provided via the following means:

- Councils ‘Your Shire’ weekly e-newsletter
- Notification to community contacts including village associations, community groups and Elders
- Presented to Community Reference Panel members

During the public exhibition period, Councils Aboriginal Community Development Officer engaged with community visiting the Wingecarribee Aboriginal Community Centre, providing hard copies of The Policy for feedback. The community in attendance was in agreeance with the Policy but provided no official feedback via Participate Wingecarribee.

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### **Internal Communication and Consultation**

Council's Community Life and Libraries team contributed to the development of the Policy.

### **External Communication and Consultation**

Prior to the draft Acknowledgement to Country Policy, Council staff consulted with community Elders on the Policy.

## **SUSTAINABILITY ASSESSMENT**

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### **Environment**

There are no environmental issues in relation to this report.

### **Social**

The implementation of an Aboriginal and Torres Strait Islander Acknowledgement to Country Policy within local government or organisational contexts can significantly enhance social impacts related to equity and community well-being. These impacts are both broad and profound, affecting various aspects of society, from individual perceptions to collective actions.

### **Broader Economic Implications**

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

### **Culture**

Implementing an Aboriginal and Torres Strait Islander Acknowledgement to Country Policy can have profound cultural impacts on Aboriginal communities, with the majority being positive, though potential negative impacts should be considered and carefully managed. These policies are designed to respect, recognise, and integrate Aboriginal cultures, traditions, and perspectives into broader societal frameworks within government, corporate, or community settings.

### **Governance**

There are no governance issues in relation to this report.

## **COUNCIL BUDGET IMPLICATIONS**

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There are no Council budget implications in relation to this report.

## **RELATED COUNCIL POLICY.**

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2016 Aboriginal and Torres Strait Islander Policy

Wingecarribee 2041 Community Strategic Plan

## **CONCLUSION**

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The Policy was on public exhibition from Monday 20 May and closed on Monday 17 June 2024. The Aboriginal and Torres Strait Islander Acknowledgement to Country Policy is now being presented to Council for adoption after considering the submissions tabled as a part of the 28-day public exhibition process.

## **ATTACHMENTS**

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1. Aboriginal and Torres Strait Islander Acknowledgement to Country Policy [9.9.1 - 8 pages]
-





## Aboriginal and Torres Strait Islander Acknowledgement to Country Policy



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WINGECARRIBEE SHIRE COUNCIL



## **PEOPLE**

### **A creative, diverse and vibrant community**

<b>Document Type</b>	Council Policy
<b>Document Reference No.</b>	Document Set ID 249523
<b>Version No.</b>	3.0
<b>Council File Reference</b>	Policy – Organisation Wide Policies (CMGT)
<b>Adoption Date</b>	[Governance to insert]
<b>Resolution Number</b>	[Governance to insert]
<b>Document Owner</b>	Coordinator Community Development
<b>Responsible Branch</b>	Community Life and Libraries
<b>Responsible Business Unit</b>	Community Development
<b>Review Schedule</b>	3 years
<b>Review Date</b>	[Governance to insert]

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## 1 Objectives

The objectives of the Policy are to:

- Pay respect to the Aboriginal and Torres Strait Islander cultures
- Acknowledge the connection and trust that Aboriginal people have with maintaining and managing country
- Provide guidance for including Aboriginal cultural ceremonies as part of Council events
- Provide protocols for performing Acknowledgment of Country
- Articulate Council's responsibility and commitment to maintaining and celebrating Aboriginal culture and history.

## 2 Policy Statement

Wingecarribee Shire Council recognises that by acknowledging our past, we are laying the groundwork for a future which embraces all Australians; a future based on mutual respect and shared responsibility for our land.

Aboriginal culture is recognised as one of the world's oldest living cultures. Aboriginal peoples have shown, and continue to show, enormous resilience coupled with generosity of spirit towards other peoples with whom they now share their land.

The Wingecarribee Shire Council acknowledges Aboriginal and Torres Strait Islander peoples as the traditional custodians of our land. Council acknowledges the Gundungurra and "Tharawal" or "Dharawal" (as it is referred to in historical records) people as the traditional custodians of this place we now call the Wingecarribee Shire.

According to the 2021 Australian Bureau of Statistics Census there was a recorded total of 1,188 Wingecarribee Shire residents who identified as Aboriginal or Torres Strait Islander. This was an increase from 954 at the 2016 Census and from 529 at the 2006 Census.

The purpose of this document is to provide Councillors, Council officers, staff and volunteers at Wingecarribee Shire Council with an understanding of some of the important protocols of the Aboriginal and Torres Strait Islander community. While this is not a complete list of protocols, staff should continue to consult with Aboriginal and Torres Strait Islander representatives about how and when to observe these and other protocols in the most appropriate manner.

When facilitating community events, ceremonies, Council or Committee meetings and staff meetings with external stakeholders, Council will ensure:

A Traditional Custodian is given the opportunity to conduct a Welcome to Country to officially open the event or ceremony

OR

An Acknowledgement of Country is performed.

### **Welcome to Country**

A "Welcome to Country" or "Traditional Welcome" is where the traditional Aboriginal or Torres Strait Islander custodians welcome people to their land at the beginning of a meeting, event or ceremony. This welcome must be conducted by an appropriate person such as a recognised Elder from the local area. Welcome to Country enables the Traditional Custodians to give their blessing to the

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event and is an important mark of respect for Aboriginal and Torres Strait Islander people as Australia's original inhabitants.

**Acknowledgement of Country**

An Acknowledgement of Country is a way that the wider community can demonstrate respect for Aboriginal protocol and can be performed by any individual, Aboriginal or non-Aboriginal, participating in an occasion of any kind. It is a demonstration of respect dedicated to the traditional custodians of the land or sea where the gathering is taking place.

A Chair or Speaker begins the meeting by acknowledging that the meeting is taking place in the country of the traditional owners.

**Suggested wording for an Acknowledgement of Country:**

"Wingecarribee Shire Council acknowledges the Gundungurra and Dharawal people as the traditional custodians of this land we now call the Wingecarribee Shire. I pay my respect to Elders both past, present and emerging. I would also like to extend that respect to all Aboriginal and Torres Strait Islanders present here today."

**Acknowledgement of Recognised Community Elders**

Acknowledging Elders is an important mark of respect for the Elders of the Aboriginal and Torres Strait Islander community including, but not limited to, Traditional Owners or Custodians. This acknowledgment can follow the Welcome to Country or Acknowledgment of Country with the speaker paying respect to Elders past and present.

**Smoking Ceremony**

Smoking ceremonies are undertaken in Aboriginal communities to cleanse the space in which the ceremony is taking place. The Smoking Ceremony is a ritual of purification and unity and is always undertaken by an Aboriginal person with specialised cultural knowledge.

This is a very significant ceremony and is performed only at events deemed appropriate by the Aboriginal or Torres Strait Islander community.

**Other Events and Ceremonies**

An increasing number of people are Acknowledging Country in events and ceremonies undertaken by Council and in the community without Aboriginal and Torres Strait Islander involvement. It is becoming recognised that some acknowledgement should be given to the local Aboriginal people of the area. Representatives of Council should always consult with the Aboriginal community, Aboriginal Community Development Officer and/or Illawarra Local Aboriginal Land Council to make sure they have correctly identified the Traditional Owners and Custodians and have the correct wording for Acknowledging Country

**Fee for Services**

It is important to acknowledge that Aboriginal people are using their intellectual property whenever they carry out a cultural ceremony or an artistic performance and it is appropriate that they receive payment for the service. The payment should consider travel to the event, time and complexity of the service and the profile of the event.

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### 3 Scope

This Policy applies to all Council staff and elected representatives and describes the appropriate protocols regarding the opening of official Council ceremonies, events and community meetings.

### 4 Responsibilities

Responsibilities for implementing this policy are shared between Councillors, Executive and staff as follows:

#### 4.1 Councillors

Councillors shall:

- Lead the community in their understanding of and compliance with the Aboriginal and Torres Strait Islander Policy.
- Comply with Council's Aboriginal and Torres Strait Islander Policy.

#### 4.2 Executive

The Executive shall:

- Communicate, implement and comply with the Aboriginal and Torres Strait Islander Policy.

#### 4.3 Aboriginal Community Development Officer:

The Aboriginal Community Development Officer shall:

- provide guidance to Councillors, Executive and other Council staff as to the content and implementation of this Policy;
- ensure the timely review of this Policy
- lead the community in their understanding of and compliance with the Aboriginal and Torres Strait Islander Policy and to:
- Ensure Traditional Elders are consulted when reviewing The Aboriginal and Torres Strait Islander Policy.

#### 4.4 Managers

Managers shall:

- Provide guidance to Council staff within their respective branches as to the content and implementation of this Policy, seeking guidance from the policy owner as required

#### 4.5 Council staff

Council staff shall:

- Comply with The Aboriginal and Torres Strait Islander Policy
- Seek clarification and guidance from the Aboriginal Community Development Officer in relation to The Aboriginal and Torres Strait Islander Policy



## 5 Performance Measures

The success of this Policy will be measured by:

- Consultation and engagement regarding policy is common in everyday practise for staff
- Improved cultural awareness among staff
- Majority of staff are culturally competent and aware of Acknowledgement of Country and Welcome to Country protocols
- Welcome to Country and Acknowledgement of Country is carried out as per policy.

## 6 Definitions

### **Traditional Custodian**

Traditional Custodian in relation to the lands are respected custodians of the Aboriginal community on whom their community rely upon to give advice and pass on knowledge. Traditional custodians have “primary spiritual responsibility” for sacred sites on a piece of land, and are entitled by Aboriginal tradition to hunt and gather on that land. Traditional Custodians are the key decision makers for their land.

A Traditional Custodian in relation to the lands means an Aboriginal person who, in accordance with Aboriginal tradition, has social, economic and spiritual affiliations with, and responsibilities for, the lands or any part of them.

Traditional Custodians are entitled by Aboriginal tradition to forage as a right over that land

### **Recognised Community Elder**

In some Aboriginal communities there may be individuals who are ‘recognised elders’. These are people who are respected by the Aboriginal community as elders but have not necessarily undergone traditional initiation ceremonies or are not traditional custodians.

## 7 Non-compliance with this Policy

Non-compliance with this Policy should be reported to Manager Community Life and Libraries who will investigate and determine the appropriate course of action.

## 8 Document Control

### 8.1 Version Control

Version	Adoption Date	Notes
1.0	[insert date on which version was adopted]	Initial adoption of document
2.0	9 November 2016	[describe amendments/changes from previous version]
3.0	[insert date on which version was adopted]	[describe amendments/changes from previous version]

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version 3.0*

**8.2**

1 Attachments

1.

There are no attachments to this Policy.

**Approved by:**

**WINGECARRIBEE SHIRE COUNCIL**

[Governance to insert adoption date]

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## **9.10 Public Art Policy - Draft for Adoption**

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**Report of:** **Corinne Buxton**  
**Coordinator Community Development**

**Authorised by:** **Michael McCabe**  
**Director Communities and Place**

### **PURPOSE**

---

At the Council Meeting on 15 May 2024 Council resolved to place the draft Public Art Policy on public exhibition for a period of 28 days.

The public exhibition period provided an opportunity for the community to provide input into the draft Public Art Policy. This report also includes all submissions received during the public exhibition period and council officer responses to these submissions for Council's consideration.

### **OFFICER'S RECOMMENDATION**

---

#### **THAT Council:**

- 1. Adopt the Public Art Policy.**
- 2. Write to the residents who lodged a submission advising them of the outcome and thanking them for their feedback on the Public Art Policy.**

### **REPORT**

---

#### **BACKGROUND**

At the Council Meeting on 15 May 2024 Council resolved to place the draft Public Art Policy (the Policy) on public exhibition for a period of 28 days.

#### **REPORT**

During the 28-day public exhibition period, Council received three submissions from community members. These submissions have been considered and responded to by Councils Arts and Culture Officer. The submissions were all in favour of the Policy, although with caveats. A staff response to each submission is provided in **Table 1** below.

**Table 1 – Submissions and Council Officer Response**

<b>Key Theme</b>	<b>Council Officer Response</b>
<b>S.Empress, Mittagong</b> <b>Supports the new Public Art Policy</b> - with the addition of plans for an arts festival in Mittagong. Specific suggestions were; fire sculptures, floating light displays, circus performances, live music, DJs, food trucks and art installations around the lake in Mittagong	The suggestion of Festivals for the Wingecarribee Shire can be considered in the Draft Arts and Culture Strategy currently on Exhibition.  Council staff will respond to this submission and provide details on how to make a submission as part of the Arts & Culture Strategy.

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Key Theme	Council Officer Response
<p><b>K.Frith, Moss Vale</b></p> <p><b>Supports the new Public Art Policy</b> - with the addition of more consultation of arts professionals in decision-making and commissioning processes. The respondent feels that the weight is too heavily on council staff selecting and commissioning work and that more emphasis in terms of gathering opinions should be on including the Wingecarribee arts community or residents themselves.</p>	<p>Feedback regarding the balance of involvement between council staff and the broader community, particularly the Wingecarribee arts community and residents is noted.</p>
<p><b>S.King, Moss vale</b></p> <p><b>Supports the new Public Art Policy</b> – Several suggestions/concerns were made:</p> <ul style="list-style-type: none"> <li>• more rigorous discernment and/or transparency is required</li> <li>• public, open, passive use space could be “alienated” for the installation of artworks</li> <li>• Place proposals of public art into the public domain for comment before proceeding</li> <li>• Budget implications for Council</li> </ul>	<p>Council understands the importance of transparency in decision-making processes and the need for careful consideration of how public spaces are utilised for art installations, balancing aesthetic enhancement with practical community needs.</p> <p>Budget implications for Council are outlined within this report and will be subsequently communicated within Councils formal response to the respondent.</p>

The Policy as per **Attachment 1** of this report is recommended to Council for adoption. No changes from the draft have been proposed.

**COMMUNICATION AND CONSULTATION**

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**Community Engagement**

A project page was established on Participate Wingecarribee website.

Residents were provided the opportunity to complete an online form on the Participate Wingecarribee project page or to make a submission by way of email or letter.

Public notice of the exhibition period was provided via the following means:

- Council’s ‘Your Shire’ weekly e-newsletter
- Notification to community contacts including multiple mailing lists of local artists and arts organisations
- Presented to leaders of the local arts and culture community and institutions

During the public exhibition period, Council’s Arts and Culture Officer engaged with key individuals in the arts community, addressing them individually requesting feedback. The community provided the three abovementioned submissions.

**Internal Communication and Consultation**

Council’s Community Life and Libraries team as well as the Customer Service team were provided with a hard copy of the Draft Public Art Policy to make available for the community in Bowral, Mittagong and Moss Vale libraries.

Key staff were consulted in the development of the Draft Public Art Policy including:

- Coordinator Park and Building Assets

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- Senior Traffic Engineer
- Grants Management Officer
- Assets Systems Officer
- Manager Project Delivery

### **External Communication and Consultation**

Prior to creating the Draft Public Art Policy, Council staff reviewed and engaged on several Sydney, regional NSW and interstate Public Art Policies to establish current best practice and to facilitate benchmarking.

## **SUSTAINABILITY ASSESSMENT**

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The Policy recognises the impact on the natural world and states artworks are to be constructed from durable materials, use renewable resources where possible and are designed to discourage vandalism to protect the Wingecarribee natural environment.

### **Environment**

Respect for the natural world – The environmental impact of Public Art must be considered from its inception. In practice this means the artworks are constructed from durable materials, use renewable resources where possible and are designed to discourage vandalism. Integrated artworks should be considered as part of development to offer a long-term presence.

### **Social**

Public Art has the power to significantly influence societies and communities, creating a ripple effect of social impacts that can transform public spaces and the way people interact with them. The Draft Policy principals seek to break down barriers among individuals from different backgrounds and foster a sense of inclusivity and belonging.

### **Broader Economic Implications**

Well-executed Public Art projects can serve as tourist attractions, drawing visitors to a community and stimulating spending on accommodations, dining, and retail. Public Art can enhance the attractiveness and desirability of neighbourhoods, leading to increased property values and spurring real estate development. Areas with vibrant Public Art scenes may experience higher demand for residential and commercial properties, leading to revitalization and economic growth.

### **Culture**

The Policy recognises the significance of First Nations communities and will seek to engage local First Nations artists and that original custodians of land on which Public Art will be installed should be consulted and acknowledged.

### **Governance**

There are no governance issues in relation to this report.

## **COUNCIL BUDGET IMPLICATIONS**

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The Policy is a revision of an existing policy, and no specific financial adjustments are proposed as each public art project will have unique costs.

The *Selection Criteria for Public Art* as detailed in page 5 of the Policy includes assessment criteria regarding value for money and life cycle costs.

The *Guidelines for the Commissioning Process* as detailed in page 5 and 6 of the Policy also require compliance with Council's Procurement Policy in addition to consideration for costs and responsibilities including maintenance costs, cost of repair, renovation or replacement.

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**RELATED COUNCIL POLICY**

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Arts and Culture Strategy

Grants, Sponsorship and Donations Policy

Community and Recreational Facilities Strategy

**CONCLUSION**

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The Policy was on public exhibition from Monday 20 May and closed on Monday 17 June 2024. The Policy is now being presented to Council for adoption after considering the submissions tabled as a part of the 28-day public exhibition process.

**ATTACHMENTS**

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1. Public Art Policy [9.10.1 - 9 pages]



## Public Art Policy



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WINGECARRIBEE SHIRE COUNCIL



*Document6*

Wingecarribee Community Strategic Plan 2031 -  
People - Goal 2.3 – A creative, diverse and vibrant community

<b>Document Type</b>	Council Policy
<b>Document Reference No.</b>	[Governance to insert] (example: 2020/001)
<b>Version No.</b>	[Governance to insert]
<b>Adoption Date</b>	[Governance to insert]
<b>Resolution Number</b>	[Governance to insert]
<b>Document Owner</b>	Community Development Officer, Arts & Culture
<b>Responsible Branch</b>	Communities and Place
<b>Responsible Business Unit</b>	Community Life and Libraries
<b>Review Date</b>	[Governance to insert]

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*Document6*

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## 1. Objectives

Council supports the provision of Public Art across our Local Government Area (LGA). The objectives of the Public Art Policy are to:

- Provide a framework for the acquisition, assessment, development and management of Public Art in the Shire
- Facilitate the provision of Public Art, both permanent and temporary, within the Shire that reflects the area's unique character, cultural heritage and sense of place
- Provide a considered approach to the funding, procurement, acquisition and management of our current and future Public Art collection;
- The deaccession framework for the disposal, sale, return or removal of Public Art

## 2. Policy Statement

Local Government plays a key role in guiding the development and integration of Public Art within the community, often as part of placemaking, renewal and infrastructure redevelopment projects, to contribute to a sense of place for the community.

Council is committed to developing an aesthetically rich cultural landscape for its residents and visitors. The local heritage and environment provide a legacy and canvas for a vibrant, creative, and inspiring public art collection.

Arts and culture play a significant role in Council's cultural development and sustainability as a community. Public Art, being the most visible and accessible artform, can captivate its audience, strengthen a sense of place, and help to increase well-being in a community. It may be provocative, or it may promote contemplation and positive feelings.

### **Guiding Principles**

The following principles underpin Council's commitment to the provision of a vibrant and diverse Public Art collection and guide all stages of the public art commissioning process. They are used in the assessment of all public art proposals:

**Meaningful engagement** - Public Art reflects and empowers our communities to have a voice, and actively shapes the future of a place. Community dialogue and engagement should be central to the development and realisation of art projects with opportunities for strategic input as well as art making.

**Reflect place and our local identity**- Public Art reflecting our unique natural and built environment, history, culture, values and lifestyle. Public Art creatively activates our public spaces and is a key component of our place planning. It should have the scope and resourcing to develop highly original and distinctive responses to landscape, sites and cultural environments which reflects local character, community pride, ownership, sense of place and community identity.

**Local opportunities** - opportunities for diverse local artists and related industries to be involved in the design, development and manufacture of works will be encouraged. First Nations artists will be actively engaged for relevant artistic projects.

**Respect for the natural world** – The environmental impact of Public Art must be considered from its inception. In practice this means the artworks are constructed from durable materials,

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use renewable resources where possible and are designed to discourage vandalism. Integrated artworks should be considered as part of development to offer a long-term presence.

**Recognition of diversity and inclusion** – Diversity and inclusion should be recognised and embedded into all aspects of the public art process, from inception and choice of artist, medium and message to the employment of universal design and access principles to ensure enjoyment and access to art for all members of the community.

#### **Selection criteria for Public Art**

Each Public Art project will be assessed on its merit. The selection of works will be based on the following criteria;

- Consistency with the guiding principles of the Public Art Policy
- High standards of Public Art in terms of artistic quality, originality and integrity
- Complements and adds to a liveable and vibrant public space
- Technical feasibility and ability to successfully realise the proposal
- Appropriateness to the context of the project brief, site and community/place
- Impact on the day-to-day use of the public domain, including safety, accessibility, structural stability
- Durability of the artwork and its ability to withstand weathering and physical contact over time, and ease of maintenance
- Value for money and life cycle costs
- Consistency with relevant planning, urban design, heritage and environmental policies, plans of management and legislation
- Consideration of artists who have, or have had, an association with the Wingecarribee Shire

#### **Public Art Assessment**

All submitted Public Art works will be assessed by Council's Manager Community Life and Libraries, Coordinator Community Development and Community Development Officer – Arts and Culture. Council staff will include relevant internal subject matter experts and independent external experts as needed.

#### **Guidelines for the Commissioning Process**

Public Art will be procured in accordance with Council's Procurement Policy.

Council may acquire or sponsor public art in any of the following ways:

- Purchase of existing works of art
- Commissioning of works of art for specific sites or projects
- Acceptance of donation of art works
- Community arts projects or workshops where an artist works with the community on a project and the resulting works are displayed in a public place on a temporary or permanent basis
- Projects funded by grants, philanthropic trusts, individuals
- Integrated art: works that are developed as part of a capital works project.
- Partnerships with, or sponsorship of, Public Art by a group, organisation, government department, or commercial enterprise.
- Public Art that is curated on a theme, commemoration or specific event supported by the Shire

#### **Location, installation, maintenance (costs and responsibilities), risk and safety**

Ongoing maintenance costs and responsibilities will be assessed as part of each project's evaluation process, and budgets will be allocated towards a maintenance plan for each installed work.

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Location of works, safety of works and site issues will be part of a risk assessment for each work to be carried out in consultation with relevant Council staff and committees responsible for risk, traffic and engineering design.

**Documentation, decommissioning and relocation requirements for Public Art**

Council will include Public Art works on its asset register and record them on its GIS system.

If artworks are to be donated outside of the council, guidelines in the Grants, Sponsorship and Donations Policy will be adhered to.

Works of art in the public domain may be deaccessioned for a variety of reasons. Items proposed for deaccession, or disposal should be assessed against the following criteria:

- Theft or loss
- Damage or serious deterioration in condition
- Cost of repair, renovation or replacement
- The artwork is assessed as a risk or hazard
- Nominated life span has expired

Trends and popular taste will not be a criterion for deaccessioning works. The Artist Agreement will specify the intended longevity, maintenance and process by which artwork is decommissioned. If an Artist Agreement does not exist then Council reserves the right to decommission artwork on the basis on safety, or loss of integrity of the original form or materiality.

Once the deaccessioning of a work of art has been formally ratified by Council, it will be disposed of by one of the following processes:

- Offered to the artist, or family representative if the artist is deceased;
- Returned to the donor;
- Donation to another institution; or
- Destruction of a work of art will be considered only if the work is dangerous, diseased or has deteriorated beyond repair.

Wherever possible the artist and/or donor will be informed beforehand of intention to destroy the work.

### 3. Scope

This Policy applies to all Public Art projects located, or proposed, in the public domain within the Wingecarribee LGA. In addition, the Policy serves as a guide to developers, State Government, organisations, community groups and individuals who are submitting Public Art projects for Council's consideration.

This Policy does not apply to works which are purely commemorative in nature such as memorials or plaques.

A whole-of-Council approach is integral to the successful development, delivery and maintenance of public art. A coordinated approach ensures that public artworks are relevant, meaningful and appropriate to the location. This Policy should be considered when:

- A new stand-alone public art project is being considered;
- Key capital works are developed on land owned or managed by Council;
- Conceptualising major infrastructure projects i.e. architecture, urban design, open space and



- landscape; and
- Asset and maintenance plans for infrastructure are created or renewed

This Policy includes the application of Council's Public Art Guidelines for Developers for all approved arts plans and public art projects initiated through the Development Application (DA) and/or Voluntary Planning Agreement (VPA) processes.

The Policy provisions apply to the following persons involved in the process of acquiring Public Art, either through commission, direct purchase or donation, or engaged in the ongoing management and maintenance of Council's Public Art collection:

- Officers of Council
- Consultants, contractors or contingent labour engaged by, or associated with Council who are involved in any procurement or contracting activity, or part thereof, on behalf of, or as agents for, Council
- Councillors.

#### 4. Responsibilities

Responsibilities for the implementation of this Policy are shared as follows.

##### 4.1 Councillors

Councillors shall:

- Lead the community in their understanding of and compliance with the Public Art Policy
- Comply with Council's Public Art Policy

##### 4.2 Executive

The Executive shall communicate, implement and comply with the Public Art Policy.

##### 4.3 Community Development Officer, Arts & Culture

The Community Development Officer, Arts & Culture shall:

- Provide guidance to Councillors, Executive and other Council staff as to the content and implementation of this Policy and
- Ensure the timely review of this Policy.

##### 4.4 Managers

Managers shall provide guidance to Council staff within their respective branches as to the content and implementation of this Policy, seeking guidance from the Policy owner as required

##### 4.5 Council staff

Council staff shall:

- Comply with The Public Art Policy
- Seek clarification and guidance from the Community Development Officer, Arts and Culture in relation to Public Art Policy.



## 5. Performance Measures

The success of this Policy will be measured by:

- Biennial level of community satisfaction with the provision of Council's public art
- Number and variety of types of public art commissioned by Council annually

## 6. Definitions

Art is the product of creative or thoughtful intention by practitioners who wish to imaginatively share their perspectives. Art may be tangible or intangible.

Public Art is art outside of traditional gallery spaces, in public and private locations that are visible from, impact on and form part of the public domain. Works may range from the traditional to the contemporary, encompassing creative and artistic activities and artworks that are part of the public experience of the built and natural environment, including artworks integrated into developments. Public Art may be created or led by professional artists and include community cultural and social development activities, place-making activities, and interactive works. It may reflect current social or community issues and concerns.

Public Art may be permanent, temporary, or ephemeral. Public Art includes, but is not limited to, specific works such as sculptures, environmental art, murals, multimedia and lighting installations, outdoor performances, monuments, memorials, artist designed street furniture, decorative paving works as well as architectural design elements and artistic contributions to the design of public spaces.

<b>Permanent Art</b>	refers to art such as sculptures or murals that are intended to remain in their chosen locations indefinitely
<b>Temporary Art</b>	such as installations, refers to art that is installed in a location for a period that is intended to be finite, such as a few days, weeks, or months. It may delight or interrupt the observer's experience of a familiar place, thereby invigorating familiar spaces.
<b>Ephemeral art</b>	is art that usually only occurs in a particular time or place for a limited time and may not be embodied physically, such as performance art, light projections, or art events. It usually has dynamic or changing qualities
<b>Decommissioning and deaccessioning</b>	an artwork refers to the process undertaken to remove the work from public display and possibly also from the collection. These terms are sometimes used interchangeably, but decommissioning may be used to mean simply removing the work from display whereas deaccessioning may refer to removal from display, as well as from the collection and register prior to disposal.

## 7. Non-compliance with this Policy

Non-compliance with this Policy should be reported to Manager Community Life and Libraries who will investigate and determine the appropriate course of action.



## 8. Document Control

### 4.6 Version Control

Version	Adoption Date	Notes
2.0	[insert date on which version was adopted]	[ ]
1.0	8 December 2010	Original

### Attachments

There are no attachments to this Policy.

### Approved by:

**WINGECARRIBEE SHIRE COUNCIL**  
[Governance to insert adoption date]

**TO BE INSERTED**

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## **9.11 CCTV and Portable Surveillance Cameras in Public Places Policy - Draft for Adoption**

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**Report of:** **George Harb**  
**Chief Information Officer**

**Authorised by:** **Pav Kuzmanovski**  
**Acting Director Corporate Strategy and Resourcing**

### **PURPOSE**

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At the Extraordinary Council Meeting on 29 May 2024, it was resolved to place the draft CCTV and Portable Surveillance Cameras in Public Places Policy for public exhibition for 28 days.

The public exhibition period provides an opportunity for the community to provide input into the draft CCTV and Portable Surveillance Cameras in Public Places Policy. This report provides the outcomes of the public exhibition period.

### **OFFICER'S RECOMMENDATION**

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**THAT Council adopt the CCTV and Portable Surveillance Cameras in Public Places Policy.**

### **REPORT**

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#### **BACKGROUND**

This Policy sets out Council's approach for the use of CCTV and Portable Surveillance Cameras and how footage is captured by these devices in public places within the Wingecarribee Shire LGA.

At the Extraordinary Council Meeting on 29 May 2024 the following was resolved:

- 1. Council endorse the CCTV and Portable Surveillance Cameras in Public Places Draft Policy for public exhibition for a period of twenty-eight (28) days.*
- 2. Council revoke the Portable Surveillance Cameras Code of Practice as outlined in the report.*
- 3. Council revoke the CCTV Code of Practice as outlined in the report.*
- 4. A further report be submitted to Council following the conclusion of the public exhibition period.*

This report addresses the outcomes of the public exhibition period for this Policy.

#### **REPORT**

Council currently operates Closed Circuit Television (CCTV) cameras capturing video footage that encroaches on public spaces. Surveillance cameras are also used for the purposes of monitoring and protecting the environment with respect to illegal dumping and monitoring public safety.

This Policy has been designed to provide guidance for the use of CCTV and Portable Surveillance Cameras to assist Council to improve public safety, combat anti-social behaviour in public places and provide surveillance of illegal activity within the Wingecarribee Shire LGA.

The key points captured in this Policy are as follows:

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## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024**

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- Providing a governance framework to operate a CCTV network to deter patterns of antisocial behaviour and illegal activity.
- Providing clear direction on the Assessment and Review of the CCTV network and camera placement.
- Protocols for providing CCTV footage to law enforcement and duly authorised regulatory authorities.

The draft CCTV and Portable Surveillance Cameras in Public Places Policy was placed on public exhibition on the Participate Wingecarribee from 7 June 2024 to 5 July 2024.

During the 28-day public exhibition period, no submissions were received from the community. It is recommended to adopt the Policy as was placed on public exhibition.

### **COMMUNICATION AND CONSULTATION**

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#### **Community Engagement**

During the public exhibition period residents were provided the opportunity to complete an online form on the Participate Wingecarribee project page. Several hard copies of the draft policy were placed at council libraries and Customer Experience.

#### **Internal Communication and Consultation**

Governance

#### **External Communication and Consultation**

Nil

### **SUSTAINABILITY ASSESSMENT**

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#### **Environment**

There are no environmental issues in relation to this report.

#### **Social**

There are no social issues in relation to this report.

#### **Broader Economic Implications**

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

#### **Culture**

There are no cultural issues in relation to this report.

#### **Governance**

If the policy is adopted by Council, it will be placed on Council's website.

### **COUNCIL BUDGET IMPLICATIONS**

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There are no budget implication in this report.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
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**RELATED COUNCIL POLICY**

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Nil

**CONCLUSION**

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The Policy was placed on public exhibition from Friday 7 June 2024 and closed on Friday 5 July 2024 with no submissions received. The Policy is now being recommended for adoption after the 28-day public exhibition process.

**ATTACHMENTS**

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1. CCTV and Portable Surveillance Cameras in Public Places Draft Policy [9.11.1 - 8 pages]





## CCTV and Portable Surveillance Cameras in Public Places Draft Policy



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**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
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*CCTV and Portable Surveillance Cameras in Public Places Draft Policy*

{Main Category} Wingecarribee Community Strategic Plan 2031 -  
{Subcategory -Link to CSP Goal}

<b>Document Type</b>	Council Policy
<b>Document Reference No.</b>	[Governance to insert] (example: 2020/001)
<b>Version No.</b>	[Governance to insert]
<b>Council File Reference</b>	[Insert departmental file number, generally the relevant electronic records management system subject reference]
<b>Adoption Date</b>	[Governance to insert]
<b>Resolution Number</b>	[Governance to insert]
<b>Document Owner</b>	Chief Information Officer
<b>Responsible Branch</b>	Corporate Strategy and Resourcing
<b>Responsible Business Unit</b>	Information Services
<b>Review Schedule</b>	[Governance to insert]
<b>Review Date</b>	[Governance to insert]

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## 1 Objectives

The objectives of this Policy are to:

- provide direction to the lawful management of the Closed-Circuit Television (CCTV) network that is operated by Wingecarribee Shire Council that encroach public spaces.
- providing a governance framework to operate a CCTV network to deter patterns of anti-social and illegal activity.
- assist Police and other duly authorised regulatory authorities in the identification and apprehension of offenders.
- promote a safer environment for those who visit, live or work in the Wingecarribee Shire Local Government Area (LGA).

These objectives are also attributable to Portable Surveillance Cameras that are also used in public spaces in the Wingecarribee Shire LGA.

## 2 Policy Statement

This Policy has been designed to provide guidance for the use of CCTV and Portable Surveillance Cameras to assist Council to improve public safety, combat anti-social behaviour in public places and provide surveillance of illegal activity within the Wingecarribee Shire LGA.

This Policy sets out Council's approach for the use of CCTV and Portable Surveillance Cameras and how footage captured by these devices, in public places within the Wingecarribee Shire LGA, is managed.

### 2.1 Principles

This Policy has been developed on the following principles:

- a) CCTV and Portable Surveillance Cameras will operate within applicable legislative requirements and only for the purposes of which it is intended to be used.
- b) Signage will exist to inform the public that CCTV or Portable Surveillance Cameras are operating. Video surveillance and associated signage will align with the following:
  - i. Australian Standards AS/NZS 62676.1.2:2020 Video surveillance systems for use in security applications, Part 1.2: System requirements - Performance requirements for video transmission.
  - ii. Australian Standards AS 1743:2023 Road Sign Specifications.
  - iii. Surveillance Devices Act 2007
- c) A periodic review and evaluation of the CCTV and Portable Surveillance Cameras network will be carried out to ensure that the objectives of this Policy are being met.
- d) Access to CCTV footage will be restricted to authorised staff as delegated by the General Manager.
- e) Police and other duly authorised regulatory authorities may request access to surveillance footage. This will be granted subject to the correct legal protocols being adhered to as provided in Section 2.3 of this Policy.

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The General Manager may, during a civil emergency, set aside any policy terms to ensure public safety.

## **2.2 Assessment and Review**

In order to determine suitability and effectiveness of the placement of CCTV cameras and the approach to using Portable Surveillance Cameras, the following matters should be considered:

- benefits in promoting community safety or deterring illegal behaviour.
- consideration of privacy impacts, especially relating to private properties.
- consultation with duly authorised regulatory authorities.
- any other community safety measures in consultation with relevant community groups (where relevant).

A periodic review on the effectiveness the CCTV network and camera locations will be conducted to determine if the objectives of this Policy have been achieved. The periodic review will also consider the cost-benefit of CCTV mobilisation, in conjunction with other prevention strategies, to ensure public safety can be effectively managed within the finite resources available.

## **2.3 Access to Information**

Information contained in the CCTV footage held by Council is to be collected for law enforcement purposes and shall only be disclosed to persons or bodies who have a legitimate and lawful right or interest in receiving such information in accordance with relevantly applicable access to information legislation. In that regard, it should be noted that whilst a legal firm provides legal services, it is not a law enforcement body.

In addition, as CCTV footage contains personal information, it will only be disclosed by Wingecarribee Shire Council for law enforcement purposes to the extent required or permitted at law. It is condition of disclosure that such footage only be used for law enforcement purposes.

All applications for access to CCTV will be assessed on a case-by-case basis and must be made to Council in writing.

## **2.4 Record Keeping**

Recorded footage is retained for thirty (30) days at which point the footage will be overwritten.

Recorded footage will only be held for more than thirty (30) days if required for an investigation of an incident, for court proceedings or subject to a request for information in accordance with the Government Information (Public Access) Act 2009.

Records supplied as evidence or any legal documentation requesting the access to CCTV footage will be retained in accordance with the State Records Act 1998 and Council's records keeping policies and procedures.



### 3 Scope

This Policy applies to all CCTV installations (fixed and portable) and Portable Surveillance Cameras in Public Places operated by Council within the Wingecarribee Shire LGA.

Any workplace surveillance matters will be managed by internal operating procedures and is not covered by the scope of this Policy.

### 4 Responsibilities

Responsibilities of this Policy is shared as follows.

#### 4.1 Councillors

Councillors are responsible for undertaking their civic responsibilities as a Council when considering reports seeking the initial adoption and any amendment to this policy.

#### 4.2 General Manager

The General Manager is responsible to execute this Policy as delegated by Council. The General Manager may delegate the operational execution of this Policy to the relevant staff to ensure it is administered in accordance with the Policy objectives.

#### 4.3 Chief Information Officer

The Chief Information Officer shall ensure that adequate controls are in place to ensure the compliant management of Council's CCTV network and Portable Surveillance Cameras. The Chief Information Officer is also responsible for a periodic review of this policy.

#### 4.4 Governance

Assess applications for access to recorded information and release data if approved, where applicable.

#### 4.5 Managers

All Managers are responsible for ensuring compliance with this policy and communicating the intentions of this policy to staff.

#### 4.6 Council Staff

All Council Staff are responsible for ensuring they comply with this policy.

### 5 Performance Measures

The success of this Policy will be measured by ensuring all Councillors and staff are compliant with this policy.

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## 6 Definitions

Define any specific terms relating to the policy that may not be obvious to a member of the public or other external stakeholder. Include any acronyms and their meanings. The following table should be used:

<b>Closed Circuit Television (CCTV)</b>	Is defined as a television system that transmits images on a "closed loop" basis, where images are only available to those directly connected to the transmission system. The transmission of closed-circuit television images may involve the use of coaxial cable, fibre-optic cable, telephone lines, infra-red and radio transmission systems.
<b>Duly authorised regulatory authorities</b>	Regulatory agencies that have been duly authorised, through legislation or a court direction, to collect CCTV footage on a specific incident.
<b>Portable Surveillance Cameras</b>	Includes Body Worn Video and carried cameras, motion sensor cameras and vehicle mounted cameras.
<b>Public space</b>	Refers to land owned or managed by Wingecarribee Shire Council and as defined in the <i>Local Government Act 1993</i> including public reserves, swimming pools, public roads and car parks. It may also refer to sites owned and managed by State Agencies.
<b>Recorded Material</b>	Film, footage and photographs from CCTV and portable surveillance devices (whether or not the recording includes audio recording).

## 7 Related Material

The development of this Policy and associated documents meet Council's legal obligations under the:

- Local Government Act 1993
- Government Information (Public Access) Act 2009 (NSW) (GIPA Act)
- Privacy and Personal Information Protection Act 1998 (NSW) (PIPPA Act)
- Workplace Surveillance Act 2005 (NSW)
- Surveillance Devices Act 2007 (NSW)
- Privacy Code of Practice for Local Government
- Environmental Planning and Assessment Act 1979
- Protection of the Environment Operations Act 1997
- State Records Act 1998 (NSW)

There is an Operational Management Standard that will enable the effective execution of this Policy.

## 8 Non-compliance with this Policy

Non-compliance with this Policy may be taken to be a breach of Council's Code of Conduct. Complaints alleging non-compliance with this Policy must be made in accordance with the Code of Conduct and will be dealt with in accordance with the procedures for the administration of the Code of Conduct.

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**9 Document Control** [Governance]

**9.1 Version Control**

Version	Adoption Date	Notes
[insert version no.]	[insert date on which version was adopted]	[describe amendments/changes from previous version]
[insert version no.]	[insert date on which version was adopted]	[describe amendments/changes from previous version]

**9.2 Superseded Documents**

Document Title	Adoption Date	Notes
[insert document title]	[insert date on which document was adopted]	[describe reasons for superseding the document]
[insert document title]	[insert date on which document was adopted]	[describe reasons for superseding the document]

**10 Attachments**

Nil

**Approved by:**

**WINGECARRIBEE SHIRE COUNCIL**  
[Governance to insert adoption date]

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## **9.12 Traffic Convex Safety Mirror Policy - Draft for Adoption**

---

**Report of:** Michael Rayner  
Senior Traffic Engineer

**Authorised by:** Karin Targa  
Director Service and Project Delivery

### **PURPOSE**

---

To report back to Council following the public exhibition of Traffic Convex Safety Mirror Policy.

### **OFFICER'S RECOMMENDATION**

---

**THAT Council adopt the Traffic Convex Safety Mirror Policy.**

### **REPORT**

---

#### **BACKGROUND**

At the Ordinary Council Meeting of 21 February 2024, Council resolved that:

*MN 2024/12*

- 1. Council endorse the Traffic Convex Safety Mirror Policy to be placed on public exhibition for 28 days.*
- 2. A further report be submitted to Council following the conclusion of the public exhibition period.*

#### **REPORT**

At the Ordinary Council Meeting of 21 February 2024, Council endorsed the Traffic Convex Safety Mirror Policy be placed on public exhibition for 28 days.

The Traffic Convex Safety Mirror Policy was publicly exhibited for 28 days between 29 May 2024 and 26 June 2024. The public exhibition was conducted via Council's online engagement platform, Participate Wingecarribee. The page experienced 28 visits, the draft policy was downloaded 15 times and there was one submission.

The single submission is listed in its entirety in the below table.

Submission Author	Supportive / Not Supportive	Submission	Council Response
B Pearce, Bowral	Supportive	A solution is desperately needed on the intersection of Merrigang St and Old South Rd. Approaching the intersection from Merrigang St, it is impossible to see left around the telegraph pole and plants.	Noted – this submission does not relate to the Traffic Safety Mirror Policy.  Council will investigate this as a separate traffic enquiry.

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---

It is therefore recommended that Council adopt the Traffic Convex Safety Mirror Policy.

### **COMMUNICATION AND CONSULTATION**

---

#### **Community Engagement**

The Policy has been placed on public exhibition for 28 days, with feedback and recommendations to be received via Council's online engagement platform, Participate Wingecarribee.

#### **Internal Communication and Consultation**

Project Delivery

Shire Presentation

#### **External Communication and Consultation**

Transport for NSW

### **SUSTAINABILITY ASSESSMENT**

---

#### **Environment**

There are no environmental issues in relation to this report.

#### **Social**

There are no social issues in relation to this report.

#### **Broader Economic Implications**

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

#### **Culture**

There are no cultural issues in relation to this report.

#### **Governance**

There are no governance issues in relation to this report.

### **COUNCIL BUDGET IMPLICATIONS**

---

This report has no significant budget implications on Council. The introduction of a \$120 application fee will accommodate for two hours of processing by a Traffic Engineer, and all construction and maintenance costs will be the responsibility of the applicant – similar to a residential driveway. The fee will be introduced through preparation of Fees and Charges for the 2025/26 Operational Plan, with volume of applications received throughout 2024/25 to be monitored.

### **RELATED COUNCIL POLICY**

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Community Strategic Plan 2041

3.1.4 Work in partnership to ensure a safe and reliable road and infrastructure network.

### **CONCLUSION**

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This report provides Council with an update on the public exhibition submissions for the Traffic Convex Safety Mirror Policy. The Traffic Convex Safety Mirror Policy was placed on public exhibition for 28 days

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with no objections received from the community. The Traffic Convex Safety Mirror Policy is recommended to be adopted by Council.

**ATTACHMENTS**

---

1. Traffic Convex Safety Mirror Policy [9.12.1 - 6 pages]



## Traffic Convex Safety Mirror Policy



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DRAFT Traffic Convex Safety Mirror Policy.docx

<b>Document Type</b>	Council Policy
<b>Document Reference No.</b>	
<b>Version No.</b>	Draft Version 1
<b>Council File Reference</b>	
<b>Adoption Date</b>	
<b>Resolution Number</b>	
<b>Document Owner</b>	Manager Assets
<b>Responsible Branch</b>	Assets
<b>Responsible Business Unit</b>	Assets Roads and Drainage
<b>Review Schedule</b>	Four Years
<b>Review Date</b>	30 June 2028

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## 1. Objectives

The objective of this Policy is that Council adopts a new proactive policy allowing the limited use of traffic convex safety mirrors at specific locations on local public roads to assist in the delivery of one of our key objectives of reducing road casualties.

## 2. Policy Statement

Local public road safety is a priority for Wingecarribee Shire Council. Allowing limited use of traffic convex safety mirrors at specific locations will assist in the delivery of Councils key objectives of safer roads.

## 3. Assessment Criteria

Council will only consider traffic convex safety mirrors on local public roads where: -

- Visibility for vehicles emerging from the side road is severely restricted.
- The 85th percentile speed on the road(s) is 60 km/h or less.
- Traffic volume on the road(s) is less than 300 vehicles / peak three-hour period.
- It is not possible to improve sight distances by some other practical means, such as:
  - removal of vegetation/ hedges, walls, trees or other obstacles;
  - realignment or removal of a structure, such as a fence;
  - trimming of a bank/cutting soil removal;
  - relocation or realignment of a driveway, if practical; and
  - making the desired driving manoeuvre at another location.

For concealed entrances, traffic convex safety mirrors will only be considered as a last resort where any of the following treatment cannot be justified:

- Relocation of the driveway or private access;
- Turning restrictions;
- Improvements to sight distance such as vegetation trimming;
- Bank/cutting soil removal;
- Alteration and/or relocation of property fencing;
- Shoulder acceleration or deceleration area; and
- Use of CONCEALED ENTRANCE signage.

## 4. Permit Specifications

The community can apply to Council to install traffic convex safety mirrors. The cost of the mirror installation and maintenance will be incurred by the applicant. All traffic safety mirror installation must have approval through Local Traffic Committee before installation can be undertaken.

Attached with this policy is Traffic Safety Mirror Application Form [\(website link to the application form be included in the final draft\)](#). This form is to be completed and returned to Council for Officers to consider if a traffic safety mirror is appropriate in the requested location, and if the request will be reported to Local Traffic Committee.

Once approved through Local Traffic Committee, the applicant will be required to engage a contractor to install the mirror. Applicants will be required to apply for a Section 138 Application through the NSW Planning Portal for the installation works to be given permission to be undertaken on the road reserve.



The NSW Planning Portal can be accessed from Council's website.

Future maintenance of the traffic safety mirror will be the responsibility of the applicant. Any maintenance will require approval through a Section 138 Application to undertake works in the road reserve.

If a mirror is left in a dilapidated state for a long period, the mirror will be removed by Council. Reinstallation of the mirror will require the whole process to begin again from the first step.

Properties where the requested location of a traffic safety mirror is on a private road, regional road or a classified main road (State Road) are not eligible to apply.

## 5. Fees

Applicants will be required to pay a designated fee for Council Officers to assess the application, information provided and the requested location as appropriate. The fee is shown on the Traffic Safety Mirror Application Form.

The applicant will be responsible for the installation of the mirror by engaging a contractor to install the mirror as approved through by Traffic Committee.

The applicant must apply for a Section 138 Application through the NSW Planning Portal to gain permission from Council to undertake works on the road reserve.

## 6. Privacy protection notice

Wingecarribee Shire Council collects personal information to enhance our ability to provide services to our community. Your personal information is intended for use by Council staff only and will not be released to anyone other than you, unless your written authorisation has been obtained. If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek.

You can access and correct your personal information by submitting the Traffic Convex Safety Mirror Application form. If you require any additional information, please read Council's Privacy Statement on the website.

## 7. Responsibilities

Responsibilities for the implementation of this Policy are shared as follows.

### Councillors

- Councillors shall lead the community in their understanding of and compliance with this Policy.

### Executive

- Executive shall implement and comply with this Policy; and
- Lead staff in their understanding of and compliance with this Policy.

### Manager Assets

- The Manager Assets shall implement and comply with this Policy;

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*DRAFT Traffic Convex Safety Mirror Policy.docx*

- provide guidance to Councillors, Executive and other Council staff as to the content and implementation of this Policy;
- ensure the timely review of this Policy; and
- conduct investigations into alleged non-compliance with this Policy.

**Council Staff**

Council staff shall comply with this Policy. Council staff responsible for dealing with applications for the use of mirror in local public road must do so in accordance with this Policy, relevant legislation and any other applicable guidelines or policies.

**8. Version Control**

**Version Control**

Version	Adoption Date	Notes
<b>Version 1</b>	TBC	WSC Policy for the Use of Convex Safety Mirror on Local Public Road

**Superseded**

Version	Adoption Date	Notes
nil		

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## **9.13 Biosecurity Weed Control Program 2024-2029 - Draft for Adoption**

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**Report of:** Tristan Simpson  
**Team Leader Bushland and Biosecurity**

**Authorised by:** Michael McCabe  
**Acting Director Communities and Place**

### **PURPOSE**

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The purpose of this report is to present Council with the submissions made during the public exhibition of the draft Biosecurity Weed Control Program 2024 – 2029, advise Council on how these submissions have been considered and to seek Council’s adoption of the final Biosecurity Weed Control Program 2024 – 2029. This five-year plan will provide an important role in articulating the shared responsibility principles of the NSW Biosecurity Act 2015 and communicating weed control obligations.

### **OFFICER’S RECOMMENDATION**

---

#### **THAT Council:**

- 1. Adopt the amended Biosecurity Weed Control Program 2024 – 2029**
- 2. Write to the people who made a submission advising them of the outcome and thanking them for their contribution.**

### **REPORT**

---

#### **BACKGROUND**

At Ordinary Council Meeting 15 May 2024, it was resolved:

#### **THAT:**

- 1. Council endorse the Draft Wingecarribee Shire Council Biosecurity Weed Control Program 2024- 2029 for public exhibition for a period of twenty-eight (28) days.*
- 2. A further report be submitted to Council following the conclusion of the public exhibition period*

The *Biosecurity Act 2015* is the legislation that governs how government departments, industry, and private land holder's deal with weed issues in New South Wales. The *Biosecurity Act 2015* replaced the previous Noxious weed Act 1993 on the 1st of July 2015.

Under section 370 of the Act, Wingecarribee Shire Council is empowered as the Local Control Authority to regulate various functions of the Act on land within the Wingecarribee Shire. One of the functions listed of a Local control authority under section 371 of the Act is to “develop, implement, coordinate and review weed control programs”. The Wingecarribee Shire Council Biosecurity Weed Control Program will provide strategic tools for Council’s Biosecurity team to combat the increase in new and emerging weeds.

#### **REPORT**

This program has been developed to fill the gap of compliance and control of weed species specific and relevant to the Wingecarribee Shire.

The amended *Wingecarribee Shire Council Biosecurity Weed Control Program 2024-2029* (the Amended Program) has been drafted in accordance with the *Biosecurity Act 2015*.

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The draft *Wingecarribee Shire Council Biosecurity Weed Control Program 2024-2029* (the Draft Program) was placed on public exhibition for 28 days from 20<sup>th</sup> May 2024 through to the 17<sup>th</sup> of June 2024. The community was notified about the exhibition of the Draft Program through the Participate Wingecarribee page. The Draft Program was also presented to the Climate Change and Environment Community Reference Panel on 16 May 2024.

The Participate Wingecarribee page was visited by 54 people totalling 63 views and 73 downloads of the Draft Program. There were 4 followers and a total of 2 contributions. Additionally, 5 written submissions were received. A total of 7 submissions were received in response to the public exhibition.

The table below summarises the submissions received and Council’s response to the issues raised. The full submissions are included in **Attachment 3 and 4 to this report**.

Name and location	Summary of issue/s	Council’s Response
<p>J Slattery <i>Colovale</i> J Lemann <i>Bowral</i> K Zegenhagen <i>Bowral</i> G White (WinZero) SHAPS L Breen <i>Mossvale</i> N Frazer (Landcare)</p>	<p>Concern that widespread weeds previously been categorised as Noxious Weeds or Priority Weeds have been removed from the priority weeds list.</p>	<p>The Council has not removed any species from being classified as priority weed. Certain species were removed from the Regional Strategic Weed Management Plan in 2023 by the South East Regional Weed Committee.</p> <p>The Biosecurity Weed Control Program 2024-2029 is guided by the <i>Biosecurity Act 2015</i> and South East Regional Strategic Weed Management Plan 2023-2027, and exceeds the Council’s legal obligations regarding weed control.</p> <p>This program does not alter the legislation or the South East Regional Weed Control Program 2023-2028.</p> <p><b>No changes to the weed categorizations.</b></p> <p><b>Additional information added to the section: 9 General Biosecurity Duty’ section to page 9,</b></p> <p><b>Widespread Weeds Section moved to page 10</b></p>
<p>J Lemann <i>Bowral</i> L Breen <i>Mossvale</i></p>	<p>Environmental Weeds should be publicised, and nurseries asked not to sell them.</p>	<p>The Council does not have the legal authority to restrict the sale of specific plant species in nurseries unless these species already have a mandatory measure restricting the sale in place by the Department of Primary Industries.</p> <p>The Council provides multiple informational booklets on weed control and is continuously developing new materials with the most up to date information to educate residents, retailers, and land managers on the impact of</p>

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Name and location	Summary of issue/s	Council's Response
		<p>environmental and widespread weeds on their properties and the broader landscape, including native bushland.</p> <p><b>No change made to the program</b></p>
<p>J Slattery <i>Colovale</i> J Lemann <i>Bowral</i> K Zegenhagen <i>Bowral</i> G White (WinZero) SHAPS N Frazer (Landcare)</p>	<p>How, in practical terms, does the General Biosecurity duty apply to controlling widespread weeds, environmental weeds, and garden escapees.</p>	<p>The legislation emphasizes risk-based and coordinated control. The application of the general biosecurity duty depends on the specific species, location, and other factors influencing the biosecurity risk.</p> <p>Wingecarribee Shire Council will continue collaborating with landholders across the shire to discuss management options for widespread and environmental weeds.</p> <p><b>Additional information added to section "9. General Biosecurity Duty" on page 9,</b> <b>Widespread Weeds Section moved to section 10, now on page 10</b></p>
<p>J Slattery <i>Colovale</i> G White (WinZero) L Breen <i>Mossvale</i> N Frazer (Landcare) J Lemann <i>Bowral</i> K Zegenhagen <i>Bowral</i></p>	<p>Will council continue to control and treat widespread weeds on council owned and managed lands.</p>	<p>Council remains committed to controlling widespread weeds on council-owned and managed reserves.</p> <p>Roadside reserves are maintained in accordance with Roadside Management Plan and budgeted resources.</p> <p>Council also continues to advise landholders to remove widespread weeds from their properties.</p> <p>However, enforcing the removal of these weeds is not feasible under the <i>Biosecurity Act 2015</i>.</p> <p><b>No change made to the program</b></p>
<p>J Slattery <i>Colovale</i> G White (WinZero) L Breen <i>Mossvale</i> N Frazer (Landcare) J Lemann <i>Bowral</i></p>	<p>Prioritizing high value environmental land for enforcement and control of weeds.</p>	<p>The Council implements an extensive and rigorous inspection program that spans the entire Wingecarribee Shire.</p> <p>To ensure the preservation and protection of our valuable ecosystems, we conduct frequent and thorough inspections in areas identified as high-risk sites or high-risk pathways.</p>

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Name and location	Summary of issue/s	Council's Response
K Zegenhagen <i>Bowral</i>		<p>These targeted inspections allow us to effectively monitor and manage potential threats, ensuring the ongoing health and sustainability of our natural environment.</p> <p><b>No change made to the program</b></p>
J Slattery Colovale J Lemann Bowral K Zegenhagen Bowral G White (WinZero) SHAPS L Breen Mossvale N Frazer (Landcare)	Call for deferral or withdrawal of the program.	<p>It is important to note that the Council does not have the authority to change categories or alter existing legislation. These decisions are made at a State Government level and require comprehensive legislative processes. Council is committed to enhancing our community's understanding and compliance with these regulations. Council is dedicated to providing further education and resources to ensure everyone is well-informed and equipped to adhere to these guidelines.</p> <p>This Program is designed to safeguard our environment and community health by addressing weed management and other biosecurity threats. Council believe that a deferral of these actions is unnecessary, as immediate, and proactive measures are important for maintaining our community's well-being.</p> <p>Reviews of the Program will take place as scheduled, or in response to emerging issues.</p>

**Amendments to the draft Wingecarribee Shire Biosecurity Weed Control Program 2024 - 2029**

Page	Change
Title Page	Graphic added
All	Changes to page numbering due to graphics being added, and section number changes due reordering of "Widespread Weed" section.
Page 3	Graphic added
Page 4	Graphic Added
Page 7	Graphic Updated
Page 9	Additional information included in the section "9. General Biosecurity Duty"

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Page	Change
Page 9	Graphic added
Page 10	Widespread weeds section moved from page 13 to page 10
Page 11	Graphic Added
Page 12	Graphic Added
Page 13	Graphic Added
Page 15/16	Additional information included on high-risk sites to improve clarity.
Page 17	Wording changed on section 19 from “Roles and responsibilities for implementation of The Wingecarribee Shire Council Local Strategic Weed Management Plan” to “Roles and responsibilities for implementation of The Wingecarribee Shire Council Biosecurity Weed Control Program”
Page 18	Section 23 Wording Changed from “Wingecarribee Shire Council Local Strategic Weed Management Plan review” to “Wingecarribee Shire Council Biosecurity Weed Control Program review”
Page 18	Graphic Added

### COMMUNICATION AND CONSULTATION

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#### **Community Engagement**

The draft program was placed on public exhibition for 28 days from 20th May 2024 through to the 17th of June 2024.

Community engagement activities during the public exhibition included:

- Participate Wingecarribee page on Council’s website
- Direct email to stakeholders
- Council's e-Newsletter

Feedback from the Community Reference Panel members and submissions made during the public exhibition period have been considered in the final draft.

#### **Internal Communication and Consultation**

Key internal stakeholders in the Environment and Sustainability and Shire Presentation branches of Council have been consulted in relation to the proposed weed control program.

#### **External Communication and Consultation**

Council engaged with South East Local Land Services (SELLS) to model the Wingecarribee Shire Council Biosecurity Weed Control Program to reflect closely to the Southeast Regional Strategic Weed Management Plan.

Council engaged an external consultant to undertake WRM’s (Weed Risk Management assessments) to determine the list of priority weed species included within the draft program.

Council engaged with consultants ELA (Eco Logical Australia) to assist with the initial concepts of design around the plan.

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### **SUSTAINABILITY ASSESSMENT**

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#### **Environment**

The environmental impact of this proposed plan would be a positive impact reducing the amount of invasive priority weed species within our LGA

#### **Social**

The Program will have a positive impact within the community, providing information and direction on the best methods of reducing the increasing invasive weed species present within the shire.

#### **Broader Economic Implications**

With the implementation of this local weed plan there is potential for positive economic benefit in the form of mandatory weed control. This has a future benefit with a reduction in weed species bringing a reduction in costs.

#### **Culture**

There are no cultural issues in relation to this report.

#### **Governance**

There are no governance issues in relation to this report.

### **COUNCIL BUDGET IMPLICATIONS**

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Wingecarribee Shire Council is already undertaking the requirements outlined within this program. There are no additional budget implications with the adoption of the Wingecarribee Shire Council Biosecurity Weed Control Program.

### **RELATED COUNCIL POLICY**

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Not Applicable

### **CONCLUSION**

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The proposed Biosecurity Weed Control Program 2024 – 2029 is developed in accordance with section 371 of the *Biosecurity Act 2015*. The Program will provide strategic tools for Council's Biosecurity team to combat the increase in new and emerging weeds. The Wingecarribee Shire Weed Control Program 2024 - 2029 assists Council to implement our General Biosecurity Duty and effectively enforce and educate local land holders, public lands and industry to control, reduce and eliminate priority invasive weed species.

### **ATTACHMENTS UNDER SEPARATE COVER**

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1. Wingecarribee Shire Council Biosecurity Weed Control Program 2024-2029 [9.13.1 - 31 pages]
2. What is and what is not a priority weed? - General Public [9.13.2 - 3 pages]
3. Submission Report [9.13.3 - 3 pages]
4. Copy of Submissions [9.13.4 - 15 pages]

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## **9.14 Reflect Reconciliation Action Plan - Draft for Adoption**

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**Report of:** **Meredith Lea**  
**Community Development Officer**

**Authorised by:** **Michael McCabe**  
**Director Communities and Place**

### **PURPOSE**

---

The purpose of this report is to seek Council's adoption of the Draft Reflect Reconciliation Action Plan.

### **OFFICER'S RECOMMENDATION**

---

**THAT Council adopt the Draft Reflect Reconciliation Action Plan 2024-2025.**

### **REPORT**

---

#### **BACKGROUND**

Wingecarribee Shire Council's Draft Reflect Reconciliation Action Plan (RAP) provides a formal and detailed framework which directs Councils reconciliation journey.

There are four different types of RAP: Reflect, Innovate, Stretch and Elevate. These different types and their respective requirements allow organisations to continuously develop their reconciliation commitments. A Reflect RAP generally takes around 12-18 months to implement before moving on to the next type of RAP.

RAPs are developed alongside Reconciliation Australia, a national organisation which promotes and facilitates reconciliation, focusing on influencing organisations, people and policies. Their purpose is to inspire and enable all Australians to contribute to the reconciliation of the nation.

For each type of RAP, Reconciliation Australia provides a set of mandatory actions and deliverables that organisations must commit to before receiving their endorsement. The templates are able to be customised by organisations to add information or additional actions relating to their specific context.

#### **REPORT**

The Draft Reflect RAP will be the first strategic action plan for Wingecarribee Shire Council that focuses on reconciliation and supporting the local Aboriginal and Torres Strait Islander community. It will build upon actions Council has already taken towards reconciliation locally and offers further opportunities for reconciliation over the plan's one year duration.

The purpose of the Draft Reflect RAP is to scope Council's capacity for reconciliation. The process is like an internal audit, which determines what Council is doing well already and identifies areas where Council can build stronger foundations for reconciliation. The Draft Reflect RAP is divided into four key pillars:

- Relationships
- Respect
- Opportunities
- Governance

Each pillar outlines prescribed actions which support Council in scoping and developing relationships with local Aboriginal and Torres Strait Islander stakeholders, deciding on a central vision for reconciliation and



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exploring Council's sphere of influence for supporting and promoting reconciliation within our local community.

### **RAP Stages and Timeline**

The Draft Reflect RAP has received conditional endorsement from Reconciliation Australia and must now be adopted by Council before receiving full endorsement by Reconciliation Australia. The RAP can be found as **Attachment 1** of this report.

The Reflect RAP has been graphically designed by a Gundungurra artist recommended to Council staff by a local Gundungurra Elder.

After final endorsement has been received by Reconciliation Australia, the RAP will be formally accepted and displayed on Reconciliation Australia's website and for Council distribution.

## **COMMUNICATION AND CONSULTATION**

---

### **Community Engagement**

Council has developed this Draft Reflect RAP alongside Reconciliation Australia. It is important to note that a RAP is a document for an organisation own internally and does not require broader community engagement. As Council progresses throughout this RAP and embarks on future RAPs, further opportunities for external communication and consultation will arise.

### **Internal Communication and Consultation**

Council has developed this Draft Reflect RAP alongside Reconciliation Australia since registration commenced in November 2023, taking on board their feedback and suggestions to strengthen the final document.

The Draft Reflect RAP has been created in accordance with the templates and mandatory actions outlined by Reconciliation Australia. Feedback was sought from the executive during the drafting process.

Expressions of interest were sought with Council staff for the establishment of a RAP Working Group, with a wide range of Council staff now represented. Council's RAP Working Group will provide oversight of the RAP and the actions within as part of Councils reconciliation journey. Councils Working Group is chaired by the RAP Champion, Director of Communities and Place.

### **External Communication and Consultation**

Given the templates provided by Reconciliation Australia, and the early stage of reconciliation that this RAP type relates to, external communication and consultation has not been undertaken in the development of this document. As Council progresses throughout this RAP and embarks on future RAPs, further opportunities for external communication and consultation will arise.

## **SUSTAINABILITY ASSESSMENT**

---

### **Environment**

There are no environmental issues in relation to this report.

### **Social**

The journey of reconciliation at its core addresses social impacts and RAPs more generally benefits Aboriginal and Torres Strait Islander people by supporting self-determination and increasing economic equity. For example, the Draft Reflect RAP includes actions regarding improving employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development. Council should expect social benefits to result from the successful implementation of the RAP.

## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024**

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### **Broader Economic Implications**

The Draft Reflect RAP includes actions regarding increasing Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes. A business case for procurement from Aboriginal and Torres Strait Islander owned businesses will be a key deliverable from the RAP.

### **Culture**

The Draft Reflect RAP will have a cultural impact on the local Aboriginal community and broader community by promoting and supporting reconciliation. The Draft Reflect RAP demonstrates Council's commitment to reconciliation and the local Aboriginal community. Council already has a history of working towards reconciliation and the adoption of this RAP will reinforce and expand upon Council's ability to create positive social impacts within the Wingecarribee Shire.

### **Governance**

The RAP Working Group will drive the governance of the RAP and ensure implementation of the various actions it contains.

## **COUNCIL BUDGET IMPLICATIONS**

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An early action will be to define resource needs for RAP implementation; however, Council does not anticipate financial or resource implications of the RAP. The actions outlined in the Draft Reflect RAP should be achieved within existing resources.

## **RELATED COUNCIL POLICY**

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Aboriginal and Torres Strait Islander Acknowledgment to Country Policy

## **CONCLUSION**

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Council's Draft Reflect RAP will be the first strategic action plan for Wingecarribee Shire Council that focuses on reconciliation and supporting the local Aboriginal and Torres Strait Islander community. It will build upon actions Council has already taken towards reconciliation locally and offers further opportunities for reconciliation over the plan's one year duration.

The Draft Reflect RAP has been conditionally approved by Reconciliation Australia, and it is recommended that Council adopts this plan.

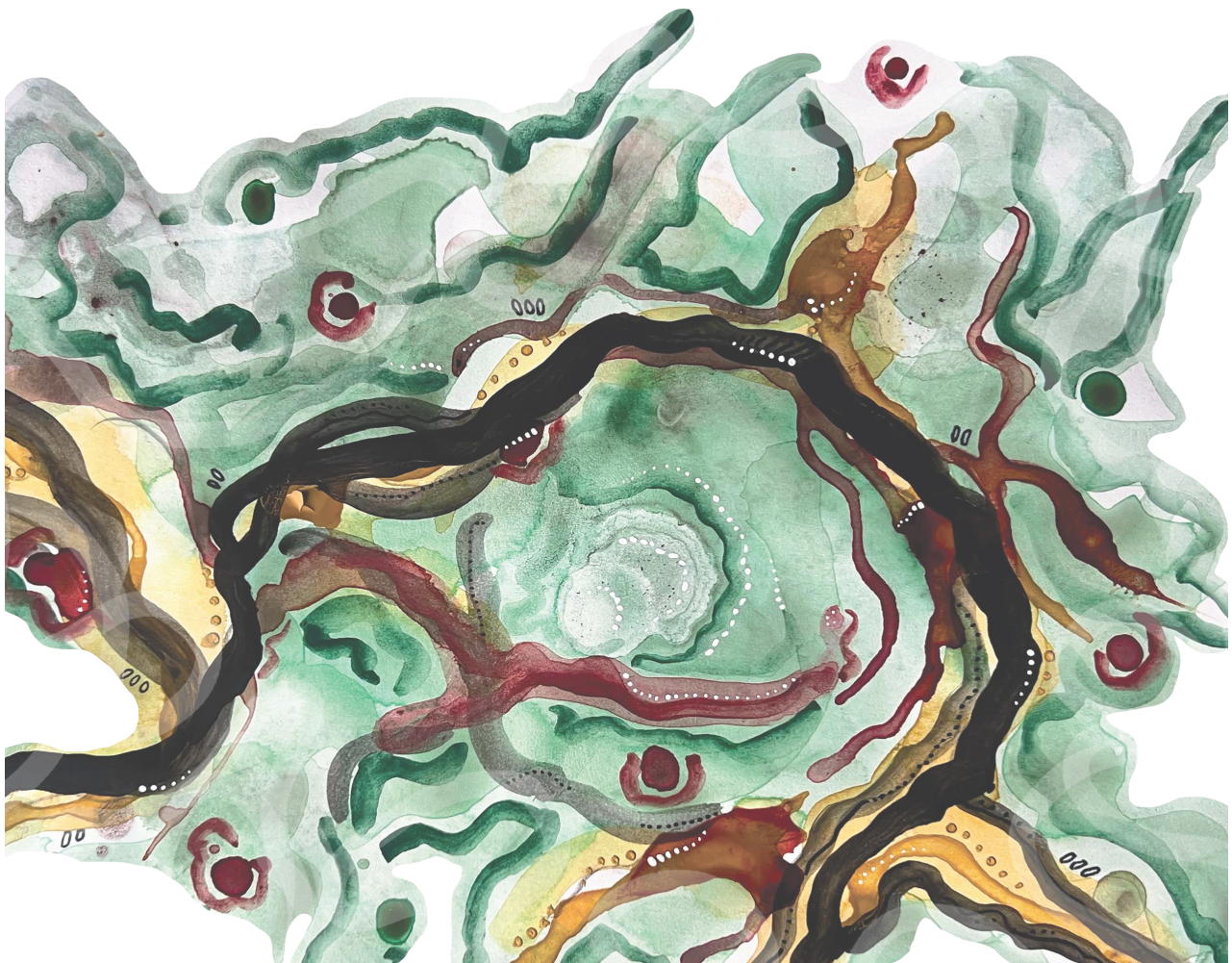
## **ATTACHMENTS**

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1. Reconciliation Action Plan DRAFT [9.14.1 - 11 pages]



# Wingecarribee Shire Council Reflect Reconciliation Action Plan July 2024 – June 2025





*Wingecarribee Shire Council acknowledges the Gundungurra and Tharawal people as the Traditional Custodians of this land we now call the Wingecarribee Shire. We pay our respect to Elders both past, present and emerging.*

*In Gunyunggalung (The Dreaming), there lived one of the Burringilling (clever beings) called Gurangatch. His form was part fish and part reptile, and he had the power to cleave rocks to form rivers.*

*The artworks in this document were created by Gundungurra artist Helen L. Abbott, and they explore the waterhole and country at the junction of the Wollondilly and Wingecarribee rivers where Gurangatch camped.*



## **A Message from CEO of Reconciliation Australia**



**Karen Mundine**  
Chief Executive Officer  
Reconciliation Australia

Reconciliation Australia welcomes Wingecarribee Shire Council to the Reconciliation Action Plan (RAP) program with the formal endorsement of its inaugural Reflect RAP.

Wingecarribee Shire Council joins a network of more than 3,000 corporate, government, and not-for-profit organisations that have made a formal commitment to reconciliation through the RAP program.

Since 2006, RAPs have provided a framework for organisations to leverage their structures and diverse spheres of influence to support the national reconciliation movement. The program's potential for impact is greater than ever, with close to 3 million people now working or studying in an organisation with a RAP.

The four RAP types — Reflect, Innovate, Stretch and Elevate — allow RAP partners to continuously develop and strengthen reconciliation commitments in new ways. This Reflect RAP will lay the foundations, priming the workplace for future RAPs and reconciliation initiatives.

The RAP program's strength is its framework of relationships, respect, and opportunities, allowing an organisation to strategically set its reconciliation commitments in line with its own business objectives, for the most effective outcomes.

These outcomes contribute towards the five dimensions of reconciliation: race relations; equality and equity; institutional integrity; unity; and historical acceptance.

It is critical to not only uphold all five dimensions of reconciliation, but also increase awareness of Aboriginal and Torres Strait Islander cultures, histories, knowledge, and leadership across all sectors of Australian society.

This Reflect RAP enables Wingecarribee Shire Council to deepen its understanding of its sphere of influence and the unique contribution it can make to lead progress across the five dimensions. Getting these first steps right will ensure the sustainability of future RAPs and reconciliation initiatives, and provide meaningful impact toward Australia's reconciliation journey.

Congratulations Wingecarribee Shire Council, welcome to the RAP program, and I look forward to following your reconciliation journey in the years to come.





## **A Message from the Wingecarribee Shire Council General Manager**



**Lisa Miscamble**  
Wingecarribee Shire Council  
General Manager

I am pleased to present Wingecarribee Shire Council's inaugural Reconciliation Action Plan (RAP).

This Reflect RAP sets out the steps that Council will take towards reconciliation with First Nations communities in the Wingecarribee Shire.

Through the commitments made in this RAP, we aim to strengthen our existing relationships with First Nations communities and deepen Council's understanding of First Nations perspectives and cultures.

This RAP will help ensure Council's work is inclusive and meets the needs of everyone living in our Shire. The actions outlined in this RAP will support us in delivering our Community Strategic Plan: Wingecarribee 2041, which outlines our vision for the future of our Shire. Our community's vision for 2041 is for us to be a healthy, respectful and productive community, learning and living in harmony, proud of our heritage and nurturing our environment.

We recognise that this RAP is only as meaningful as the actions we take to implement it and are excited for the whole of organisation journey that we will go on over the next 12 months as part of our commitment to reconciliation.

Wingecarribee Shire Council is looking forward to working in partnership with First Nations people to understand more about the cultural significance of our area, to acknowledge and respect First Nations heritage, and contribute towards a culturally safe Shire for First Nations people.





## Our business

Wingecarribee Shire Council is a local government authority in NSW responsible for providing services to residents, businesses, customers and visitors to the Wingecarribee Shire.

The current Wingecarribee Shire Council came into being on 1 January 1981 following the amalgamation of Mittagong Shire Council, Bowral Municipal Council and the former Wingecarribee Shire Council.

The Wingecarribee Shire local government area is located 75 km from the south-western fringe of Sydney and 110 km from Sydney's central business district. The Shire has a total area of approximately 2,700 km<sup>2</sup>, 56 per cent of which is north of the Wingecarribee River. It is comparable in size to that of urban Sydney, averaging 55 km from east to west and 45 km from north to south, with its geographic centre north-west of Berrima and its demographic centre to the south-east of Bowral.

The main towns are Bowral, Moss Vale and Mittagong. The Shire also has smaller villages including Bundanoon, Hill Top, Yerrinbool, Colo Vale, Robertson, Berrima, New Berrima, Exeter, Burrawang, Penrose, Willow Vale, Alpine, Balaclava, Renwick, Wingello, Sutton Forest, Avoca, Fitzroy Falls, Balmoral, Medway, Wildes Meadow, Kangaloon, and East Kangaloon.

Wingecarribee Shire Council serves over 52,000 residents. 6.6% of Shire residents identify as Aboriginal and/or Torres Strait Islander people.

We are committed to making a positive impact in our community. We do this by working closely with the local community.

Our core values are resilience, empathy, sustainability, pride, efficiency, courage and teamwork. Our values have been developed by our people, and we use them to guide our behaviours.

Wingecarribee Shire Council employs 478 full-time equivalent employees, 5 of whom identify as Aboriginal and Torres

Strait Islander people.

Our work includes providing and managing services, facilities, resources and supports to benefit the community, planning for the future and representing the interests of Wingecarribee Shire residents to other levels of government. We do this work across the Shire, including at our Civic Centre in Moss Vale, resource recovery centre, visitor information centre, depots, water treatment plants, sewage treatment plants, saleyards and libraries.

## Our RAP

Wingecarribee Shire Council is developing a RAP to prioritise and progress reconciliation in our local area. As a Council, we value, acknowledge and respect First Nations peoples in our community. Through this RAP, we want to focus on how we deliver services and build connections with local First Nations communities, with a view to improving how we support and engage with First Nations residents.

Our RAP Champion, who will drive internal engagement and awareness of the RAP, is our Director Communities and Place. One of the preliminary responsibilities of our RAP Champion is to support the formation of our RAP Working Group, ensuring good representation in the group of First Nations people living in the Wingecarribee Shire and Council staff from a range of departments. Invitations to join the RAP Working Group will be distributed at the Wingecarribee Aboriginal Community Cultural Centre. Representation will also be sought from members of the Woonjeegaribay Conciliation Group.

Ensuring good representation of First Nations people and Council staff from across a range of departments on the RAP Working Group will help to embed reconciliation across the day-to-day activities of Council and ensure that reconciliation is understood to be everyone's responsibility. In implementing our RAP, responsibility for





deliverables has been assigned to members of the senior leadership team in acknowledgement of the strong support the RAP has from the Executive Team. This distribution of tasks amongst senior leadership will also support regular reporting on progress made towards our RAP deliverables.

Our RAP will support us to acknowledge and respect, listen and learn from First Nations communities locally as we work together to improve outcomes with First Nations peoples. With respect to our unique towns, villages and natural environment, we aim to identify, protect and promote places of significant cultural heritage, including First Nations heritage.

In developing this RAP, Council staff have been able to reflect upon our actions to date. We look forward, over the next 12 months and beyond, to strengthening our existing relationships with local First Nations people and working together to create a more culturally safe and inclusive Council for First Nations people in the Wingecarribee Shire.

### **Our partnerships/current activities**

Wingecarribee Shire Council has a long history of working closely with Traditional Owners, Elders and First Nations community groups and community members to achieve a range of community outcomes.

Over the years, Council's Aboriginal Community Development Officers have worked collaboratively with Traditional Owners, the Illawarra Local Aboriginal Land Council, National Parks and Wildlife Services, Department of Planning Industry and Environment, Wingecarribee Aboriginal Community Cultural Centre committee, Wingecarribee Aboriginal Network and the local Aboriginal Community.

Council hosts an annual NAIDOC Flag Raising Ceremony to commemorate and celebrate the community's achievements

and connection to Country and culture. The Flag Raising has in recent years been accompanied by a NAIDOC Art Exhibition at the Council's Civic Centre, showcasing the diverse talents of local First Nations artists. This event, delivered in close partnership with Gundungurra Elders and First Nations community members, encourages the community to celebrate the talents of local Aboriginal artists, share advice and cultural knowledge, and reflect on the positive things happening in the community.

In partnership with Traditional Owners, Aboriginal organisations and services, Council also supports the delivery of services to local Aboriginal communities. Over 60 First Nations families are registered for Dhungung Food Share, which provides weekly food hampers to those who need it. Community members are also connected to Council, Traditional Owners, Aboriginal organisations and services through other avenues, like the Guula Ngurra National Park's initiatives and the new Mullyang Bushcare Group and community planning days.

An Acknowledgement of Country has been included on Council's website for some years, and our Council meetings commence with an Acknowledgement of Country. Aboriginal and Torres Strait Islander flags have been proudly displayed outside and within the Civic Centre for many years.







## RELATIONSHIPS

Action	Deliverable	Timeline	Responsibility
1. Establish and strengthen mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	<ul style="list-style-type: none"> <li>Identify Aboriginal and Torres Strait Islander stakeholders and organisations within our local area or sphere of influence.</li> </ul>	August 2024	Lead: Manager Community Life and Libraries  Support: Community Development Officer
	<ul style="list-style-type: none"> <li>Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations.</li> </ul>	September 2024	Lead: Manager Community Life and Libraries  Support: Community Development Officer
2. Build relationships through celebrating National Reconciliation Week (NRW).	<ul style="list-style-type: none"> <li>Circulate Reconciliation Australia's National Reconciliation Week resources and reconciliation materials to our staff.</li> </ul>	May 2025	Lead: Coordinator Communications and Engagement  Support: Community Development Officer
	<ul style="list-style-type: none"> <li>RAP Working Group members to participate in an external National Reconciliation Week event.</li> </ul>	27 May-3 June, 2025	Lead: Manager Community Life and Libraries  Support: RAP Working Group Members
	<ul style="list-style-type: none"> <li>Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate National Reconciliation Week.</li> </ul>	27 May-3 June, 2025	Lead: Manager Community Life and Libraries  Support: RAP Working Group Members
3. Promote reconciliation through our sphere of influence.	<ul style="list-style-type: none"> <li>Communicate our commitment to reconciliation to all staff and to the Community, including publishing our RAP on Council's website.</li> </ul>	July 2024	Lead: Coordinator Communications and Engagement  Support: Digital Communications Officer
	<ul style="list-style-type: none"> <li>Identify external stakeholders that our organisation can engage with on our reconciliation journey.</li> </ul>	August 2024	Lead: Manager Community Life and Libraries  Support: Community Development Officer





## RELATIONSHIPS

Action	Deliverable	Timeline	Responsibility
	<ul style="list-style-type: none"> <li>Identify RAP and other like-minded organisations that we could approach to collaborate with on our reconciliation journey.</li> </ul>	August 2024	Lead: Manager Community Life and Libraries  Support: Community Development Officer
4. Promote positive race relations through anti-discrimination strategies.	<ul style="list-style-type: none"> <li>Research best practice and policies in areas of race relations and anti-discrimination.</li> </ul>	September 2024	Lead: Executive Manager People and Culture  Support: Coordinator Human Resources
	<ul style="list-style-type: none"> <li>Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.</li> </ul>	September 2024	Lead: Executive Manager People and Culture  Support: Coordinator Human Resources
5. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.	<ul style="list-style-type: none"> <li>Develop a business case for increasing understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights within our organisation.</li> </ul>	October 2024	Lead: Manager Community Life and Libraries  Support: RAP Working Group Members
	<ul style="list-style-type: none"> <li>Conduct a review of cultural learning needs within our organisation.</li> </ul>	October 2024	Lead: Executive Manager People and Culture  Support: Learning and Development Officer
6. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	<ul style="list-style-type: none"> <li>Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within our organisation's operational area.</li> </ul>	October 2024	Lead: Manager Community Life and Libraries  Support: Community Development Officer
	<ul style="list-style-type: none"> <li>Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.</li> </ul>	October 2024	Lead: Executive Manager People and Culture  Support: Learning and Development Officer



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## RELATIONSHIPS

Action	Deliverable	Timeline	Responsibility
7. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.	<ul style="list-style-type: none"> <li>Raise awareness and share information amongst our staff about the meaning of NAIDOC Week.</li> </ul>	July 2024	Lead: Coordinator Communications and Engagement  Support: Community Development Officer
	<ul style="list-style-type: none"> <li>Introduce our staff to NAIDOC Week by promoting external events in our local area.</li> </ul>	June 2025	Lead: Coordinator Communications and Engagement  Support: Coordinator Human Resources
	<ul style="list-style-type: none"> <li>RAP Working Group to participate in an external NAIDOC Week event.</li> </ul>	July 2024 & 2025	Lead: Manager Community Life and Libraries  Support: RAP Working Group Members
8. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	<ul style="list-style-type: none"> <li>Develop a business case for Aboriginal and Torres Strait Islander employment within our organisation.</li> </ul>	November 2024	Lead: Executive Manager People and Culture  Support: Manager Community Life and Libraries
	<ul style="list-style-type: none"> <li>Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.</li> </ul>	November 2024	Lead: Executive Manager People and Culture  Support: Manager Community Life and Libraries
9. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	<ul style="list-style-type: none"> <li>Develop a business case for procurement from Aboriginal and Torres Strait Islander owned businesses.</li> </ul>	January 2025	Lead: Chief Financial Officer  Support: Coordinator Procurement and Contracts
	<ul style="list-style-type: none"> <li>Investigate Supply Nation membership.</li> </ul>	January 2025	Lead: Chief Financial Officer  Support: Coordinator Procurement and Contracts



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## RELATIONSHIPS

Action	Deliverable	Timeline	Responsibility
10. Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP.	<ul style="list-style-type: none"> <li>Form a RWG to govern RAP implementation.</li> </ul>	July 2024	Lead: Manager Community Life and Libraries  Support: RAP Working Group members
	<ul style="list-style-type: none"> <li>Draft a Terms of Reference for the RWG.</li> </ul>	July 2024	Lead: Manager Community Life and Libraries  Support: RAP Working Group members
	<ul style="list-style-type: none"> <li>Establish Aboriginal and Torres Strait Islander representation on the RWG.</li> </ul>	July 2024	Lead: Manager Community Life and Libraries  Support: RAP Working Group members
11. Provide appropriate support for effective implementation of RAP commitments.	<ul style="list-style-type: none"> <li>Define resource needs for RAP implementation.</li> </ul>	July 2024	Lead: Manager Community Life and Libraries  Support: RAP Working Group members
	<ul style="list-style-type: none"> <li>Engage senior leaders in the delivery of RAP commitments.</li> </ul>	August 2024	Lead: Manager Community Life and Libraries  Support: RAP Working Group members
	<ul style="list-style-type: none"> <li>Appoint a senior leader to champion our RAP internally.</li> </ul>	July 2024	Lead: Manager Community Life and Libraries  Support: RAP Working Group members
	<ul style="list-style-type: none"> <li>Define appropriate systems and capability to track, measure and report on RAP commitments.</li> </ul>	July 2024	Lead: Manager Community Life and Libraries  Support: RAP Working Group members





**RELATIONSHIPS**

Action	Deliverable	Timeline	Responsibility
12. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	<ul style="list-style-type: none"> <li>Contact Reconciliation Australia to verify that our primary and secondary contact details are up to date, to ensure we do not miss out on important RAP correspondence.</li> </ul>	June 2025	Lead: Manager Community Life and Libraries  Support: Community Development Officer
	<ul style="list-style-type: none"> <li>Contact Reconciliation Australia to request our unique link, to access the online RAP Impact Measurement Survey.</li> </ul>	1 August 2024	Lead: Manager Community Life and Libraries  Support: Community Development Officer
	<ul style="list-style-type: none"> <li>Complete and submit the annual RAP Impact Measurement Survey to Reconciliation Australia by 30 September.</li> </ul>	August 2024	Lead: Manager Community Life and Libraries  Support: Community Development Officer
13. Continue our reconciliation journey by developing our next RAP.	<ul style="list-style-type: none"> <li>Register via Reconciliation Australia's <a href="#">website</a> to begin developing our next RAP.</li> </ul>	March 2025	Lead: Manager Community Life and Libraries  Support: Community Development Officer

**For more information about this document, contact:**

Director Communities and Place  
(02) 4868 0888  
[mail@wsc.nsw.gov.au](mailto:mail@wsc.nsw.gov.au)



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## **9.15 Community Emissions Action Plan - Draft for Adoption**

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**Report of:** Karen Thorogood  
**Coordinator Sustainability Services**

**Authorised by:** Michael McCabe  
**Director Communities and Place**

### **PURPOSE**

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The purpose of this report is to present Council with the submissions made during the public exhibition of the Draft Community Emissions Action Plan, advise Council on how these submissions have been considered and to seek Council's adoption of the final Community Emissions Action Plan.

### **OFFICER'S RECOMMENDATION**

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#### **THAT Council:**

- 1. Adopt the Community Emissions Action Plan as per Attachment 1 of this report.**
- 2. Advise the people who made a submission of the outcome and thank them for their contribution.**

### **REPORT**

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#### **BACKGROUND**

At Ordinary Council Meeting 15 May 2024, it was resolved:

#### **THAT:**

- 1. Council endorse the draft Community Emissions Action Plan to be released for public consultation and placed on public exhibition for a 28-day period to allow opportunity for the community to be informed and provide feedback.*
- 2. A further report be presented to Council to consider submissions received during the public exhibition period and the adoption of the Community Emissions Action Plan.*

#### **REPORT**

As per the resolution of Ordinary Council Meeting of 15 May 2024, the draft Community Emissions Action Plan was placed on public exhibition period between 20 May and 17 June 2024.

Community awareness was promoted via the Participate Wingecarribee page, direct email to stakeholders and Council's e-Newsletter.

The Participate Wingecarribee page was visited by 60 people with 94 views. There was a total of 32 downloads of the draft document. There were 3 followers and 2 contributions who provided comments via the page. Additionally, Council received 1 submission via email.

All submissions made during the public exhibition have been included in **Attachments 2 and 3** to this report.

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**REVISIONS TO THE COMMUNITY EMISSIONS ACTION PLAN**

As a result of consideration of the submissions made during the Public Exhibition, the following changes have been made to the Community Emissions Action Plan:

<b>Page</b>	<b>Respondent details</b>	<b>Current</b>	<b>Summary of submission</b>	<b>Response</b>	<b>Suggested change</b>
N/A	P. Tegart Moss Vale	N/A	Consider phasing out wood-fired heaters for new homes.	Emissions from woodfired heaters are difficult to estimate due to data limitations but are generally considered to be a small contributor of total emissions.  The Wingecarribee Shire is not yet ready to transition away from wood fire burning for heating purposes.	No change
10	M. Hall Bowral	transition the Wingecarribee Municipality into a healthy, thriving and sustainable place to live, work, and play.	It would be more accurate to say that the plan is to "help ensure that the Wingecarribee Municipality continues to be a healthy, thriving and sustainable place to live, work, and play.	The plan is to help the Wingecarribee Shire maintain its liveability and increase equity across the shire.	Ensure that the Wingecarribee Shire continues to be a healthy, thriving and sustainable place to live, work, and play.
11	M. Hall Bowral	The climate emergency describes the urgent and critical situation we are currently facing, where human-induced climate change poses severe and immediate threats to	The IPCC Climate Change 2021: The Physical Science Basis appears to cast doubt on the link between climate change and severe weather events.  WSC is going out on a limb stating that Severe weather events are caused by	WSC has developed the CEAP based on climate science, in particular the IPCC's Sixth Assessment Report (AR6). The IPCC's report "Climate Change 2021: The Physical Science Basis" says "It is unequivocal that human influence has warmed the	No change

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Page	Respondent details	Current	Summary of submission	Response	Suggested change
		<p>ecosystems, biodiversity, the built environment, and human health, requiring immediate and significant action to mitigate its impacts and adapt to changing conditions</p>	<p>climate change. Why the "climate emergency" which was declared by WSC in 2020 remains in effect when the director of the IPCC stated that climate change "is not an existential threat to humanity".</p>	<p>atmosphere, ocean and land. Widespread and rapid changes in the atmosphere, ocean, cryosphere and biosphere have occurred.” “Human-induced climate change is already affecting many weather and climate extremes in every region across the globe. Evidence of observed changes in extremes such as heatwaves, heavy precipitation, droughts, and tropical cyclones, and, in particular, their attribution to human influence, has strengthened since AR5.”  The director of the IPCC, Prof James Skea said, "The world won't end if it gets more than 1.5C degrees warmer. However, it will be a more dangerous world. Countries will struggle with many problems, there will be social tensions." His message was that "if you constantly communicate the message that we are all doomed to extinction, then that paralyses</p>	



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Page	Respondent details	Current	Summary of submission	Response	Suggested change
				people and prevents them from taking the necessary steps to get a grip on climate change.” He also pointed out that structural measures such as the expansion of renewable energies, high-tech solutions and climate-conscious thinking are required.	
24	M. Hall Bowral	Explore mechanisms to prohibit the installation of gas equipment in new building constructions and upgrades.	It sounds very totalitarian to prohibit consumers' energy choices considering that gas has an important part to play in the transition process	Removing gas as an energy source is considered best practice from an efficiency and environmental perspective and follows historical examples of restricting old technology when safer, healthier, and/or more efficient and environmentally beneficial alternatives emerge, and technology develops (e.g. residential coal burning, leaded petrol, CFCs).	Explore mechanisms to phase out the installation of gas equipment in new building constructions and upgrades.
26	M. Hall Bowral	CA11. Farmers and wine makers to explore options for AGRIVOLTAICS (dual-use land for solar power and	Agrivoltaics will spoil the beauty of the Highlands	Update the wording to reflect that this applies to appropriate areas for agrivoltaics.	CA11. Farmers and wine makers to explore options for AGRIVOLTAICS where permitted (dual-use land

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Page	Respondent details	Current	Summary of submission	Response	Suggested change
		agriculture), on their land.			for solar power and agriculture).
35	M. Hall Bowral	The transition to a low emissions electricity grid is already underway in NSW, with the closure of coal-fired power stations and the development of large-scale wind and solar farms.	The CEAP presents a very optimistic outlook on coal-fired power transition which is misleading given that the NSW Government is extending the life of Eraring power station.	The NSW Minister for Climate Change commented on the extension of Eraring Power stations operation: "New South Wales is stepping up the transition to cheap, clean, reliable renewable energy. But to keep the lights on and prices down, we need to make sure new renewable infrastructure and storage capacity is online before coal-fired generators reach the end of their life. This temporary and targeted agreement will provide financial support only if it's needed, and only for as long as needed, during an orderly exit of coal-fired power".	No change
35	M. Hall Bowral	Although the electricity grid remains reliant on fossil fuels, there are options for consumers to source their electricity from renewable sources. In	Large-scale wind and solar farms are well behind schedule. The growing failure of Germany's ambitious "Energiewende" transition policy, demonstrates the world will need coal and gas for much longer than	The NSW Minister for Climate Change commented "The NSW Government remains entirely committed to the transition to renewable energy and our emissions reduction targets. A net zero future holds immense opportunities for	No change

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Page	Respondent details	Current	Summary of submission	Response	Suggested change
		combination with demand reduction, onsite generation and electrification, this will reduce stationary emissions to close to zero.	originally planned.	our state's economy and our environment".	
60	J Slattery Colo Vale		I congratulate the council on the draft Community Emission Action Plan, the community engagement that has been undertaken and the community actions. Please change the Action L3 'Significantly increase tree canopy and native vegetation across the Shire ...' to a priority action.	Currently no change will be made. The impact, costs and timeframe are not modelled therefore cannot be considered a priority at this time.	No change.
60	M. Hall Bowral	Explore how to support farmers in Agrivoltaics (dual-use land for solar power and agriculture).	Agrivoltaics will spoil the beauty of the Highlands (extra correction in response to the comment).	Update the wording to reflect that this applies to appropriate areas for agrivoltaics.	Explore how to support farmers in Agrivoltaics where permitted (dual-use land for solar power and agriculture).
64	M. Hall Bowral	Farmers and wine makers to explore options for Agrivoltaics (dual-use land for solar	Agrivoltaics will spoil the beauty of the Highlands (extra correction in response to the comment).	We will update the wording to reflect that this applies to appropriate areas for agrivoltaics.	Farmers and wine makers to explore options for Agrivoltaics where permitted

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Page	Respondent details	Current	Summary of submission	Response	Suggested change
		power and agriculture), on their land.			(dual-use land for solar power and agriculture).

The final version of the Community Emissions Action Plan is provided in **Attachment 1** to this report.

**COMMUNICATION AND CONSULTATION**

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**Community Engagement**

Community engagement activities during the public exhibition included:

- Participate Wingecarribee page on Council’s website
- Direct email to stakeholders
- Council's e-Newsletter

Feedback from the Community Reference Panel members and submissions made during the public exhibition period have been considered in the final draft prior to editing by the graphic designer.

**Internal Communication and Consultation**

Internal consultation began with a commencement meeting led by Ironbark Sustainability in July 2023 with the staff from the Sustainability Team. Following that, two internal meetings were held to inform and consult with the organisation including the following business units:

- Strategic Outcomes
  - Water Services
- Community life and libraries
- Finance
- Assets
- Waste and Resource Management
- Environment and Sustainability
- Development Assessment and Regulation

**External Communication and Consultation**

From July 2023 to March 2024, community engagement activities were undertaken by Ironbark Sustainability in partnership with Council staff so that the community could help shape the development of the strategy. Activities included:

- An online survey
- Three online and face to face workshops
- Five meetings with the Climate Change and Environment Community Reference Panel
- Engagement with Boral regarding its business activities in the Shire.

The following priorities emerged during the community engagement activities:

**Energy**

- Require new buildings to achieve high energy efficiency.

## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024**

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- Advocate and drive initiatives like community batteries.

### **Transport**

- Increase and maintain cycling and walking facilities.
- Advocate for improved public transport and active transport infrastructure.

### **Waste**

- Continue to explore innovative technologies.
- Advocate for packaging standards to support the circular economy.

The final meeting of the Climate Change and Environment community reference panel to consider the draft plan was held in March 2024. At the end of the meeting panel members acknowledged that the final draft for exhibition effectively incorporated their ideas and that the community's input was well considered. Panel members also mentioned that they appreciated how the consultation process was carried out and hoped this type of work continues into the future.

As a result of the extensive consultation both internally and externally, there have been a low number of submissions made during the public exhibition.

## **SUSTAINABILITY ASSESSMENT**

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### **Environment**

The draft plan provides a guide to the community and Council to reduce emissions from our day-to-day activities as well as the need to encourage and advocate for innovation and the uptake of technology to manage energy use, waste and support the circular economy.

### **Social**

Social issues that arise from this plan include the need to influence others within families, work groups and the broader community to change behaviours to reduce emissions through purchasing decisions, participation in community led activities that promote uptake of emission reducing technologies and to advocate to government to maintain, increase and manage their response to emission reduction.

### **Broader Economic Implications**

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

### **Culture**

There are no cultural issues in relation to this report.

### **Governance**

There are no governance issues in relation to this report.

## **COUNCIL BUDGET IMPLICATIONS**

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As this is a community plan, there are no direct budget implications. There are however indirect implications regarding the use of Council resources to carry out high priority Council led advocacy work to other levels of government, and to partner and encourage the community to engage with the changes required to see the plan be successful. These resources will be drawn from Councils existing staff in the Environmental and Sustainability Branch and developed in future Operational Plan priority actions.

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**RELATED COUNCIL POLICY**

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There are no policies related to this report.

**CONCLUSION**

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The draft Community Emissions Action Plan guides the community actions needed to focus on best practice emissions mitigation and is a crucial element of the objective to respond to the climate emergency. Council will partner with the community to implement the plan and monitor its progress. The success of the plan rests with the efficient use of resources and to remain in step with emerging technology and the broader regional, state, and national context. Transparency around reporting is an integral part of maintaining accountability by all stakeholders.

**ATTACHMENTS UNDER SEPARATE COVER**

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1. Wingecarribee CEAP [9.15.1 - 76 pages]
2. Submissions Report CEAP [9.15.2 - 4 pages]
3. CEAP submission 170624 J Slattery [9.15.3 - 1 page]

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## **9.16 Community Assistance Scheme Grants 2024/25**

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**Report of:** Corinne Buxton  
**Coordinator Community Development**

**Authorised by:** Michael McCabe  
**Director Communities and Place**

### **PURPOSE**

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The purpose of this report is to recommend funds for local organisations for financial assistance under the Wingecarribee Community Assistance Scheme 24/25.

A total of 25 applications are recommended for support with a cumulative value of \$88,908.09.

### **OFFICER'S RECOMMENDATION**

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#### **THAT Council:**

1. Provide Community Assistance Scheme 2024/25 Grants to the following community organisations for the following amounts:
    - a) Highlands Pipes and Drums \$7,000
    - b) Southern Highlands Botanic Gardens Limited \$7,000
    - c) Bundanoon Folk Festival \$1,791.20
    - d) Highlands Community Centres \$7,000
    - e) Bundanoon Community Association \$7,000
    - f) CTC Robertson Inc. \$7,000
    - g) Burrawang Wildes Meadow Community Association \$7,000
    - h) Highland Grace Incorporated \$6,718.89
    - i) Highland FM 107.1 Co-operative Limited \$5,821
    - j) Challenge Southern Highlands \$1,500
    - k) The Hill Top Men's Shed Inc. \$1,177
    - l) Moss Vale Football Club Inc \$7,000
    - m) Bundanoon Tennis Club Inc \$7,000
    - n) Moss Vale Tennis Club Inc \$5000
    - o) Bowral Tennis Club Incorporated \$3,500
  
  2. Provide Community Assistance Scheme 2024/25 Donations to the following community organisation for the following amounts:
    - a) Southern Highlands Symphony Orchestra Inc. \$600
    - b) St Judes Music Association \$600
    - c) Wingello Village Association \$600
    - d) Bowral-Mittagong Uniting Church \$600
    - e) Hill Top War Memorial Hall \$600
    - f) Bowral Butterflies Netball Club \$600
    - g) Moss Vale Hockey Club \$600
    - h) Yerrinbool-Bargo Soccer Club \$600
  
  3. Provide Community Assistance Scheme 2024/25 Grants for Environment and Sustainability projects to the following community organisation for the following amount:
    - a) WinZero \$2000
-

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**b) Southern Highlands Australian Plant Society \$600**

- 4. Successful applicants be advised in writing and invited to attend a formal cheque presentation held in August 2024.**
- 5. Unsuccessful applicants be advised in writing of the outcome of their application and provided feedback for the next round of applications.**

**REPORT**

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**BACKGROUND**

The Wingecarribee Community Assistance Scheme 2024/25 (the Scheme) provides funding to local organisations for the purpose of implementing and improving community-based projects within the Shire. The Scheme aims to build capacity, encourage participation, and support initiatives that promote partnerships and working together to maintain the community and its assets.

The objective of the Scheme is to further this commitment to the Community Strategic Plan – Wingecarribee 2041 through the distribution of funds to local non-profit community (incorporated) organisations to assist in the development and provision of cultural, sporting, welfare, health promotion, leisure, environmental and community development programs, activities and events.

These funds help to establish, improve, or enhance resources, services and facilities and access for all residents of the Wingecarribee Shire, by providing grants for capital works, equipment, programs, activities and events or facilities.

There are three types of funding available under the Scheme:

- Donations of up to \$600
- Grants up to \$7,000
- Environment and Sustainability Grants up to \$2,000

The Scheme was open from Friday 5 April and closed on Friday 10 May.

Thirty (30) applications were received for grants and donations, with a total request value of \$113,508.09. Of these, 25 applications are recommended for support totalling a value of \$88,908.09.

**REPORT**

Applications were assessed by officers as per the criteria detailed in *Section 2: Funding Principles* of the *Wingecarribee Community Assistance Scheme Guidelines 2024/25* contained in **Attachment 1**. Staff recommendations were then reviewed by the Manager Community Life & Libraries to ensure transparency and probity.

**Tables 1, 2 and 3** below profile the applications and funding recommendations for the Scheme.

**Table 1** – Community Assistance Scheme applications and recommendation for funding

Application Number	Organisation Name	Project Title	Grant or Donation	Requested	Recommendation for funding
1. 2024007	Highlands Pipes and Drums	Expansion Purchases 2024	Grant	\$7,000.00	<b>Supported - \$7,000</b>
2. 2024038	Southern Highlands Botanic	Digital equipment for guided tours	Grant	\$7,000.00	<b>Supported - \$7,000.00</b>



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Application Number	Organisation Name	Project Title	Grant or Donation	Requested	Recommendation for funding
	Gardens Limited				
3. 2024027	Bundanoon Folk Festival	Dressing the Bundanoon Memorial Hall	Grant	\$1,791.20	<b>Supported - \$1,791.20</b>
4. 2024023	Southern Highlands Symphony Orchestra Inc.	Purchase or Hire of Music including Australian compositions in 2024 and 2025 SHSO	Donation	\$600.00	<b>Supported - \$600.00</b>
5. 2024025	St Judes Music Association	Providing additional music stands and lighting for members of the Highlands Sinfonia.	Donation	\$600.00	<b>Supported - \$600.00</b>
6. 2024043	Bowral High School P&C Association	Hume Conservatorium	Grant	\$7,000.00	<b>Not Supported – Schools ineligible as per the guidelines</b>
7. 2024002	Highlands Community Centres	The Cooking Hub	Grant	\$7000.00	<b>Supported - \$7,000.00</b>
8. 2024005	Bundanoon Community Association	Bundanoon Winterfest 2024	Grant	\$7000.00	<b>Supported - \$7,000.00</b>
9. 2024024	CTC Robertson Inc.	Replacement of Old Doors with New Door and Window	Grant	\$7000.00	<b>Supported - \$7,000.00</b>

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Application Number	Organisation Name	Project Title	Grant or Donation	Requested	Recommendation for funding
10. 2024028	Burrawang Wildes Meadow Community Association	History Week Project	Grant	\$7000.00	<b>Supported - \$7,000.00</b>
11. 2024013	Highland Grace Incorporated	Bridging the Gap Between Physical and Emotional Support at Highland Grace	Grant	\$6,718.89	<b>Supported - \$6,718.89</b>
12. 2024040	Highland FM 107.1 Co-operative Limited	Maintaining the high visibility of Highland FM	Grant	\$5,821.00	<b>Supported - \$5,821.00</b>
13. 2024017	Challenge Southern Highlands LTD	Empowering People living with Disabilities in the workforce	Grant	\$1,500.00	<b>Supported - \$1,500.00</b>
14. 2024019	The Hill Top Men's Shed Inc.	Belt Sander	Grant	\$1,177.00	<b>Supported - \$1,177.00</b>
15. 2024018	Wingello Village Association	Insurance	Donation	\$600.00	<b>Supported - \$600.00</b>
16. 2024022	Bowral-Mittagong Uniting Church	Upgrading equipment for Uniting Kids Playgroup	Donation	\$600.00	<b>Supported - \$600.00</b>
17. 2024037	Hill Top War Memorial Hall	Lighting	Donation	\$600.00	<b>Supported - \$600.00</b>
18. 2024039	Wild Wattle Nature Play	Aboriginal Community Connection	Donation	\$600.00	<b>Not Supported - Ineligible -</b>

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Application Number	Organisation Name	Project Title	Grant or Donation	Requested	Recommendation for funding
		and Education			Sole trader
19. 2024036	Communiteer	Building a sustainable community ecosystem in Wingecarribee Shire	Grant	\$7,000.00	<b>Not Supported</b> - Declined - Not a Wingecarribee Community Group or Service
20. 2024034	Avoca Public School	Avoca Public School staff room refurbishment	Grant	\$3,000.00	<b>Not Supported</b> - ineligible as per the guidelines
21. 2024010	Moss Vale High School P&C Assn	Oval Shade Shelter	Grant	\$7000.00	<b>Not Supported</b> – Schools ineligible as per the guidelines
22. 2024031	Moss Vale Football Club Inc	Water bubbler	Grant	\$7000.00	<b>Supported</b> - \$7,000.00
23. 2024042	Bundanoon Tennis Club Inc	Tennis Club Deck	Grant	\$7000.00	<b>Supported</b> - \$7,000.00
24. 2024015	Moss Vale Tennis Club Inc	Surface Restoration After Removal of Tree Damaged Decking	Grant	\$5000.00	<b>Supported</b> - \$5,000.00
25. 2024011	Bowral Tennis Club Incorporated	Acquiring a ball machine	Grant	\$3,500.00	<b>Supported</b> - \$3,500.00

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Application Number	Organisation Name	Project Title	Grant or Donation	Requested	Recommendation for funding
26. 2024020	Bowral Butterflies Netball Club	Match-ready netballs for 2025	Donation	\$600.00	<b>Supported - \$600.00</b>
27. 2024029	Moss Vale Hockey Club	junior player support	Donation	\$600.00	<b>Supported - \$600.00</b>
28. 2024041	Yerrinbool-Bargo Soccer Club	First Aid Supplies	Donation	\$600.00	<b>Supported - \$600.00</b>

For environmental and sustainability initiatives, two applications as per **Table 2** below were received.

Application Number	Organisation Name	Project Title	Requested	Recommendation for funding
2024 012	WinZero	Wingecarribee Virtual Energy Network Pilot	\$2,000	<b>Supported - \$2,000</b>
2024 032	Southern Highlands Australian Plant Society	Marketing Budget for the Phytophthora Awareness Campaign	\$600	<b>Supported - \$600</b>

**Table 3** below provides a categorised summary of the applications for the Scheme and total funding recommendations.

Category	Total number of applications received	Total funding requested	Total funding recommended
Arts and culture	6 applications (2 donations, 4 grants)	\$23,991.20	\$23,991.20
Community Development	14 applications (4 donations, 10 grants)	\$55,616.89	\$31,016.89

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Category	Total number of applications received	Total funding requested	Total funding recommended
Sport and Recreation	8 applications (3 donations, 5 grants)	\$31,300	\$31,300
Environment and Sustainability	2 applications (1 donation, 1 Grant)	\$2,600.00	\$2,600
Total	30 applications (10 donations, 20 grants)	<b>\$113,508.09</b>	\$86,308.09 (General Budget) \$2600 (Environmental Levy) <b>\$88,908.09</b>

**COMMUNICATION AND CONSULTATION**

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**Community Engagement**

Council actively engaged with community organisations to support the application process with one-on-one advice. All applicants are required to address how the applications align to the themes outlined in the Community Strategic Plan.

**Internal Communication and Consultation**

All applications were assessed against eligibility criteria as set out in the Guidelines. A panel of staff from the following branches undertook the assessment of the applications:

- Environment & Sustainability
- Assets
- Community Development

**External Communication and Consultation**

The Scheme was promoted via media release, Council newsletters and website. The program was also promoted through local networks and interagency contact lists, all local School P&C's and village associations.

**SUSTAINABILITY ASSESSMENT**

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**Environment**

The Scheme assists local not for profit organisations to carry out environment and sustainability projects within the Shire.

**Social**

The Scheme assists local not for profit organisations to establish, support, enhance resources, services and facilities and access for local residents.

**Broader Economic Implications**

The Scheme allows for community organisations to provide local projects and carry out works that benefit the local community, often sourcing local businesses and supplies

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## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024**

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### **Culture**

Several applications recommended for funding will support cultural activities in the community

### **Governance**

There are no governance issues in relation to this report.

### **COUNCIL BUDGET IMPLICATIONS**

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The budget allocated for the Wingecarribee Community Assistance Scheme in the 2024/2025 budget is \$105,000. Of this budget, a one-off payment of \$10,000 was allocated to Southern Highlands Jazz, leaving \$95,000 to be allocated.

Within this report, a total of \$86,308.09 is recommended for support.

Additionally, A grant pool of \$10,000 funded by the Environment Levy supports projects with the principle purpose to achieve environment or sustainability outcomes. Of this, a total of \$2,600.00 is recommended for support.

Collectively, 25 applications are recommended for support with a cumulative value of \$88,908.09.

### **RELATED COUNCIL POLICY**

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Wingecarribee 2041 Community Strategic Plan

Grants, Donations and Sponsorships Policy

### **CONCLUSION**

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The Scheme encourages the development of community initiatives in line with Council's Community Strategic Plan – Wingecarribee 2041. The Scheme aims to build capacity, encourage participation, and support initiatives that promote partnerships and working together to maintain our community, the environment and its assets. The applications for the Scheme 2024/25 have been assessed by the relevant Council staff and relevant Manager and final recommendations for Council have been prepared.

### **ATTACHMENTS**

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1. Community Assistance Scheme Grant Guidelines [9.16.1 - 10 pages]



## Community Assistance Scheme Guidelines 2024/25



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WINGECARRIBEE SHIRE COUNCIL



## Community Assistance Scheme Guidelines

### How to submit your application

- Applications must be submitted online via the Smartygrants portal
- Access to the internet and an email address will be required
- The link to the Application Form is available on Council's website
- The application must be submitted by the due date
- Late or incomplete applications will be not considered

**The scheme opens on Friday 5 April 2024**

**Closing date for applications Friday 10 May 2024 at 4:00pm**

If you require assistance to use the online application form contact the Community Development Coordinator Corinne Buxton Email: [corinne.buxton@wsc.nsw.gov.au](mailto:corinne.buxton@wsc.nsw.gov.au) or Telephone: 4868 0888

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### Introduction

The Community Assistance Scheme encourages the development of community initiatives in line with Wingecarribee Shire Council's Community Strategic Plan – Wingecarribee 2041.

The principles and values that underpin the Plan are social justice and sustainability.

The Community Assistance Scheme aims to build capacity, encourage participation and support initiatives that promote partnerships and working together to maintain our community and its assets.

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### Important things to note:

- Donations are for up to \$600
- General grants are for amounts up to \$7000
- Environment and Sustainability grants are for up to \$2000
- The same application form is used for both donations or grants
- The organisation or group applying for the grant is referred to as the 'applicant' throughout the application.
- The applicant is the organisation, not the individual representative or person completing the application form.
- Grants are given for projects that will commence after 1 July 2024 and be completed by 30 June 2025. Applicants need to plan in advance and consider the timing of their projects or purchases.

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## Community Assistance Scheme Guidelines

### 1. Objective

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1.1 The Community Strategic Plan for Wingecarribee Shire, "*Wingecarribee 2041*" outlines five themes. These include a commitment to leadership, our people, our places, our environment and our economy. These were developed in consultation with the community and underpin the work of Council.

[Community Strategic Plan Wingecarribee 2041](#)

The objective of the Wingecarribee Community Assistance Scheme is to further this commitment to the Community Strategic Plan – Wingecarribee 2041 through the distribution of funds to local non-profit community (*incorporated*) organisations to assist in the development and provision of cultural, sporting, welfare, health promotion, leisure, environmental and community development programs, activities and events.

These funds help to establish, improve, or enhance resources, services and facilities and access for all residents of the Wingecarribee Shire, by providing grants for capital works, equipment, programs, activities and events or facilities.

A grant pool has been provided by the Environment Levy to support potential projects with the principle purpose to achieve environment or sustainability outcomes, especially those that increase sustainability and community capacity.

1.2 There are **three types of funding** available under the Community Assistance Scheme. These are:

**Donations of \$600** - Donations are not subject to Goods and Services Tax (GST). When donations have been spent, organisations are requested to provide documentation to Council on the use of the donation using the online forms provided on Smartygrants.

**Grants up to \$7,000** - Grants are subject to Goods and Services Tax (GST) for gst registered organisations – please refer to Section 3.12 for further details. Grant recipients are required to undertake a more rigorous reporting regime as outlined in Section 5.

**Environment & Sustainability Grants up to \$2,000** - Grants are subject to Goods and Services Tax (GST) for gst registered organisations – please refer to Section 3.12 for further details. Grant recipients are required to undertake a more rigorous reporting regime as outlined in Section 5.



## Community Assistance Scheme Guidelines

### **2. Funding Principles**

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So that funding is allocated equitably and effectively successful applications must meet the following criteria:

- 1.2 The applicant Organisations must demonstrate their commitment to the principles of social justice and how they work towards the promotion of equity, access and participation and the rights of all Wingecarribee residents who access their services, projects, activities and events.
- 1.3 Applicants must address how their application fits into one of the five themes outlined in the Community Strategic Plan - Wingecarribee 2041.
- 1.4 Applicants must identify the type of funding being applied for and must comply with all the scheme guidelines.
- 1.5 Council will only accept one application from organisations.
- 1.6 Priority will be given to:
  - 1.7 Areas where the need is considered greatest and where there is an obvious and documented community/local need.
  - 1.8 Organisations which have not previously received funding from Council.
  - 1.9 Projects which support the goals and strategies of the Community Strategic Plan - Wingecarribee 2041.
  - 1.10 Projects that demonstrate clear value for money.
  - 1.11 Projects where the applicant contributes financially towards the project.
- 1.12 Grant applications must benefit and/or support local cultural, sporting, welfare, health promotion, community development, Environment and Sustainability and leisure facilities, services and activities.
- 1.13 Projects that principally have objectives of community development, cultural and welfare, but which may have an incidental environmental/sustainability component will be considered through the general Community Assistance Scheme process.
- 1.14 Generally, a low priority will be given to projects requiring recurrent funding. For long term projects Council may consider funding components of the project that can be completed within twelve (12) months.
- 1.15 Funds must be expended within the twelve (12) month period from 1 July 2024 to 30 June 2025 unless otherwise approved by Council.
- 1.16 Where funding has been granted under this scheme in previous years, the applicant must have fully satisfied the conditions of previous Wingecarribee Community Assistance funding agreements to be considered for this round.
- 1.17 Contributions from the applicant to the project in cash and/or in-kind (voluntary labour and/or materials, etc) will strengthen the application, as will evidence of efforts to seek funding from other sources.
- 1.18 Council's Community Reference Panels are not eligible to apply for funding.

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## Community Assistance Scheme Guidelines

- 1.19 Any asset, non-permanent fixture or fitting acquired through the Community Assistance scheme and located on Council property, will remain in Council ownership. Ownership of any other assets acquired with these funds is to be determined by Council as a condition of each project funded. Should the organisation cease to operate or vary the objectives/rules under which it operates, assets and resources acquired with Council grant funds must be returned to Wingecarribee Shire Council. If not voluntarily returned, Wingecarribee Shire Council reserves the right to take possession of these assets and resources and redistribute to a like-minded organisation within Wingecarribee Shire.
- 1.20 All funding awarded by Council is made on the assumption of honest and full disclosure of information. Evidence of any breach of this trust will make the grant or donation null and void in which case, any funds paid under the subject scheme must be returned to Council.
- 1.21 No funds will be granted or donated for goods, services or works carried out or purchased in the previous financial year. Organisations need to plan in advance and consider the timing of their projects or purchases that they are completing an application for.
- 1.22 Council funding is made directly to the Community Organisation therefore Council cannot pay the supplier directly for goods or services purchased with Council funds. To ensure accountability, all Council funds must go through the organisation's bank account. Receipts or accounts from suppliers must be presented for payments to be made – refer to 5.6.
- 1.23 Generally funding requests for the purchase of electronic office and communication equipment (such as computers, data projectors, printers, photocopiers and mobile phones) or the development and maintenance of web-sites are not favourably considered.
- 1.24 Applicants should note that the information and documents requested in the application form will be used to assess that the organisation is currently functioning and sustainable.
- 1.25 Before applying for funding please refer to the table below to make sure you are eligible for funding under this scheme:

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>• Projects which meet the objectives of the scheme and organisations that comply with the guidelines</li> <li>• Projects that demonstrate a link to the themes, goals and strategies of the Community Strategic Plan - Wingecarribee 2031</li> <li>• Any community project where there</li> </ul>	<ul style="list-style-type: none"> <li>• Private organisations and/or individuals or projects that provide a commercial financial benefit to the applicant.</li> <li>• Projects that cannot demonstrate a need or will not ensure access for all residents of the Shire</li> <li>• Projects that pose a risk to the</li> </ul>

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## Community Assistance Scheme Guidelines

<p>is a demonstrated need</p> <ul style="list-style-type: none"> <li>• “Seeding” Donations or Grants to enable incorporation</li> <li>• Projects based in the Wingecarribee local Government area</li> <li>• Projects that maximise access for participation across the general community and those that provide access to people with mobility restriction/s</li> <li>• Projects on public/community/Council owned property</li> <li>• Projects on Council property relating to events, activities, resources, training, coaching and similar activities (<u>not</u> maintenance, upgrades, permanent fixtures or as determined by Council)</li> <li>• Projects that benefit and/or support local cultural, sporting, welfare, health promotion, community development and leisure facilities, services and activities</li> <li>• Projects/programs run by religious organisations that can demonstrate broad community benefit (not capital works on places of worship)</li> </ul>	<p>environment or work, health and safety</p> <ul style="list-style-type: none"> <li>• State and Federal government departments</li> <li>• Schools and organisations primarily associated with a school</li> <li>• Permanent works of a capital nature executed on and/or pertaining to private property</li> <li>• Recurrent services or ongoing components of a project</li> <li>• Funding requests for works, projects and events that have already been completed</li> <li>• Projects mainly benefiting community groups/organisations or residents outside the Wingecarribee Shire</li> <li>• Funding for vehicle purchases and maintenance</li> <li>• Funding to cover a shortfall in the applicant organisation’s operational budget</li> <li>• Capital works or facility upgrades on places of worship</li> </ul>
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### 3. Procedures

To be considered for funding, applicants must follow these procedures:

- 3.1 A new application form must be completed each year through Smartygrants.
- 3.2 Only **one** application of any type can be submitted by each organisation.
- 3.3 Applications for grants should include quote(s) or estimate(s) justifying the budget request. Quote(s) are not required for donations.
- 3.4 Attach any additional relevant information which you believe would assist Council in determining your grant (i.e. site plan, project plans, etc) in pdf, Word or jpg format.
- 3.5 Council may recommend part funding for your project. To assist in the determination process, where possible, break your project into stages according to your priorities.
- 3.6 Attach copies of your organisation’s latest audited financial account statement, or where an organisation is not subject to audit requirements, a

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## Community Assistance Scheme Guidelines

signed statement of income and expenditure for the previous financial year must be submitted with your application.

- 3.7 If a group wishing to apply for funding is NOT incorporated, it MUST be supported by an Incorporated Organisation that has similar objectives. In this case the application is made on behalf of the Incorporated Organisation (this organisation is referred to as the Auspicing Organisation). Auspicing organisations can still make their own separate application.
- 3.8 Funding for projects being undertaken in a Council facility, park or sports field that is managed by a Council 355 Management Committee and/or a similar group which manages a facility on Council's behalf, must obtain written approval from the relevant management committee/officer, and attach evidence that such approval has been granted.
- 3.9 Where development consent is required, a development application and or construction certificate must be lodged and further approved by the consent authority prior to release of funds by Council for a successful application. Where development consent is not required, Council will be required to acknowledge that the development and or use of the land (where necessary) is exempt development in accordance with the Environmental Planning and Assessment Act 1979.
- 3.10 Council 355 Committees can only apply for projects which involve equipment, events, training and other activities which DO NOT involve maintenance, upgrades or permanent fixtures.
- 3.11 Where a project is dependent on some form of contribution from another organisation, a letter of endorsement from the other organisation is required. Wingecarribee Shire Council cannot issue a letter of support for this scheme.
- 3.12 If your organisation has an ABN and is registered to claim GST, a tax invoice together with the necessary Payment Claim Form and invoices/receipts from the supplier must be included when making claims for payment of the grant.
- 3.13 If you are not registered for GST, you will be required to submit an Invoice. If you do not have an ABN you will be required to submit a Statement by Supplier form. Further instructions will be supplied to successful grant recipients.
- 3.14 If you know in advance of difficulties in commencing your project and/or claiming the funds within the financial year for which the funds were granted, please contact Council to discuss your situation.
- 3.15 Applications WILL NOT BE CONSIDERED IF:
  - 3.15.1 They are not completed in full and the required documentation is not attached.
  - 3.15.2 They are not submitted via Smartygrants portal.
  - 3.15.3 They have been completed or signed by the Administrator or Council staff.
  - 3.15.4 Are submitted AFTER the closing date.

**3.16 The closing date for submission of applications is Friday 3 May 2024 at 4:00pm**

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## Community Assistance Scheme Guidelines

### **4. Evaluation Process**

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To ensure continuing objectivity in the funding evaluation process, the following procedure will be strictly adhered to:

- 4.1 Applications will be considered on their merits, considering the circumstances of each case, the availability of funds and the relevant provisions of the Local Government Act 1993, or any other Act or Acts authorising Council to provide grants, subsidies or donations.
- 4.2 All information provided will be treated as **confidential**.
- 4.3 Applications will initially be processed for eligibility in accordance with these guidelines.
- 4.4 Applications may then be assessed and ranked according to priority by relevant Council staff.
- 4.5 Final recommendations for funding will be made by the relevant Director and will be reported to Council for final endorsement.

### **5. Funding Agreements and Accountability**

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- 5.1 Successful donation and grant applicants will receive notification and an invitation to attend a Special Presentation Function to receive a Certificate of Entitlement. Successful donation and grant applicants will be listed on the Council website from 1 July 2024.
- 5.2 All project compliance and instructions will be presented to successful applications at the Presentation Function. Reporting and acquittal forms will be available from 1 July 2024 through Council's Smartygrants portal.
- 5.3 Presentation of Certificates is held during Local Government Week.
- 5.4 Before receiving the funds, successful applicants (other than recipients of donations) must complete and return to Council the online Certificate of Compliance. Successful applicants must also comply with the payment guidelines and upon requesting payment, provide a progress and/or final report outlining:
  - 5.4.1 How the funds are being/have been spent (receipts or accounts from suppliers for the project will be required).
  - 5.4.2 How the project is meeting/has met its objectives.
  - 5.4.3 How the project is being/has been evaluated.
  - 5.4.4 Photographs or other printed material illustrating the project.
- 5.5 Council may inspect completed works on acquittal.
- 5.6 Grant monies, other than donations, are to be paid progressively during the project, subject to Council receiving a completed Certificate of Compliance, Progressive Payment Claim form, a Tax Invoice/Invoice for the Grant amounts



## Community Assistance Scheme Guidelines

from the recipient organisations and receipts for monies spent or accounts in relation to the project.

- 5.7 Funding is granted for a specified project. Any minor variations to projects that are in keeping with the original purpose can be approved by the General Manager. Substantial variations and those that involve a change to the original purpose must be submitted in writing to be approved by Council.
- 5.8 Previous recipients may also be invited to present on their funded project in future years of the Scheme.
- 5.9 Council must be acknowledged in any publicity relating to projects funded through the Scheme.
- 5.10 Council reserves the right to use information about funded projects in publicity and reports.

## **6. Acknowledgement of Support**

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6.1 The Grantee must acknowledge the support received from Wingecarribee Shire Council by using Council's Logo in accordance with the Partnerships Brand Guidelines which will be supplied by Council.

6.2 Grantee agrees to acknowledge Wingecarribee Shire Council support in all Material, publications, promotional and advertising materials published in connection with the Event or this Agreement, using the form of acknowledgment specified with Council's Partnerships Brand Guidelines.



## Community Assistance Scheme Guidelines

### **6. Assistance to Complete Your Application**

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- 6.1 If you need assistance with the online application form or with any aspect of completing your application please contact the: **Community Development Coordinator (02) 4868 0888.**
- 6.2. If your project relates to a Council facility or project, please ensure that you liaise with one of the following Council Officers. The relevant Department of Council will be able to assist and advise on your project. These Council Officers may also be able to assist with non-Council projects.

**Building Maintenance  
Sports & Recreation**

**Ashraf Anwar 4868 0888**  
Coordinator – Parks and Buildings Assets

**Community Development  
Arts Culture**

**Corinne Buxton 4868 0888**  
Community Development Coordinator

**Environment and Sustainability**

**Mowenna Zebaks 4868 0888**  
Environmental Officer - Sustainability

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*We're with you*

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## **9.17 Christmas 2024 - Update on Council Funded Christmas Activations**

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**Report of:** Corinne Buxton  
**Coordinator Community Development**

**Authorised by:** Michael McCabe  
**Director Communities and Place**

### **PURPOSE**

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The purpose of this report is to provide Council with an evaluation of the Council funded 2023 Christmas Activations and provide a program for Christmas Activations for 2024.

### **OFFICER'S RECOMMENDATION**

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#### **THAT Council:**

- 1. Endorse the 2024 Christmas Program.**
- 2. Allocate \$25,000 from within the 2024 Christmas budget to the Festival of Lights Ltd to continue light displays in Corbett Gardens and in the event Festival of Lights does not proceed, the \$25,000 be allocated to the main town centres for Council installations.**
- 3. Undertake a 28-day public notification period in relation the contribution of \$25,000 towards the Festival of Lights in accordance with Section 356 of the Local Government Act 1993, if the Festival of Lights proceeds.**
- 4. Undertake a 28-day public notification period in relation the contribution for waiving of fees and charges for the use of the Senior Citizens rooms in Corbett Gardens to conduct the Festival of Lights Christmas activities up to an amount of \$7,000, in accordance with Section 610(F) of the Local Government Act 1993, if the Festival of Lights proceeds.**

### **REPORT**

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#### **BACKGROUND**

At its meeting held on 20 September 2023 Council considered items 9.18 and 9.19 and resolved:

#### **THAT:**

*Council endorse the program for Christmas Activations 2023.*

And

#### **THAT Council:**

- 1. Endorse an amount of \$25,000 to be provided for the Corbett Gardens Festival of Lights subject to Council receiving the appropriate recognition for the use of public funds.*
- 2. Waive fees for the use of Senior Citizens rooms and the exclusive use of Corbett Gardens for the Festival of Lights event up to \$7,000.*

The program was aimed at re-energising the Christmas spirit to spread cheer across the Shire in many ways, big and small and included free or low-cost activities for community to participate in.

## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024**

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### **REPORT**

The Christmas Activations program provides a significant opportunity to demonstrate the Shire's unique identity, heritage and community values and set a new standard in Christmas experiences for Wingecarribee Shire.

The 2023 Christmas activations provided a coordinated festive season of activities, programs and attractions across the Shire. The objective of the 2023 activations was to create a festive atmosphere across the Shire and create a sense of inclusiveness and community.

In 2023, a full program of festivities developed in partnership with our community, included:

- Additional financial contribution to grow the Festival of Lights
- Solar fairy lights and up-lighting to Leighton Gardens, Winifred West Park and Corbett Plaza, Bowral
- Yarn bombing on trees in partnership with CWA's, schools and community groups
- Christmas flags in main town centres which promote Festival of Lights
- Partnering with village associations on place-based activations that bring people together, through SmartyGrants
- Community Make and Create Sustainable Workshops across Wingecarribee
- Pop-up Carols in partnership with local choirs
- Outdoor Christmas Movies
- A Giving Tree to bring hope to community members in need
- A free family Elf on the Shelf Trail
- 12 days of Sustainable Christmas promoted through our e-news and socials.

The total budget allocated for 2023 Christmas Activations was \$100,000, where \$93,937 was actually expended due to cancellations of activities due to weather and lack of bookings for programs.

### **Festival of Lights (FoL) 2023**

In 2023, Council contributed \$25,000 towards FoL which ran from 1 December until 31 December in Corbett Gardens, Bowral. This light display was free for the public and all ages across socially, culturally, and economically diverse groups attended the festival.

During this period there were additional events held that intertwined with the Festival of Lights:

- Angels in Our Town concert
- Christmas Night Markets
- Southern Highlands Food and Wine Festival
- Southern Highlands Family Carols
- A Celebration of Light
- Bop Til You Drop
- Santa's Grotto
- Highland FM 100% Home-Grown NYE Concert

Seven Santa's mailboxes were distributed throughout the towns and villages. New branding was created for the Festival of Lights which proved very popular. Support was well received by Highlands FM, Southern Highlands News and Empire Cinema.

Table 1 provides a summary provided by Festival of Lights Committee outlines the income and cost of the event.

**Table 1: Festival of Lights Budget Summary**

Total Festival Cost	<b>\$201,795</b>
<b>Received Grants &amp; Donations</b>	
Wingecarribee Shire Council	\$25,000
Food & Wine Festival	\$78,000
Southern Highlands Community Foundation	\$5,000
<b>Total grants received towards festival cost</b>	<b>\$108,000</b>
Funding from the Festival of Lights committee	\$93,795

All administration, production and marketing costs were provided pro bono and not included in the above table.

#### **Installation of Christmas Decorations, Lights and Yarn Bombing**

A series of Christmas decoration crafts were distributed to local schools, community groups and CWAs across the Shire to assist Council in decorating existing trees and bring a unique festive cheer to the Wingecarribee Local Government Area.

Five Make & Create Christmas decoration workshops were held with community organisations in the Shire by Council staff. Those community organisations were: Pop-in, Challenge House, Interchange, Probus and Community Links Wellbeing.

Six schools across the Shire received Christmas decoration crafts and participated in decorating the Shire, all 30 schools were contacted to participate. The schools that participated were:

- Avoca Public School
- Bowral Public School
- Bundanoon Public School
- Moss Vale Public School
- Wingello Public School
- Moss Vale High School

Two Country Women's Associations (CWA) received yarn bombing materials and participated in decorating the Shire, all seven CWAs were contacted to participate.

Council officers installed and decorated the Shire with the collected decorations crafted by community, schools and CWAs. These decorations were installed throughout Leighton Gardens Moss vale, Corbett Plaza Bowral and Winfred West Park, Mittagong.

In addition, Council purchased and installed festoon lighting that was installed in Leighton Gardens, Moss Vale and Corbett Plaza. Unfortunately, the festoon lighting was vandalised and there was impact on Councils budget to repair.

#### **Installation of Festival of Light Banners**

Christmas banners were installed by Luminous Entertainment in the three main town centres of Mittagong, Bowral and Moss Vale. These street banners from 2022 were branded with Festival of Lights design and unfortunately as outlined above, Festival of Lights changed their branding, so these were then outdated.

#### **Village Christmas Grants and Christmas Trees in three Villages**

The non-competitive Village Christmas Grants program allowed Village Associations and Village Community Groups to benefit from place-based and community led festivities.

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Berrima, Bundanoon, Burrawang, Hill Top and Robertson were granted \$3,000, Balmoral Village, Canyonleigh, Colo Vale, Exeter, Kangaloon, Medway, Penrose, Yerrinbool, and Wingello received \$2,000 and \$1,000 was granted to Bullio Village.

In total, \$32,000 was made available to village communities for their festivities.

**Table 2: Village Small Christmas Activation Grants** provides a summary of the activations throughout the Villages using the Village Christmas grants.

**Table 2: Village Small Christmas Activation Grants**

Village Association	Grant	Activity
Berrima	\$3,000	Berrima hosted a big bash for the whole community at the Courtyard Café and a story time for kids at Marketplace playground
Bundanoon	\$3,000	Bundanoon hosted an open day at their local sports club, with free access to the pool, tennis courts, lawn and croquet fields
Burrawang	\$3,000	Burrawang held a Christmas Street party/long lunch and received Christmas lights
Hill Top	\$3,000	Hill Top had Christmas elves that offered free face painting, jumping castles, and bring families together at their annual Hill Top GLOW event
Robertson	\$3,000	Robertson booked local musicians and gathered all the locals for a big night of festive singing, dancing and eating
Balmoral Village	\$2,000	Balmoral Village held their annual community Christmas party as well as new solar lights
Canyonleigh	\$2,000	Canyonleigh sent personalised Christmas cards and provided a kids Christmas party and a village dinner
Colo Vale	\$2,000	Colo Vale invested their grant towards kids' entertainment, magicians, and games for their community to enjoy in front of their festive Christmas tree
Exeter	\$2,000	Exeter held a community lunch for the whole community
Kangaloon	\$2,000	Kangaloon appreciated the contribution to their big carols and Christmas dinner
Medway	\$2,000	Medway bought a gazebo they can re-use for their community get-together, along with some solar lights and threw a community lunch
Penrose	\$2,000	Penrose invested their grant in fun festive stickers, decorations and good old-fashioned games for their Christmas catch-up
Yerrinbool	\$2,000	Yerrinbool hosted a village party at the community hall
Wingello	\$2,000	Wingello provided a free Christmas lunch on Christmas day for villagers celebrating the day alone
Bullio Village	\$1,000	Community Christmas BBQ was held.

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Villages Balmoral, Berrima, Burrawang, Medway and Wingello requested solar fairy lights in their grant applications and Robertson, Bundanoon and Colo Vale received an installed community Christmas tree for the period of the December to early January.

### **Make & Create Workshops**

A series of Make & Create workshops were organised for residents as part of the Christmas 2023 program.

A total of 12 workshops were organised across the Shire at various locations. Three workshops were cancelled due to no participants registering and one workshop proceeded but no attendees arrived.

Eight workshops were successfully completed with positive feedback from participants including two weaving workshops were held in the Villages of Balmoral and Yerrinbool.

### **Pop-up Carols**

Two choir groups from the Shire were engaged to participate in pop-up carols in various locations. The unscheduled pop-up of the singers was to bring unexpected cheer to the village and towns across the Shire.

‘Serendipity: The Choir’ performed on Saturday 16 December at both Exeter and Bundanoon.

The Southern Highlands Youth Arts Council (SHYAC) performed on Sunday 17 December across Exeter, Bundanoon, Moss Vale Mittagong and Bowral.

The pop-up carols were very well received, and performances were shared across social media over this weekend by both residents and businesses in the area.

### **Christmas Outdoor Cinemas**

The movies were originally planned to be outside but due to time constraints, power sources and equipment, it was decided that the movies were to be relocated within Council facilities at Moss Vale Civic Centre (Theatrette) and Mittagong Senior Citizen and Community Centre. Three Christmas movies were purchased for the events, Elf, The Holiday and The Grinch.

Four movies were scheduled, two screenings on 8 December and two screenings on 15 December

All movies had to be cancelled due no bookings.

### **Elf on the Shelf Competition**

The Elf on the Shelf Competition ran from 1 December through to 12 December, across various Council locations. Physical Elf Passports were printed and distributed to participating facilities and a social media campaign was promoting the competition throughout the program.

Three local businesses donated prizes, Highlands Centre Entertainment, Tabatinga Mittagong and Empire Cinemas.

A total of 43 participating children completed their Elf Passports and returned them to participating locations. Six winners were announced, and all collected their prizes.

### **Feedback and Evaluation 2023 Christmas Activations**

Feedback from residents was captured through both post-Christmas surveys and post-workshop evaluations.

In addition, a Christmas Survey was conducted and promoted through Councils website ‘Participate Wingecarribee.’ The survey was published on the 5 February 2024 and closed on the 19 February 2024. In total, 78 residents responded to the survey. **Attachment 1** provides a summary of the Christmas survey responses. During December, Council also received written feedback from three residents expressing concerns that there were no trees in the main town centres and that the town centres lacked ‘festive spirit’. This sentiment was also echoed on social media.

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**Christmas Activation 2024 Program**

Taking into consideration the feedback from the 2023 Christmas Program and the need to create a more ‘festive’ approach in the main town centres, a revised 2024 Christmas program has been proposed. In addition to the program, businesses and retailers in the town centres will be asked to adorn their shop windows with Christmas/Festive decorations.

Table 4: 2024 Christmas Program outlines the proposed activations for this year.

**Table 4: 2024 Christmas Program**

<b>Christmas Activation</b>	<b>Proposed Budget</b>	<b>Location</b>
Purchase and installation of lights, decorations, flower boxes and Christmas flags in town centres	\$35,000	Bowral, Mittagong, Moss Vale
Christmas Activation Grants – This grants program is a place-based initiative, funding village associations to deliver events and activities that bring people together in local villages  \$3,000 going to the larger villages (Berrima, Bundanoon, Burrawang, Hill Top and Robertson) and \$2,000 to smaller villages	\$32,000	Villages
Festival of Lights - (draft program supplied by FoL Committee as of 28/04/24) referred to as ‘Summer Lights’  17 Dec – Flick the Switch 18 Dec – Bop Til Your Drop 19 Dec – Family Carols 20 Dec – Fluro Friday 21 Dec – Bollywood in Bowral 22 Dec – Dogs Night Out 23 Dec – Acoustic Sounds 24 Dec – Twas the Night before Christmas (C3 Church Concert) 25 Dec – Lights only 26 Dec – Lights only 27 Dec – Pride LGBTQI 28 Dec – A Night at the Proms 29 Dec – Summer Nights 30 Dec – Best of the 80s 31 Dec – Highland FM NYE	\$25,000  *Subject to the FoL proceeding	Bowral  17 December-31 December

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<b>Christmas Activation</b>	<b>Proposed Budget</b>	<b>Location</b>
Festive Pop-Up Carols In partnership with local choirs the community will be surprised by festive carols in parks, outside libraries, villages	\$8,000	Villages Mittagong, Bowral and Moss Vale
Giving Tree Support local families in need this Christmas by donating to the Council's Giving Tree. As part of a charity initiative with the St Vincent de Paul Society, the Shire will have a tree at Civic to place your donation.	In kind	Moss Vale – Civic Centre
Elf on the Shelf Trail A free family and child friendly program to find Santa's helpers out and about in Council facilities. There will be 6 elves and a Christmas trail map for children and families to find the elves. Includes small prizes	In kind	Council operated facilities
<b>TOTAL</b>	<b>\$100,000</b>	

**Festival of Lights (FoL) 2024**

Council officers met with members from the Festival of Lights committee to discuss the future of FoL. Members of the committee advised that the aim for Festival of Lights in 2024 is to reduce costs and drive revenue, to ensure the event is sustainable in the long term. It is the committee's vision for FoL to be a shire wide celebration and will be looking for initiatives to make this a reality.

FoL is proposed to be reduced to 14 days from Tuesday 17 December to Tuesday 31 December in 2024 and will be marketed as a 'Holiday Festival' rather than just Christmas specific. The aim is to drive tourist engagement and to engage residents to stay in the area during the holiday period.

However, FoL Committee members have advised Council that the cost to run the event each year is approximately \$100,000. This covers the installation and pack down of the lights in Corbett Gardens, the erection of stage and sound system, insurance, security and first aid. These are fixed costs and have minimal change regardless of the duration of the FoL (whether it's held for one day or thirty-one days). The majority of the budget is allocated to Luminous Entertainment for the erection of the lights, stage and sound. A comparatively small amount is also allocated to entertainment and events. It should be noted that the core FoL team are all volunteers, and no fees are allocated to key personnel. It is also noted that the FoL have advised they would to partnership with Council includes Council staff support, bookings support, promotions assistance during the event (Council staff). This is in addition to the \$100,000 funding request.

The FoL committee have also advised that an additional, one-off amount of \$200,000 would be required for the purchase of the lights.

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The 2024 Christmas Program recommends funding FoL with \$25,000, but if the FoL are unable to run the event, it is recommended that in 2024, Council utilise the \$25,000 to further activate the town centres through fairy lighting, flower boxes and other displays. If the FoL is to proceed, Council will need to publicly exhibit the \$25,000 donation for 28 days in accordance with section 356 of the Local Government Act 1993.

In 2023 Festival of Lights, a fee waiver for the Senior Citizens rooms in Corbett Gardens was granted for \$7,000. If the FoL is to proceed, it is recommended to waive the 2024 fees for the Senior Citizens rooms in Corbett Gardens in accordance with Section 610(F) of the Local Government Act 1993, via a public exhibition process.

### **COMMUNICATION AND CONSULTATION**

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#### **Community Engagement**

Council sought feedback on Council's Christmas Activations via Participate Wingecarribee and post-workshop survey forms. The survey was open for two weeks from the 5 February 2024 and closed on the 19 February 2024. The survey was distributed to the villages and all residents in the Shire via e-news, direct emails and Participate Wingecarribee.

#### **Internal Communication and Consultation**

The Community Development team worked closely with the Libraries and Communication team to create a strong and cohesive Christmas program and campaign. Shire Presentation installed the Christmas decorations and light installations.

#### **External Communication and Consultation**

The Community Development team worked with the Communications team to create a range of external communications to promote and engage residents for Christmas:

- Media releases
- Inclusion of activities in e-newsletter across 2 weeks
- 'Check in with Council' Podcast on Christmas activities
- Promotional materials through printed programs, flyers and posters. Over 800 Christmas programs were printed and distributed across the Shire.
- Engaged multiple stakeholders to conduct workshops and provide social media content
- 25 Christmas social media posts on Facebook
- 23 Christmas social media posts on Instagram

Overarching statistics based on social media campaign (over 12 days):

- Total post reach on **Facebook: 25,492**
- Total post engagement on **Facebook: 541**
- Total post reach on **Instagram: 864**
- Total post interactions on **Instagram: 95**

### **SUSTAINABILITY ASSESSMENT**

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#### **Environment**

There are no environmental issues in relation to this report.

#### **Social**

The Christmas campaign and activations supported the community well-being in a multitude of ways, especially with the engagement of disability services in the area. The workshops provided a great



## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024**

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opportunity for Council team members to foster these relationships in a social setting and build upon existing networks.

The Council's engagement of schools to help decorate trees across the Shire also provided a wealth of social wellbeing and community support.

### **Broader Economic Implications**

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

### **Culture**

There are no cultural issues in relation to this report.

### **Governance**

There are no governance issues in relation to this report.

## **COUNCIL BUDGET IMPLICATIONS**

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Council's 2023/24 budget included an allocated \$100,000 towards Christmas activations and installations across the shire. A total of \$93,937 was expended. \$25,000 was provided to the Business Southern Highlands for the FoL. It is noted that the 2022/23 Business Southern Highlands financial reports were provided to Council upon request.

A budget allocation of \$100,000 has been included in the 2024/25 budget for the 2024 Christmas program.

If the FoL does not proceed with their respective event, the \$25,000 will be allocated to further activate the town centres through fairy lighting, flower boxes and other displays.

It is noted that the FoL committee have advised that a new incorporated entity has been created (with deductible gift recipient status in order for paid donations to be tax deductible) to operate the FoL. It is noted that the \$25,000 contribution will be made to this entity if the FoL event proceeds, subject to the outcomes of the public exhibition process.

A fee waiver is recommended to waive the 2024 fees for the Senior Citizens rooms in Corbett Gardens for the FoL in accordance with Section 610(F) of the Local Government Act 1993. This has been budgeted in the form of reduced fees and charges in the 2024/25 Operating budget and will be enacted, subject to a public exhibition process.

It is noted that if Council were to consider any other options that require additional funds (both one-off and recurring), a funding source would need to be identified.

## **CONCLUSION**

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This report has provided a comprehensive overview of the Council-funded Christmas Activations for 2023, along with valuable feedback from the community and staff. The evidence presented highlights the successes achieved and areas for improvement in enhancing the festive spirit across the Wingecarribee Shire.

Based on the findings, recommendations have been proposed for the Council to consider for future Christmas Activations in 2024. These recommendations aim to build upon the successes of 2023 while addressing the community's feedback and desires for more engaging and inclusive celebrations.

It is recommended that Council continue its commitment to funding Christmas celebrations, incorporating new initiatives such as designing new Christmas banners and expanding the Festival of Lights. Furthermore,

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empowering village associations and community groups to organize tailored activities and workshops will contribute to a more vibrant and inclusive festive season.

By implementing these recommendations, the Council can ensure that the Christmas Activations in 2024 further strengthen community cohesion and bring joy to residents and visitors alike across the Wingecarribee.

### **ATTACHMENTS**

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1. Village Christmas Grants Feedback 2023 [9.17.1 - 13 pages]
2. Christmas Survey 2023 Response Summary [9.17.2 - 2 pages]

Participate Wingecarribee

## **Villages - Long Survey (Christmas)**

Jan 24, 2024 - Feb 22, 2024

**Project:** The Villages - Christmas Survey 2023

**Tool Type:** Form

**Activity ID:** 765

**Exported:** Feb 22, 2024, 02:33 PM

**Exported By:** Maddi

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Response No:  
1

Contribution ID: 23319  
Member ID: 4887  
Date Submitted: Feb 16, 2024, 10:15 AM

- |              |   |
|--------------|---|
| <b>Q1</b>    | <b>Which village do you live in?</b>  |
| Short Text   | Hill Top  |
| <b>Q2</b>    | <b>Did you see and/or attend the Christmas festivities hosted by your village associations?</b> |
| Multi Choice | Yes   |
| <b>Q3</b>    | <b>Would you like the Council to continue funding village activations?</b>                      |
| Multi Choice | Yes   |
| <b>Q4</b>    | <b>If yes, how would you like to see the money spent?</b>                                       |
| Long Text    | On events for the whole village with costs kept as low as is possible                           |

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024

Response No:  
2

Contribution ID: 23242  
Member ID: 1121  
Date Submitted: Feb 15, 2024, 11:33 AM

**Q1** Which village do you live in?

Short Text

**Q2** Did you see and/or attend the Christmas festivities hosted by your village associations?

Multi Choice Yes

**Q3** Would you like the Council to continue funding village activations?

Multi Choice Yes

**Q4** If yes, how would you like to see the money spent?

Long Text Activities which bring the community together eg Christmas parties for all ages, and Christmas decorations and lights.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024

Response No:  
3

Contribution ID: 23207  
Member ID: 4830  
Date Submitted: Feb 14, 2024, 05:16 AM

**Q1 Which village do you live in?**

Short Text Medway

**Q2 Did you see and/or attend the Christmas festivities hosted by your village associations?**

Multi Choice Yes

**Q3 Would you like the Council to continue funding village activations?**

Multi Choice Yes

**Q4 If yes, how would you like to see the money spent?**

Long Text Following along the same lines previously used allowing the villages to organise community gatherings without the burden of raising funds to allow these events to thrive.

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Response No:  
4

Contribution ID: 23161  
Member ID: 1250  
Date Submitted: Feb 12, 2024, 09:38 AM

**Q1 Which village do you live in?**

Short Text Welby

**Q2 Did you see and/or attend the Christmas festivities hosted by your village associations?**

Multi Choice No

**Q3 Would you like the Council to continue funding village activations?**

Multi Choice Maybe

**Q4 If yes, how would you like to see the money spent?**

Long Text

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
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Response No:  
5

Contribution ID: 23133  
Member ID: 7294  
Date Submitted: Feb 10, 2024, 09:10 PM

- Q1** Which village do you live in?

Short Text Tallong
- Q2** Did you see and/or attend the Christmas festivities hosted by your village associations?

Multi Choice Yes
- Q3** Would you like the Council to continue funding village activations?

Multi Choice Yes
- Q4** If yes, how would you like to see the money spent?

Long Text The Christmas celebrations and providing food and activities for both children and adults and the aged population



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Response No:  
6

Contribution ID: 23129  
Member ID: 6204  
Date Submitted: Feb 10, 2024, 08:26 PM

**Q1 Which village do you live in?**

Short Text Wingello

**Q2 Did you see and/or attend the Christmas festivities hosted by your village associations?**

Multi Choice Yes

**Q3 Would you like the Council to continue funding village activations?**

Multi Choice Yes

**Q4 If yes, how would you like to see the money spent?**

Long Text continue to give small villages the freedom to decide on the activities they will use the money for; they know the community best

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Response No:  
7

Contribution ID: 23121  
Member ID: 4700  
Date Submitted: Feb 10, 2024, 03:46 PM

- |              |   |
|--------------|---|
| <b>Q1</b>    | <b>Which village do you live in?</b>  |
| Short Text   | Colo vale   |
| <b>Q2</b>    | <b>Did you see and/or attend the Christmas festivities hosted by your village associations?</b> |
| Multi Choice | Yes   |
| <b>Q3</b>    | <b>Would you like the Council to continue funding village activations?</b>                      |
| Multi Choice | Yes   |
| <b>Q4</b>    | <b>If yes, how would you like to see the money spent?</b>                                       |
| Long Text    | Christmas decorations in the village for atmosphere.  |

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Response No:  
8

Contribution ID: 23114  
Member ID: 6497  
Date Submitted: Feb 10, 2024, 12:21 PM

- Q1 Which village do you live in?**  
Short Text Hill top
- Q2 Did you see and/or attend the Christmas festivities hosted by your village associations?**  
Multi Choice No
- Q3 Would you like the Council to continue funding village activations?**  
Multi Choice Yes
- Q4 If yes, how would you like to see the money spent?**  
Long Text This year's idea sounded good. Unfortunately I could not attend. Would like to go next year if it was on again.

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Response No:  
9

Contribution ID: 23096  
Member ID: 7278  
Date Submitted: Feb 09, 2024, 08:51 PM

**Q1 Which village do you live in?**

Short Text Wingello

**Q2 Did you see and/or attend the Christmas festivities hosted by your village associations?**

Multi Choice Yes

**Q3 Would you like the Council to continue funding village activations?**

Multi Choice Yes

**Q4 If yes, how would you like to see the money spent?**

Long Text As per each Village's choice. This is much better value for money with each village deciding what is best use for their locals.

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Response No:  
10

Contribution ID: 23093  
Member ID: 6735  
Date Submitted: Feb 09, 2024, 07:47 PM

**Q1 Which village do you live in?**

Short Text Bundanoon

**Q2 Did you see and/or attend the Christmas festivities hosted by your village associations?**

Multi Choice Yes

**Q3 Would you like the Council to continue funding village activations?**

Multi Choice Yes

**Q4 If yes, how would you like to see the money spent?**

Long Text Free hall hire for Bundanoon Sings!  
Rebates on energy bills for main street shops to encourage all of the businesses to light up the Main Street  
Keep going with the tree!

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Response No:  
11

Contribution ID: 23063  
Member ID: 6051  
Date Submitted: Feb 09, 2024, 04:37 PM

- Q1** Which village do you live in?  
Short Text Colo Vale
- Q2** Did you see and/or attend the Christmas festivities hosted by your village associations?  
Multi Choice No
- Q3** Would you like the Council to continue funding village activations?  
Multi Choice Yes
- Q4** If yes, how would you like to see the money spent?  
Long Text More entertainment

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Response No:  
12

Contribution ID: 23033  
Member ID: 1566  
Date Submitted: Feb 07, 2024, 01:04 PM

- |              |   |
|--------------|---|
| <b>Q1</b>    | <b>Which village do you live in?</b>  |
| Short Text   | Moss Vale   |
| <b>Q2</b>    | <b>Did you see and/or attend the Christmas festivities hosted by your village associations?</b> |
| Multi Choice | Yes   |
| <b>Q3</b>    | <b>Would you like the Council to continue funding village activations?</b>                      |
| Multi Choice | Yes   |
| <b>Q4</b>    | <b>If yes, how would you like to see the money spent?</b>                                       |
| Long Text    | Kids activités and lights   |

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**Christmas Survey 2023 Response Summary**

Survey Question	Yes (%)	No (%)	Maybe
Did you attend a Festival of Lights event?	40%	60%	-
If so, what was your experience?	<ul style="list-style-type: none"> <li>• Fabulous</li> <li>• Pleasing</li> <li>• Lovely but would like more food &amp; drink options</li> <li>• Wonderland for children &amp; grandchildren</li> </ul>		
Would you like Council to continue funding Festival of Lights in 2024?	80%	20%	-
Do you have any overarching feedback from Festival of Lights?	<ul style="list-style-type: none"> <li>• Sounds great</li> <li>• Better advertising</li> </ul>		
Did you see the decorations set up across the Shire by local groups?	57%	13%	-
Would you like the Council to continue engaging with community groups to spread festive decorations in 2024?	85%	15%	-
Would you prefer to see some smaller Christmas trees around the Shire (understandably, budget plays an important role)?	75%	25%	-
Would you like to see new Christmas flags across the Shire?	66%	7%	27%
Would you like to see more businesses engage with Christmas festivities?	70%	0%	30%
If Council were to run movies again, would you prefer the movies to be outdoors?	53%	27%	20%
Did you see the decorations set up across the Shire by local groups?	57%	13%	-
Would you like the Council to continue engaging with community groups to spread festive decorations in 2024?	84%	16%	-
In which locations would you like to see Christmas trees in 2024?	<ul style="list-style-type: none"> <li>• Bowral, as many towns in the Shire as possible</li> <li>• All villages and towns</li> </ul>		
Would you prefer to see some smaller Christmas trees around the Shire (understandably, budget plays an important role)?	76%	24%	-
Do you have any other suggestions on where the trees should be placed?	<ul style="list-style-type: none"> <li>• All towns and villages</li> <li>• Railway stations</li> </ul>		
How would you like the Council to spend the remaining budget?	<ul style="list-style-type: none"> <li>• Solar lights &amp; trees</li> <li>• Christmas carols</li> <li>• Decorations that cover day &amp; night (not just lights)</li> <li>• Christmas banners</li> <li>• Bunting</li> <li>• Christmas markets (all of December)</li> </ul>		
Would you like to see more businesses engage with Christmas festivities?	70%	0%	30%
Would you like to see new Christmas flags across the Shire?	67%	7%	26%



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Survey Question	Yes (%)	No (%)	Maybe
Did you see and/or attend the Christmas festivities hosted by your village associations?	75%	25%	-
Would you like the Council to continue funding village activations?	92%	0%	8%
If yes, what would you like the money to be spent on?	<ul style="list-style-type: none"> <li>• Events for the whole village with low costs</li> <li>• Community gatherings</li> <li>• Give villages freedom to decide on what they will use the money for</li> </ul>		
Did you hear about the Make & Create Workshops?	20%	80%	-
In what type of workshops would you like to see in the future (e.g. Weaving, Christmas wreath making etc)	<ul style="list-style-type: none"> <li>• Macrame</li> <li>• Wreath making</li> <li>• Card making (for kids)</li> <li>• Gingerbread house making</li> </ul>		
What barriers stop you from attending workshops in the Shire?	<ul style="list-style-type: none"> <li>• Time of day</li> <li>• Cost</li> </ul>		
Would you be inclined to attend if the workshops were in November rather than December?	27%	40%	33%
If Council were to run movies again, would you prefer the movies to be outdoors?	53%	27%	20%
If Council were to run movies again, which locations would be preferred?	<ul style="list-style-type: none"> <li>• Lake Alexandra</li> <li>• Community Halls</li> </ul>		
Did you hear about our Christmas program and events?	53%	47%	-
How do you normally receive your information about Council run events?	<ul style="list-style-type: none"> <li>• Email</li> <li>• Council Newsletter</li> <li>• Local paper</li> </ul>		
Would you like to subscribe to our Council e-newsletter to ensure you don't miss out on any updates?	53%	47%	-

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## **9.18 Smart Water Metering Update**

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**Report of:** **Tim Bell**  
**Coordinator Assets - Water, Sewerage and Drainage**

**Authorised by:** **Karin Targa**  
**Director Service and Project Delivery**

### **PURPOSE**

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The purpose of this report is to provide Council with an update on the outcome of the smart metering proof of concept trial that has been conducted. The report provides feedback on the feasibility of implementing smart meters across the Shire's water supply network.

### **OFFICER'S RECOMMENDATION**

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**THAT the report be received and noted.**

### **REPORT**

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#### **BACKGROUND**

In December 2020, Council developed a business case for a new Data Logging and Analytics Program. The first phase of the program was to undertake a proof of concept trial. The trial commenced in early 2021 and concluded in June 2022. Given that no grants were available at this time, funding was made available from the Water Fund in the capital works program to purchase devices and implement the trial.

In September 2021, Council requested an update on smart metering opportunities for the Shire's water supply and resolved (MN 251/21):

*THAT a further report be brought to Council following completion of the smart metering proof of concept trial outlining the findings of the trial and including recommendations for the future rollout of the smart metering program.*

Following the above resolution, Council continued with the proof of concept trial which involved the installation of:

- water data logging devices at five locations within the water supply network to monitor and send water flow information (pressure and/or flow) at each location. The locations included a mixture of remote (battery operated) sites and existing powered sites at reservoirs.
- five devices that were retrofitted to existing mechanical meters at selected properties that were identified as being high water consumers. The properties were a mixture of residential and commercial.

The trial also included provision of a third-party cloud-based software and Internet of Things (IoT) communication protocol transmitting the data from the field to the cloud.

The intention of the trial was to understand what works well and what doesn't, and to determine the logistics of a full-scale rollout.

This was the first time Council had undertaken domestic smart metering.

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**REPORT**

**WATER SUPPLY CONTEXT**

Council provides water and wastewater services in seven towns throughout the Southern Highlands. Council’s water supply system consists of two treatment plants, 29 reservoirs and 16 pumping stations. The supply system is integrated and can transfer water from one zone to another when required.

Council currently provides potable water to over 45,000 people utilising a fleet of approximately 20,119 mechanical water meters for recording consumption and billing purposes. In addition to the domestic meters, Council also operates a fleet of large flow meters that measure bulk water movements across the network. Successful monitoring of these bulk movements can aid in identifying areas with leakage and for mass balance calculations to understand where the water is going and when.

**PROOF OF CONCEPT TRIAL**

The trial commenced in mid-2021, with a view to complete the trial by November 2021, and a subsequent Council report with an update on the outcome of the trial. At the time, the intention was to run a robust trial of smart domestic and bulk water metering devices, however this did not eventuate due to resourcing challenges.

The rollout was slow due the number of stakeholders involved in setting up the trial, and with limited resources, it was difficult to prioritise the implementation. Council engaged a consultant to help facilitate the implementation of the trial, yet this still required considerable time input from Council during initialisation and installation phases.

The project’s stakeholders included:

- Assets staff – who managed the project and customer notifications/consultations
- Operations staff – who assisted with site access
- Customers – who were informed by letter drop and door knock of the proposed trial on their water meter/service
- Consultant – Connection between Council staff and the following external providers
- Hardware supplier – provided the smart devices and meter cables.
- Communication network provider – to enable the IoT communication protocols, host the cloud-based software and device configurations
- Installers – responsible for installing and configuring the devices at each location.

**Installation Locations and Results**

**Bulk network locations (flow and/or pressure)**

<b>Location</b>	<b>Parameters monitored</b>	<b>Result</b>
Reservoirs: <b>Mt Gibraltar High</b> , Oxley Drive Mittagong. <b>Yerrinbool</b> , Old Hume Highway.	Connected to power. Flow rate (L/s) out of reservoir into zone.	Data collection and provision to cloud worked. IoT communication OK.
<b>Critical pressure point in West Bowral Zone</b> , Osborne Road Burradoo. Note: The CPP is usually at the	Battery operated. Pressure (kPa)	The logger was successfully installed and provided useful information throughout the trial.  The only downside was the inability to

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Location	Parameters monitored	Result
highest point in the zone, where pressure will drop first in the event of a main break or water theft. It may provide early warning of any instability in the zone.		change the pressure measurement within the cloud system, which defaulted to pressure in Bars.  IoT communication OK.
<p>Reticulation zone inlets:</p> <p><b>West Bowral 1</b></p> <p><b>West Bowral 2</b></p> <p>These inlets supply the same zone (West Bowral) which incorporates properties in Burradoo.</p> <p>Each inlet consists of a flow meter and pressure reduction valve (PRV).</p> <p>Both sites were expected to record flow and pressure on a single logger at each site.</p>	<p>Battery operated.</p> <p>Flow (L/s)</p> <p>Pressure (kPa) upstream and downstream of the PRV</p>	<p><b>West Bowral 1</b></p> <p>Flow monitoring was achieved, but pressure monitoring was not. There were no available pressure monitoring connections onsite. Flow data again, was shown as volumetric, not instantaneous.</p> <p>IoT communication OK.</p> <p><b>West Bowral 2</b></p> <p>Flow and pressure monitoring points were available, and the monitoring device was connected, however no data was ever received for this site.</p> <p>This was deemed to be a communication issue with no IoT service available.</p> <p>IoT communication FAILED.</p>

**Domestic metering locations (residential or commercial consumption)**

Location (customer type)	Parameters monitored	Result
31 Eridge Park Road Burradoo (Residential/Farmland)	Battery operated. Flow rate (L/s).	Data collection and provision to cloud worked.  IoT communication OK.
19 Eridge Park Road Burradoo (Commercial – Nursery)	Battery operated. Flow rate (L/s).	Data collection and communications worked for a period and then stopped. It is unknown what caused the logger to stop working.
2 Charlotte Street Burradoo (Commercial – Nursing Home)	Battery operated. Flow (L/s)	Initial installation failed due to the wrong cable being supplied. A new cable was provided by the hardware supplier and the logger was successfully installed.  Data collection and provision to cloud worked.  IoT communication OK.
81 Osborne Road Burradoo (Residential)	Battery operated. Flow (L/s)	Data collection and provision to cloud worked.  IoT communication OK.
566 Moss Vale Road Burradoo	Nil.	This site was initially selected as a high

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Location (customer type)	Parameters monitored	Result
(Education – Chevalier College)		consumer, but site investigations found that the meter was not working. It was replaced with a new meter, but that meter was no longer compatible with the device hardware provided for the original meter. Trial did not proceed at this location.

**Issues during trial**

Throughout the course of the trial, several issues were identified including:

- During the installations, it became apparent that some of the devices were not compatible with the meters onsite and required additional hardware to make it work. This cost time and money with additional hours for installations.
- Data was collected however was not in the format expected. For flow monitoring sites, it was expected that loggers would record instantaneous flow in Litres per second. Instead, the devices recorded volumetric flow (i.e. total volume of flow through the meter over a period – generally hourly). This may have been due to a setting in the cloud platform or because the logger was simply a retrofit to an existing mechanical meter and was not capable of recording litres per second.
- Multiple stakeholders made it more difficult to adapt to changing situations on the ground.
- Internet of Things communication protocol was utilised for the trial, as recommended by our communication provider. In general, the IoT network performed well in most cases. However, there were some sites where connectivity was poor resulting in inability to obtain a signal and send data to the cloud. The IoT network is similar to the 4G/5G network, hosted by external providers (outside of Council’s control).
- Time resources on Council side were limited which it made it difficult to gain momentum and the sites that needed troubleshooting or modification were never addressed.

Following completion of the proof of concept trial, it became evident that Council would need to provide a dedicated project team including, project managers, installers, technicians, and customer service staff to ensure successful implementation.

**FUTURE**

Smart domestic water meters represent a significant advancement in water management, offering real-time data collection, enhanced monitoring and efficient resource management. If Council plans to transition to this technology, it needs to understand the complex challenges and risks that must be managed to ensure successful implementation and operation.

The data captured from smart domestic water meters has several benefits for Council and customers including:

- an insight into when and how water is being consumed
- understanding water needs for different types of water customers (e.g. residential vs. commercial)
- identify small leaks before they become large leaks or prevent main breaks that interrupt supply to customers
- prevent bill shock for customers with use of a customer portal
- provide transparency of consumption data between Council and customers
- reduce manual labour to read meters for billing purposes freeing up resources to focus on more important tasks

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Operationally and strategically, the data collected may be used to assist with:

- minimum night flow analysis to identify leakage within district metered areas (DMAs) and targeting leak detection and proactive repairs
- data analysis, weather trending and bulk supply movements
- optimising water network management and treatment plant run times reducing need for chemicals and energy usage
- calibrating and updating hydraulic models that may be used for development and future planning tasks
- capital works planning and prioritisation of projects
- real-time data visualisation and analytics to monitor and respond to changes in network including alarms triggering major events such as pressure loss or high flows (main break or theft).

Some of the major challenges and risks that should be considered are summarised below.

Item	Challenge	Risk
Governance	Establishing a comprehensive governance framework is essential for managing the deployment of smart water meters. This includes policy formulation, regulatory compliance, stakeholder engagement, and ensuring transparency and accountability	Inadequate governance can lead to mismanagement, project delays, cost overruns, and loss of public trust.
Privacy of Data	Protecting customer data is paramount. Smart meters collect detailed consumption data that could potentially be misused if not adequately protected.	Breaches of data privacy can result in legal consequences, financial penalties, and damage to the Council's reputation, particularly in light of recent data breaches.
Procurement of Devices	Selecting the appropriate smart water meters involves careful consideration of technology, cost, compatibility, and vendor reliability.	Poor procurement decisions can lead to substandard devices, increased costs, and potential interoperability issues. Technology obsolescence.
Communication Networks and Connectivity	Reliable communication networks are critical for the transmission of data from meters to the Council's central systems. Options include cellular networks, radio frequency, satellite, and other wireless technologies.	Reliance of third parties for communications. Network failures or insufficient coverage can result in data loss, delayed reporting, and reduced system efficiency.
Installations	The installation process must be efficient and minimally disruptive to customers. It involves scheduling, accessing customer properties, and ensuring meters are correctly installed and calibrated.	Inefficient installation can lead to customer dissatisfaction, increased labour costs, and incorrect meter readings.
Operation and Maintenance Costs	Ongoing costs include system maintenance, software updates, and potential repairs or replacements of faulty meters.	Underestimating these costs could put a burden on Council's water fund affecting overall financial sustainability resulting in increased costs for

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Item	Challenge	Risk
		residents.
Labour Resources	Skilled labour is required for installation, maintenance, and operation of the smart meter system. Training and workforce development are crucial.	Insufficient skilled labour can lead to installation delays, operational inefficiencies, and increased dependence on external contractors.
Data Integrity and Integration with Business Systems	Ensuring the accuracy and reliability of data collected by smart meters is essential. Additionally, this data must be integrated seamlessly with existing business systems for billing, customer service, and analytics.	Data integrity issues can lead to incorrect billing and customer complaints. Integration challenges can disrupt business processes and lead to additional IT costs.

Implementing smart domestic water meters offers substantial benefits in terms of accuracy, efficiency, and resource management. However, the associated challenges and risks, particularly in governance, data privacy, procurement, and system integration, must be carefully managed.

A strategic approach that includes robust governance, thorough planning, and proactive stakeholder engagement will be essential to mitigate these risks and ensure the successful deployment and operation of smart water meters.

It is envisaged that a full-scale rollout of smart meters across the Shire would require a dedicated project team within Council consisting of:

- Project Manager/s
- Installers / Maintenance operators
- IT (Information Technology) System Integration Specialists / Data Analysts
- Stakeholders from Assets, Operations, Finance, IT, Governance, Risk and HR.

The project team would be responsible to manage all phases of the project incl, but not limited to:

- Business Case
- Procurement and Contractor management (where required)
- Stakeholder Engagement
- Customer Engagement
- Systems Integration (e.g. billing, mapping, customer portal)
- Data Governance and Privacy
- Installation and troubleshooting (whether retro fitted or ultrasonic smart meters).
- Ongoing maintenance and operation of devices
- Interim manual meter reads to quality check the data
- Environmental impacts
- Technological obsolescence

It is therefore not recommended that Council pursue domestic smart meter technology at this stage, due to the resources required to implement such a system.

It is instead recommended that Council continue to invest in the resilience and efficiency of the water reticulation network through:

- Refinement of the water network model
- Delivery of major capital projects, like Wingecarribee Water Treatment Plant to Hill Road Reservoir, Hill Road Reservoir Duplication and Water Supply Zoning Projects.

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As well as continue the implementation of smart technology within the water reticulation network through expansion of the Supervisory Control and Data Acquisition (SCADA) system – which enables process automation across the network.

### **COMMUNICATION AND CONSULTATION**

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#### **Community Engagement**

Nil

#### **Internal Communication and Consultation**

Nil

#### **External Communication and Consultation**

Nil

### **SUSTAINABILITY ASSESSMENT**

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#### **Environment**

There are no environmental issues in relation to this report.

#### **Social**

There are no social issues in relation to this report.

#### **Broader Economic Implications**

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

#### **Culture**

There are no cultural issues in relation to this report.

#### **Governance**

There are no governance issues in relation to this report.

### **COUNCIL BUDGET IMPLICATIONS**

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There are no budget implications in relation to this report.

### **RELATED COUNCIL POLICY**

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Nil.

### **CONCLUSION**

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Smart domestic water metering offers numerous benefits, including enhanced accuracy, operational efficiency, and improved customer engagement. However, these advantages come with challenges such as data security risks, high initial and ongoing costs, and integration issues.

Careful planning, robust governance, and effective communication strategies are essential to maximising the benefits and mitigating the drawbacks of smart water systems. By addressing these factors, Council could better manage water resources, improve service delivery, and foster consumer trust and participation.

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However, given the high resourcing requirements for the implementation and ongoing management of a fleet of smart domestic water meters, it is recommended that Council does not pursue a rollout at this time.

**ATTACHMENTS**

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Nil

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## **9.19 Public Toilet Strategy Update**

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**Report of:** Elina Quigley  
**Senior Asset Officer**

**Authorised by:** Karin Targa  
**Director Service and Project Delivery**

### **PURPOSE**

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The purpose of this report is to provide Council with an update on the delivery of the actions from the Public Toilet Strategy, in accordance with the resolution of the Extraordinary Council Meeting of 28 July 2021.

### **OFFICER'S RECOMMENDATION**

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**THAT Council receive and note this report.**

### **REPORT**

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#### **BACKGROUND**

At the Extraordinary Council Meeting of 28 July 2021 Council resolved (MN 213/21) that:

- *A further report be provided on the funds allocated for the next five years in Council's forward Financial Plan and Proposed Works under the Public Toilet Strategy.*

This report is to provide an update on the public toilet renewal works that have been completed since the Extraordinary Council Meeting of 28 July 2021 and to detail the future public toilets capital works program.

#### **REPORT**

Council's Public Toilet Strategy was adopted in 2017. It provides guidance on the future provision, development and maintenance of public toilets.

The Strategy was developed through detailed analysis of the current provision of public toilets and future population growth needs to determine appropriate levels of service for the public toilet network.

The following table details the renewal and upgrade works completed on the public toilet network since July 2021:

<b>Financial Year</b>	<b>Site</b>	<b>Works Completed</b>
2021/22	Oxley Mall Public Toilet	New internal fit-out
	Lions Park Bowral	Detailed design for renewal of public toilet facility
	Berrima Camping Ground	Concept design for renewal of public toilet facility
2022/23	Hill Top War Memorial Hall Public Toilet Refurbishment	Replacement of roof, guttering and paint

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Financial Year	Site	Works Completed
	Mittagong Iron Mines Toilet Block	Replacement of roof and paint
	Welby Heights	Replacement of roof, guttering and paint
	Bill O'Reilly Oval	Replacement of roof and paint
	Bundanoon Oval	Replacement of roof and paint
	Bundanoon Ferndale Oval	Replacement of roof and paint
	Yerrinbool Oval	Replacement of roof and paint and security cameras
	Clarence Street Public Toilets	Replacement of roof and new internal fit-out
2023/24	Bong Bong Common	Construction of new public toilet facility
	Casburn Park Wingello	Construction of new public toilet facility
	Yerrinbool Public Toilet	Design phase of new public toilet facility

As per the outcomes of the Extraordinary Council Meeting of 28 July 2021, it was intended that the renewal of public toilet facilities at Lions Park Bowral and the Berrima Camping Ground would have been undertaken in the 2022/23 and 2023/24 financial years through the Capital Works Program.

These projects were subsequently deferred, along with several other Parks and Open Spaces projects, to enable an additional pothole patching crew to be included within the Operational Budget for three years.

At the Extraordinary Council Meeting of 26 June 2024, Council adopted the 2024/25 to 2027/28 Capital Works Program. The following table details the planned public toilet projects as part of this four-year program.

Financial Year	Site	Works Completed
2024/25	Yerrinbool Public Toilet – MF Vickers Park	Construction of new public toilet facility
	Hill Top Railway Park	Design and DA for new public toilet facility
2025/26	Hill Top Railway Park	Construction of new public toilet facility
2026/27	Lions Park Bowral	Construction phase for renewal of public toilet facility
	Berrima Camping Ground	Detailed design and Heritage Approvals for renewal of public toilet facility
2027/28	Berrima Camping Ground	Construction phase for renewal of public toilet facility
	Bowral Lookout - Mount Gibraltar	Renewal of public toilet facilities

The 2024/25 Operational Plan also details as a Priority Action within the Assets Branch that the Public Toilet Strategy is to be reviewed and updated.

With the Strategy having been adopted seven years ago, the revision and update of the document will include:

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- Reworking of the document to ensure it integrates with the Community and Recreation Facilities Strategy (CRFS)
- Review of the document structure so that there is the creation of, and clear delineation between, the Public Toilet Strategy (overall objectives) and Public Toilet Plan (specific actions)
- The adopted levels of service will also be reviewed to assess the adequacy of our existing public toilet facilities, identify areas where there may be gaps in provision and allocate resources effectively to address any shortcomings

It is recommended that Council receive and note this report.

### **COMMUNICATION AND CONSULTATION**

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#### **Community Engagement**

N/A

#### **Internal Communication and Consultation**

N/A

#### **External Communication and Consultation**

N/A

### **SUSTAINABILITY ASSESSMENT**

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#### **Environment**

There are no environmental issues in relation to this report.

#### **Social**

There are no social issues in relation to this report.

#### **Broader Economic Implications**

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

#### **Culture**

There are no cultural issues in relation to this report.

#### **Governance**

There are no governance issues in relation to this report.

### **COUNCIL BUDGET IMPLICATIONS**

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There are no budgetary implications resulting from this report.

### **RELATED COUNCIL POLICY**

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Nil.

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**CONCLUSION**

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This report provides Council an update on the delivery of actions from the Public Toilet Strategy, in accordance with the resolution of the Extraordinary Council Meeting of 28 July 2021. Since 2021 Council has completed refurbishment or upgrade works at 12 facilities, and renewal or construction of new facilities is planned at five locations as part of the 2024/25 to 2027/28 Capital Program.

**ATTACHMENTS**

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Nil

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**9.20 Section 138s and Approvals To Carry out Work on Council Property (ATCOW) - Approval Process**

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**Report of:** **Ashraf Anwar**  
**Coordinator Park and Building Assets**

**Authorised by:** **Shaun Robinson**  
**Manager Assets**

**PURPOSE**

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The purpose of this report is to detail the approval process for residents and community groups to undertake works on Council Property and Council Roads as requested through the Administrator Minute from the Ordinary Council meeting of 21 February 2024.

**OFFICER'S RECOMMENDATION**

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**THAT Council receive and note the report.**

**REPORT**

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**BACKGROUND**

Council's process to approve others carrying out work on Council property where a Development Application (DA) was not required prior to October 2018 involved filling out a simple form that lacked essential detailed information, consultation, work health and safety, environmental, heritage and insurance requirements. That process was inconsistently applied, and this exposed Council to significant financial and reputational risk.

As Council receives many requests from community members and community groups to undertake changes or capital works on Council land or within council facilities a new process called the Approval to Carry out Works (ATCOW) on Council property was introduced.

These requests are for works that are deemed as Exempt Development or Permitted without Consent and therefore do not require a Development Application. The ATCOW approval is therefore primarily formalising Council's approval and acceptance of the works as the landowner.

The ATCOW process is suitable for a wide variety of construction work that range in scale and complexity from installation of equipment for an event in a park to complex projects such as play space works or a sports field lighting upgrade.

The works being undertaken are either grant funded or self-funded by applicants.

This report was considered at the 17 April 2024 Ordinary Council Meeting and was deferred to enable further information to be provided in relation to the Section 138 Process and requirement to make submission through the NSW Planning Portal.

**REPORT**

The application and assessment process for the approval of any proposed development on Council land depends on the nature of that proposal and these are outlined below:

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### **Works in the Road Reserve:**

Road Reserves are distinct from community and operational land owned by Council. Council is the Roads Authority and as per the Roads Act 1993, needs to grant consent for construction within the Road Reserve.

In the interests of public safety, consent is required when carrying out an activity within a road reserve, including verges. This application is known as a 'Section 138' Application. This application process applies to all works within the road reserve, including the construction of driveways.

Under the Roads Act, consent of the appropriate road authority is required for the following activities:

- erect a structure or carry out a work in on or over a public road
- dig up or disturb the surface of a public road
- remove or interfere with a structure, work or tree on a public road
- pump water into a public road from any land adjoining the road

Any person undertaking works within the road reserve has a duty of care to ensure the safety of all persons including motorists, pedestrians and the general public whilst in, on, or around Council's road reserve. This is why Council requires details with the Section 138 Application regarding how safety will be maintained, typically through the provision of a traffic management plan or traffic control plan.

As part of that plan, Applicants will also need to consider such matters as Councils engineering specifications and standard drawings, overhead clearances, appropriate placement of utilities away from the road, minimum depths of utilities, spacing between adjacent utilities, and drainage issues (where applicable).

Applications for Section 138 Applications are now only taken through the NSW Planning Portal. This is to assist with the administrative functions associated with the assessment of applications and to ensure that the information submitted will allow Council to undertake a full and proper assessment of the Application.

As per all development, the Environmental Planning and Assessment Act 1979 (EP&A Act) still applies and therefore a Development Approval pathway must still be followed for all items of work. That withstanding, most S138 applications are for works that are Exempt Development (like driveways in most situations) or are issued in combination with a Development Consent.

### **1. Works on Council Land – requiring Development Consent**

If works are to be delivered on Council owned land and the works are deemed as Development Consent required – then the Development Application (DA) process is followed.

The ATCOW process is not relevant for this situation and the DA is to be submitted through the NSW Planning Portal.

### **2. Works on Council Land – Exempt or Permitted without Consent**

Activities require Section 68 Approval under the Local Government Act 1993 if the application is for connection to the drainage, water or sewer network, or the providing of entertainment services on community land. A Section 68 Application is to be lodged for these items via the NSW Planning Portal.

If works are to be delivered on Council owned land and the works are deemed as either Exempt Development or Permitted without Consent (i.e. no DA required) – then the ATCOW process is to be followed.

Works will generally be deemed as Exempt or Permitted without Consent through the two following State Environmental Planning Policies:

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- Exempt and Complying Development Codes 2008
- Transport and Infrastructure SEPP 2021

It is to be noted that within the Transport and Infrastructure SEPP, all works that are deemed as Permitted without Consent are only if undertaken 'by or on behalf of a public authority' i.e. by Council themselves or an agent of Council – which is generally only for when Council has engaged a contractor to deliver said works.

The ATCOW process provides a pathway for community groups to conduct these types of works on behalf of Council and therefore enables these community groups to complete works on parks and sports fields that would otherwise require a DA.

This is a great outcome for community groups and for the Shire community. Although there still is documentation required for the ATCOW process, it is less than the requirements for a full DA process. As result, the ATCOW process enables the community to complete more works on community land for the benefit of the Shire than would otherwise be possible.

This process is unique to Wingecarribee Shire, with a review of neighbouring councils finding that their processes only accommodate applications for works that are Exempt Development. This results in community groups not being able to take advantage of the Development Permitted without Consent provisions of the Transport and Infrastructure SEPP.

A summary of the process of neighbouring councils is provided in the table below. This table has been updated since the report to the 17 April 2024 Ordinary Council Meeting, as it has been recognised that some sections were relying on information from 2019 and so was no longer current. The table below summarises the current process for neighbouring Councils.

<b>Council</b>	<b>Works carried out by others</b>	<b>Formal Process</b>	<b>Comparison to WSC Process</b>
<b>Camden</b>	No	Currently under review. Community projects were allowed in the past, however due to a safety incident during the delivery of a project, the process has been put on hold.	ATCOW process provides pathway for community groups to complete works on Council facilities.
<b>Wollondilly</b>	Yes	Yes, all application is required for projects (form available on website).  Applications are assessed and endorsed by Facilities & Recreation Team and Assets Transport & Engineering Team.  Minor projects are approved at Team Leader level.  Major projects are approved at Director level.	All works on Council facilities require approval through the ATCOW process.  Applications are assessed by Assets Team and approved under cascading delegation structure based on value of works.  Works that are not funded by Council do not need to adhere to Council's procurement policy.



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Council	Works carried out by others	Formal Process	Comparison to WSC Process
<b>Goulburn Mulwaree</b>	Yes	Applications are assessed by Planning Team, approved by CEO and delivery managed by Maintenance and Facilities Team.	Applications are assessed by Assets Team and approved under cascading delegation structure based on value of works. Asset Officer Community Projects will then facilitate several on-site meetings/inspections for site induction, construction hold points and asset handover.
<b>Shoalhaven</b>	Yes	Projects are assessed by Building Services and approved at Manager level.  Works under \$5k require consultation with Council, works over \$5k require approval from Council.  Must comply with procurement policy and infrastructure guidelines for community driven projects  Major projects are delivered by Council.	All works on Council facilities require approval through the ATCOW process.  Applications are assessed by Assets Team and approved under cascading delegation structure based on value of works.  Works that are not funded by Council do not need to adhere to Council's procurement policy.

The ATCOW process is essential for anyone seeking to make changes or undertake capital works on Council land or within council facilities. The key considerations regarding the ATCOW process are:

- **Purpose:** To ensure that any proposed works align with the state regulations, safety standards, environmental considerations, and Council's strategies, plans of management and policies.
- **Application Form:** to initiate the ATCOW process, interested parties must complete the application form. This form should be submitted a minimum of 6 weeks prior to the commencement of the proposed works. The form is available on the Council website and can be submitted through the website, or via email at the Civic Centre.

Within the application form, the following items are required:

- **Plans and Specifications:** Copies of detailed plans and specifications related to the proposed works.
- **Photos and Additional Information:** Any relevant visual documentation or supplementary details.
- **Site Plan:** A detailed site plan addressing environmental, heritage, and safety concerns.
- **Supplementary Documentation:** Review of Environmental Factors, Heritage Impact Statement and any other relevant reports, as/if required.
- **Insurance Coverage:** Proof of insurance coverage, including public liability (minimum \$20 million per occurrence), workers' compensation, and vehicle/plant machinery insurance.
- **Licenses and Qualifications:** Copies of relevant licenses and qualifications for the specific works.

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- **Safe Systems of Work (SSOW):** Documentation such as Safe Work Method Statements (SWMS), Standard Operating Procedures (SOP), and Material Safety Data Sheets (MSDS) related to the proposed works.
- **Risk Assessment:** A site-specific risk assessment, completed by the applicant or relevant contractor, identifying pre- and post-control risk levels.
- **Approval Pathway:** Evidence of approval pathway via Exempt Development or Development Without Consent (Note: Work in a road reserve requires a Section 138 Application instead of an ATCOW application).

<https://www.wsc.nsw.gov.au/Plan-and-Build/Applications-Permits-and-Certificates/approval-to-carry-out-work-on-council-property-application>

Upon receipt of the application, a dedicated resource within the Assets Team assesses the application and collaborates with internal subject matter experts as is appropriate to the application. This can include referral with the internal teams of Property, Shire Presentation, Environment and Sustainability, Heritage and Risk.

If the proposed works are approved, a formal outcome letter is provided to applicant with relevant conditions. Several on-site meetings/inspections will then follow for site induction, construction hold points and asset handover.

### **COMMUNICATION AND CONSULTATION**

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#### **Community Engagement**

No community engagement has been undertaken in relation to this report.

#### **Internal Communication and Consultation**

Nil

#### **External Communication and Consultation**

Neighbouring councils were contacted to provide insight as to their process for consideration and approval of community delivered works on Council land.

### **SUSTAINABILITY ASSESSMENT**

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#### **Environment**

There are no environmental issues in relation to this report.

#### **Social**

There are no social issues in relation to this report.

#### **Broader Economic Implications**

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

#### **Culture**

There are no cultural issues in relation to this report.

#### **Governance**

There are no governance issues in relation to this report.

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**COUNCIL BUDGET IMPLICATIONS**

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There are no budgetary impacts as result of this report.

**RELATED COUNCIL POLICY**

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Nil.

**CONCLUSION**

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This report provides information on the Application process for community groups to complete works on Council land and Council roads.

**ATTACHMENTS**

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Nil

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## **9.21 Project Reinvigorate Moss Vale Civic Centre Internal Refurbishment - Tender Evaluation Report**

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**Report of:** Heba Eletr  
**Acting Manager Project Delivery**

**Authorised by:** Karin Targa  
**Director Service and Project Delivery**

### **PURPOSE**

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The purpose of this report is to present the evaluation of the Select Tender for Project Reinvigorate – Moss Vale Civic Centre Internal Refurbishment.

### **OFFICER'S RECOMMENDATION**

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#### **THAT Council:**

- 1. Accept the Tender from Trinity Quality Interiors Pty Ltd at a lump sum price of \$4,323,949.30 (inclusive of GST).**
- 2. Delegate authority to the General Manager to execute the contract and any other documentation required to give effect to this resolution.**
- 3. Endorse the additional loan borrowings of \$1,370,000 to fund the project, noting that the total loan borrowings for the project will be \$5,370,000.**

### **REPORT**

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#### **BACKGROUND**

The Moss Vale Civic Centre Refurbishment Project formally commenced in 2016 as a mechanism to improve documented deficiencies in key building systems and structures. Concerns were raised regarding the project with specific reference to governance mechanisms, approval processes, project management and as a result the General Manager sought the assistance of an external independent expert to review the project history, management and decision-making. Mr Norm Smith, who has extensive experience in the provision of financial advice, review and audit was appointed to undertake this review. His final review report of the Civic Centre Refurbishment Project was tabled at the Ordinary meeting of Council on 8 December 2021 and Council resolved:

MN346/21

#### **THAT:**

- 1.(e) Council undertake the refurbishment to the rear area of the Civic Centre including, replacing windows, carpet, painting the interior and review the office design layout. Review the budgetary and funding impact and include it within the Capital Works Programme.*

This report implements this resolution and the Project that has been named Reinvigorate.

Project Reinvigorate aims to repair, refresh and update the Moss Vale Civic Centre that was originally built in 1971. Major renovations were undertaken between 2020 and 2021 that transformed and modernised the public areas of the building, including the library, foyer and customer service.

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The proposed refurbishment works concern the remainder of the building by creating improved working spaces for staff that increases access to natural light, encourages cross-organisation collaboration, accommodating diverse personal and cultural needs of staff and improving the comfort and energy efficiency of the building. The project incorporates the replacement of the remainder of the windows.

In April 2024, Council sought an Expression of Interest (EOI) for suitable and qualified contractors to form a select Tender panel. The details of this process and the evaluation was reported to Council at the Ordinary Meeting of 15 May 2024, who resolved to invite the following companies to submit a tender in a subsequent select Tender process;

- Barpa Pty Ltd
- Degnan Constructions Pty Ltd
- Grindley Interiors Pty Limited
- INTREC Management (NSW) Pty Ltd
- Patterson Building Group Pty Limited
- Stephen Edwards Constructions Pty Ltd
- Trinity Quality Interiors Pty Ltd

### **REPORT**

Council sought Tenders for suitable and qualified contractors to provide a lump sum tender for the scope of works. The full scope of works was detailed in the design drawings and tender documents.

In accordance with the *Local Government Act 1993* part 3, section 55(3)(n), Council is required to invite tenders where estimated expenditure is greater than \$250,000 (GST inclusive).

### **ADVERTISING**

The Tender advertising period was from the 28 May 2024 to 25 June 2024 (28 days).

The Tender was advertised as follows:

<b>Newspaper / Website</b>	<b>Date Advertised</b>
Council's eTendering Website	For the duration of the advertising period

A Non-Mandatory Tender briefing was held on 6 June 2024 at the Civic Centre and was attended by representatives from Barpa Pty Ltd, Degnan Constructions Pty Ltd, Pattersons Building Group Pty Limited and Trinity Quality Interiors Pty Ltd

### **TENDERS RECEIVED**

A total of five (5) select Tender submissions were received.

<b>Company Name</b>	<b>Location</b>	<b>Postcode</b>
Barpa Pty Ltd	Edgecliff	2027
Degnan Constructions Pty Ltd	Mortdale	2223
Grindley Interiors Pty Limited	Pymble	2073

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Patterson Building Group Pty Limited	Mascot	2020
Trinity Quality Interiors Pty Ltd	Hurstville	2220

Two companies from the select Tender panel notified Council that they would not be providing a submission;

- INTREC Management (NSW) Pty Ltd
- Stephen Edwards Constructions Pty Ltd

**LATE TENDERS**

There were no late Tender submissions received.

**SELECT TENDER EVALUATION**

A Procurement Evaluation Plan was developed which outlined the pre-determined selection criteria, the criteria weightings, and members of the select tender evaluation panel.

Each submission was evaluated against the specified criteria by the select tender evaluation panel with a scoring system based from 0 to 10 and weighted according to the pre-determined criteria.

**SELECT TENDER ROLES AND RESPONSIBILITIES**

The Tender was conducted by staff in the following positions as approved through the completion of Procurement Initiation Plan.

The Tender was overseen by an independent Probity Advisor, Walter Partners.

<b>Role</b>	<b>Responsibility</b>	<b>Position</b>
Evaluation Panel Chair	To manage the evaluation process and report to Council.	Project Manager
Evaluation Panel Member	Perform a detailed evaluation of the EOI Submissions.	Acting Manager Project Delivery
Evaluation Panel Member	Perform a detailed evaluation of the EOI Submissions.	Coordinator Park and Building Assets
Procurement Process and Advice (Probity)	Manages the EOI process ensuring that it complies with all relevant legislation, Procurement Policy, Guidelines and Procedures. Manages all communication with Respondents during the advertisement and evaluation periods.  Providing probity advice and support to the evaluation panel.	Procurement Officer

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Role	Responsibility	Position
Advice (Probity)	Providing probity advice and support to the evaluation panel.	Director (Walter Partners)

**SELECTION CRITERIA**

The pre-determined criteria used to evaluate the tender were as follows:

**Mandatory Criteria:**

Mandatory Criteria
Public Liability - \$20 million
Workers Compensation OR [Self Employed] Personal Accident and Illness Insurance or Personal Income Protection
Professional Indemnity - \$1 million
Motor Vehicle Insurance - Comprehensive
Works Insurance – 130% of Contract Value
Bank Guarantees – 2 x 2.5% of Contract Value

Tenderers were required to meet the mandatory criteria to be eligible to be shortlisted and progress any further in the evaluation process.

**Non-Cost Selection Criteria & Weighting:**

Non-Cost Criteria	Weighting
Key Personnel & Experience	5%
Proposed Subcontractors and Consultants	10%
Methodology	10%
Program of Works	10%
<b>Total</b>	<b>35%</b>

**Summary of Selection Criteria & Weighting:**

Criteria	Weighting
Total Non-Cost Criteria	35%
Total Cost Criteria	65%
<b>Total</b>	<b>100%</b>

**NON-COMPLIANT TENDERS**

There were no tender submissions that were determined to be non-compliant.

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### **TENDERED SUBMISSION PRICES**

Tenders received ranged from \$4,265,412 to \$4,944,318.

### **COMMENTS ON OVERALL EVALUATION OUTCOME**

With all companies involved in the Tender process participating under recommendation following the EOI, the quality of submissions was high.

All submissions scored 28 or above out of a total of 35 in the Non-Price Criteria, representing the high end of Acceptable to Superior in Key Personnel, Proposed Subcontractors, Methodology and Program of Works.

Based on the Price and Non-Price Criteria and adherence to the mandatory criteria, Trinity Quality Interiors Pty Ltd have demonstrated the best value for money submission.

### **COMMENTS ON RECOMMENDED TENDER SUBMISSION**

Trinity Quality Interiors Pty Ltd have demonstrated capability and capacity to deliver this project with a thorough understanding of the scope of works via their proposed methodology and program.

Previous works for Government include fit out and refurbishment works for Service NSW, Department of Communities Justice, NSW Public Works Advisory and City of Sydney Council. This is in addition to various other commercial, education and social infrastructure projects.

## **COMMUNICATION AND CONSULTATION**

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### **Community Engagement**

The Tender is part of a commercial arrangement process and therefore no community engagement has been conducted.

### **Internal Communication and Consultation**

Project Reinvigorate has undergone extensive internal consultation with all Civic Centre staff during the design process.

The Executive Team and Chief Financial Officer have been consulted and informed during the tender evaluation.

### **External Communication and Consultation**

Walter Partners were engaged to oversee both the EOI and Tender processes. A Probity Report is attached.

## **SUSTAINABILITY ASSESSMENT**

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### **Environment**

There are no environmental issues in relation to this report.

### **Social**

There are no social issues in relation to this report.

### **Broader Economic Implications**

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



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### **Culture**

There are no cultural issues in relation to this report.

### **Governance**

This tender has been conducted in accordance with Section 55 of the *Local Government Act 1993* and Part 7 of the *Local Government (General) Regulation 2021*.

In line with the Office of Local Government (OLG) *Capital Expenditure Guidelines 2010*, a Capital Expenditure Review was submitted to the OLG on 17 May 2024.

### **COUNCIL BUDGET IMPLICATIONS**

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The current budget allocated for this project is \$4,067,000 which has been cash flowed over the 2023/24 (unspent funds to be revoted into the 2024/25 financial year) and 2024/25 financial years. The revised forecast budget (including funds spent to date) that include design, project management and contingency is expected to be approximately \$5,437,000 funded by loans (\$5,370,000 and \$67,000 in general revenue).

In June 2024, a loan of \$4,000,000 was entered into over a 20-year period to fund this project. Based on the revised cost estimate, it is forecast that an additional \$1,370,000 will be required to fund this project and recommended to be funded by loan borrowings. Based on this, the additional repayments over a 20-year period will be approximately \$111K per annum. The additional loan repayments will be funded from additional commercial lease revenue that is forecast to be generated from commercial opportunities that will eventuate in the 2024/25 financial year.

### **RELATED COUNCIL POLICY**

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Council's Procurement Policy and Guidelines have been used to inform the tender process.

### **CONCLUSION**

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It is recommended that Council accept the tender and award this contract to Trinity Quality Interiors Pty Ltd and increase the loan borrowings for this project by \$1,370,000 to total \$5,370,000.

### **ATTACHMENTS**

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1. Probity Report - WSC - Project Reinvigorate RFT [9.21.1 - 2 pages]

11 July 2024

General Manager  
Wingecarribee Shire Council  
Civic Centre,  
68 Elizabeth Street,  
Moss Vale, NSW 2577

By email to [Matt.Harvey@wsc.nsw.gov.au](mailto:Matt.Harvey@wsc.nsw.gov.au)

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Servicing Sydney Canberra & Brisbane

Dear Ms Miscamble

**PROBITY REPORT – PROJECT REINVIGORATE - MOSS VALE CIVIC CENTRE  
INTERNAL REFURBISHMENT**

Walter Partners was appointed to review and monitor the probity of the processes relating to the procurement of a contract for Project Reinvigorate - Moss Vale Civic Centre Internal Refurbishment. The procurement process involved a call for Expressions of Interest (EOI) from potential service providers from which a shortlist of suitable providers was identified. The firms on the shortlist were invited to submit tenders in a Request for Tender (RFT) process. A previous probity report has been provided relating to the EOI process. This report relates specifically to the probity of the RFT process but includes a conclusion on the overall probity of the procurement process.

Our role involved monitoring and providing advice where required, during the RFT process and providing an opinion on whether the process was conducted fairly in accordance with the Procurement Initiation Plan, the Local Government (General) Regulation 2021 and all probity requirements.

In undertaking our role as probity advisors for this procurement we have:

- reviewed the Procurement Initiation Plan;
- reviewed the RFT;
- reviewed the addenda that were issued subsequent to the issue of the RFT;
- attended the meeting of the Tender Evaluation Committee which considered the tenders submitted and provided probity advice as required;
- reviewed the Report to Council following the evaluation process; and
- prepared this probity report on the procurement process.

Liability Limited by a scheme approved under Professional Standards Legislation

[EXTERNAL AUDIT](#)  
[INTERNAL AUDIT](#)  
[FINANCIAL REPORTING](#)  
[PROBITY AUDIT AND ADVICE](#)  
[PROCUREMENT ADVICE](#)  
[ACTIVITY AND BASELINE COSTING](#)  
[ACCOUNTING SOLUTIONS](#)  
[VIABILITY REVIEWS](#)  
[RISK MANAGEMENT](#)

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Seven Requests for Tender were issued following the evaluation of a public request for EOI. Five tenders were received and were evaluated in accordance with the Procurement Initiation Plan.

In our opinion, the procurement process undertaken by Council staff, including this RFT process, was open, defensible, fair, transparent, is capable of withstanding external scrutiny and was consistent with all probity principles. The process was also consistent with the Procurement Initiation Plan, Section 55 of the Local Government Act 1993 and local Government (General) Regulation 2021.

Please feel free to contact the undersigned if you wish to discuss this report.

Yours sincerely



Don Walter  
Director

Liability Limited by a scheme approved under Professional Standards Legislation

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## **9.22 Southern Villages Iconic Trail (SVIT) - Formation of Interagency Working Group**

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**Report of:** Michael Hamilton  
Recreation Planner

**Authorised by:** Karin Targa  
Director Service and Project Delivery

### **PURPOSE**

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The purpose of this report is to seek endorsement for the Southern Villages Iconic Trail (SVIT) concept and the formation of an inter-agency working group to progress the project.

### **OFFICER'S RECOMMENDATION**

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#### **THAT Council:**

- 1. Endorse the Southern Villages Iconic Trail concept.**
- 2. Endorse the formation of an inter-agency working group to progress the Southern Villages Iconic Trail project.**

### **REPORT**

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#### **BACKGROUND**

The Southern Villages Iconic Trail (SVIT) concept was developed by Highlands Trails with the support of Council. Highlands Trails is a community-based mountain biking organisation that has advocated for and assisted in trail development and care across the Southern Highlands since 2010.

The SVIT concept proposal looks at the potential for a 100km plus shared use (mountain biking, walking, running) trail that would link the Southern Highlands villages of Wingello, Bundanoon, Exeter, Fitzroy Falls and Kangaroo Valley.

The proposed trail would be positioned as a long-distance town-to-town cliff escarpment ride, walk, and/or run. There would be four distinct sections to the trail:

- Wingello – Bundanoon
- Bundanoon – Exeter
- Exeter – Fitzroy Falls
- Fitzroy Falls – Kangaroo Valley

While mountain bikers would be the primary user focus, the shared-use nature of the trail would also appeal to walkers and trail runners.

#### **REPORT**

Mountain biking has become increasingly popular in recent years, attracting people of all ages to explore natural landscapes and challenging terrains. The rise in popularity has seen an extensive increase in the construction of mountain biking trails throughout the state with many becoming destination trails for mountain biking enthusiasts.

Wingecarribee Shire has authorised mountain biking tracks located at Welby and in the Wingello State Forest. After the 2020 Morton fires the 25kms trail located at Wingello was closed due to the damage

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sustained. 6kms of the trail has since been remediated, however most of the remaining trails is unable to be repaired due to the extensive damage caused by the fire.

The increase in popularity of mountain biking has also seen an increase in the construction of unauthorised trails such as those constructed in the Mt Gibraltar Heritage Reserve. Acknowledging the growing popularity of mountain biking and trying to understand the rationale behind the construction of unauthorised trails, Council in May 2023 conducted a shire-wide Mountain Bike Community Survey. The survey received 525 submissions with:

- 60.2% actively participated in Mountain Biking.
- 68.2% of mountain biking participants wanted more opportunities for the activity.
- 52.3% of bush walking participants wanted more opportunities for this activity.

In response to the closure of the Wingello State Forest trails and increase in mountain biking activities, Highlands Trails commissioned a feasibility study into a proposed shared-use trail linking the Southern Villages of the Highlands, the Southern Villages Iconic Trail. Funding for the feasibility study was through the UCI Wollongong 2022 Legacy Partner Program, the NSW Office of Sport, and Wingecarribee Council. The feasibility study was prepared by TRC Tourism.

The feasibility study economic analysis indicated that the proposed SVIT would:

- Attract 74,400 (in the first year) to 84,100 (by the tenth year) visitors per annum
- Inject \$9-10 million into the local economy per annum
- Require \$12-13M to construct
- Require \$195K - \$500K in annual maintenance costs
- Facilitate 38.3 full time employment in the planning and construction phase
- Facilitate 41.3 (in the first year) - 46.3 (by the tenth year) full time employment in the operational phase

While there are obvious health benefits associated with the physical activity of cycling, walking or running the trails, additional benefits that the SVIT would provide include:

- Provide greater economic diversity and regional resilience.
- Enhanced environmental awareness.
- Increased visitor stays within the region.
- Compliment and further strengthen the existing nature-based tourism within the region.
- Decrease the number of unauthorised mountain bike trails constructed.
- Enhance the region as a desirable place to live, particularly for families.

The feasibility study also recommends the creation of steering committee or working group to look at advancing the project. The interagency working group would contain relevant stakeholder groups including (but not limited to):

- Highlands Trails Mountain Bike Club
- NSW National Parks and Wildlife Services
- NSW Forestry Corporation
- Wingecarribee Shire Council
- Shoalhaven City Council
- Illawarra Local Aboriginal Land Council
- Southern Highland Bushwalkers

The SVIT is a visionary project and will be a significant asset to the Shire – providing both a pedestrian and cyclist connection between the southern villages, but also offering an excellent recreation attraction.

The delivery of the SVIT will be a complex undertaking – partially due to the nature of works required, but primarily due to the multiple land tenures that the trail will traverse.

The formation of the working group and initial meeting is therefore the first step in progressing the SVIT project. It is therefore recommended that Council endorse the SVIT concept and that Council take the lead in the formation an interagency working group to progress the project.

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## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024**

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### **COMMUNICATION AND CONSULTATION**

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#### **Community Engagement**

Nil

#### **Internal Communication and Consultation**

Manager Environment and Sustainability

Assets

#### **External Communication and Consultation**

Highlands Trails

### **SUSTAINABILITY ASSESSMENT**

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#### **Environment**

There are no environmental issues in relation to this report and the commencement of interagency meetings.

#### **Social**

There are no social issues in relation to this report.

#### **Broader Economic Implications**

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

#### **Culture**

There are no cultural issues in relation to this report.

#### **Governance**

There are no governance issues in relation to this report.

### **COUNCIL BUDGET IMPLICATIONS**

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There are no budget implications with the formation of an interagency working group. Should the SVIT concept progress then grant funding would be applied for to advance the project.

### **RELATED COUNCIL POLICY**

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Community and Recreational Facilities Strategy

SA06: Investigate opportunities to increase walking and cycling participating across the Shire through both progression of cycle/footpath programs as well as promotion of existing trails.

SA07: Promote existing community and recreational facilities and events to the wider visitor economy, including eco and adventure tourism i.e. cycling, trail running.

SA08: Develop a Cycle Wingecarribee Plan that positions the Shire as the multidisciplinary cycling centrepiece of NSW.

Wingello and South East District: Advocate to NSW National Parks and NSW Forestry to retain and continually improve access to parks for recreational purposes including designated mountain bike, walking and running trails within the Morton National Park, Wingello State Forest and Penrose State Forest.

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**CONCLUSION**

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Mountain biking offers numerous benefits to the community which also presents challenges that require proactive management and collaboration with many stakeholders. The SVIT presents both the opportunities as outlined in the feasibility study and the many challenges for the project to proceed. The formation of a working group and organising an initial meeting is the first stage in progressing the concept.

**ATTACHMENTS UNDER SEPARATE COVER**

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1. Southern Villages Iconic Trail Feasibility Study March 2023 final [9.22.1 - 125 pages]

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## **9.23 Moss Vale - Water Trunk Main Relocation and Upsizing (Gibbons-Lytton-Berrima Road)**

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**Report of:** Graeme Mellor  
Manager Water Services

**Authorised by:** Karin Targa  
Director Service and Project Delivery

### **PURPOSE**

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The purpose of this report is to resolve the procurement approach for the water mains in the intersection of Gibbons Road/Lytton Road/Berrima Road, Moss Vale.

### **OFFICER'S RECOMMENDATION**

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#### **THAT Council:**

1. Resolves in accordance with Section 55(3)(i) of the Local Government Act 1993, not to invite tenders as because of extenuating circumstances, a satisfactory result would not be achieved by inviting tenders, for the following extenuating circumstances:
  - a) Killard Infrastructure has been engaged through a tender process to undertake the water main upsizing project along Lytton Road (junction with the trunk main on Berrima Road) in Moss Vale in April 2024 and that inviting new tenders for the additional required scope will not result in a competitive outcome.
  - b) to facilitate integration and the sequencing of the work required for the water main relocation and upsizing in this intersection ahead of the proposed stormwater system upgrade in the same intersection which will provide value for money in delivering these outcomes and mitigating any site risks with different contractors undertaking the works.
2. Council delegate to the General Manager the authority to negotiate directly with Killard Infrastructure Pty Ltd with a view to enter into a contract (subject to appropriate terms and conditions) for the additional watermain works required at the intersection of Lytton Road and Berrima Road, Moss Vale, noting the estimated value of the additional works to be \$389,623 (Including GST).
3. Delegate authority to the General Manager to execute the contract and any other documentation required to give effect to this resolution.

### **REPORT**

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#### **BACKGROUND**

Council has a current water main upsizing project (W257) along Lytton Road (junction with the trunk main on Berrima Road) in Moss Vale. The tender for this project was presented to the April 2024 Ordinary Council meeting which was resolved to proceed with Killard Infrastructure with construction commencing imminently.

Separate to these works, Council is also delivering a drainage upgrade project at the intersection of Lytton Road and Berrima Road, Moss Vale. The catalyst for this project is the renewal of deteriorated stormwater

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pipes, which inspections have revealed to be suffering from extensive longitudinal cracking. Renewal of the pipes also creates the opportunity to optimise the stormwater network design to improve the hydraulics.

In order to achieve suitable cover over the new stormwater pipes, the existing water mains must be relocated. That withstanding, the water reticulation network at this location has already been identified as requiring upsizing to facilitate future water requirements in the Southern Highlands Innovation Park (SHIP) and surrounding area.

Killard Infrastructure are able to deliver this additional water main work as a matter of urgency as they have already been contracted to perform similar water main upsizing and reconnection to the Berrima Road trunk main.

The simultaneous delivery of these two significant, interconnected water main relocation and upsizing projects will enable rapid delivery of both projects and facilitate the priority stormwater upgrade project, provide value for money and mitigate any site risks with dual contractors. Network isolations required for re-connection of mains will be minimised and hence cause the least inconvenience to businesses and residents affected.

### **REPORT**

This report seeks an exemption from standard tendering processes in accordance with Section 55 of the Local Government Act 1993 to ensure continuity of site and also provide value for money in directly negotiation with Killard Infrastructure with a view to enter into a contract for the additional works.

Section 55(3)(i) of the *Local Government Act 1993* provides the following in relation to not having to proceed with a tender process:

*This section does not apply to the following contracts:*

*Where a contract where, because of extenuating circumstances, remoteness of locality or the unavailability of competitive or reliable tenderers, a council decides by resolution (which states the reasons for the decision) that a satisfactory result would not be achieved by inviting tenders,*

It is recommended that Council does not invite tenders for the additional watermain works at the intersection of Lytton Road and Berrima Road, Moss Vale due to the extenuating circumstances which mean a satisfactory result would not be achieved by inviting tenders.

To ensure that the value of estimated works could be determined, Council sought a proposal from Killard Infrastructure to provide a lump sum price for the scope of works. The full scope of works was detailed in the design drawings and Request for Quotation (RFQ) documents, and a site meeting was held on 6 June 2024.

The engagement of Killard Infrastructure will enable simultaneous delivery without involving two contractors working in the same location (on the same trunk main) at the same time. The selected stormwater system upgrade contractor will follow once the water mains projects are completed.

### **VALUE FOR MONEY ASSESMENT**

The additional water network scope of work has been indicatively quoted by Killard at \$389,623 including GST.

This price has been analysed individually for the various pipe diameters required for a cost per installed meter comparison. The installed costs were found to be commercially competitive in the current market.

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Direct comparison rates for the DN180 and DN250 pipe lengths are available from recently completed projects at Station Street, Bowral (DN180 PE) and Lytton Road, Moss Vale (DN250 PE) which Killard won in competitive scenarios in the 2023-24 financial year. The price for the larger diameter pipe (DN375) is justifiable given the higher cost of materials and services required for installation and testing. It also it is in a deep open-cut trench to accommodate the proposed new stormwater pipe alignment (which will pass over the trunk main). This large diameter trunk main will need to be constructed on the edge of the Berrima Road roadway which also has additional costs associated with traffic management.

Killard Infrastructure have agreed to reduce the sum of the existing Contract (T-2024-3) by \$28,658 including GST for work and fixtures that will no longer be required due to the cross-over of work.

Killard Infrastructure have agreed to be subject to the same Contract Terms and Conditions as for the original Tender (T-2024-3) that they won for the Lytton Road water main upgrade.

### **COMMUNICATION AND CONSULTATION**

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#### **Community Engagement**

N/A

#### **Internal Communication and Consultation**

Extensive consultation has been completed across the organisation in preparation of this report:

- Coordinator Roads and Drainage Projects, and Project Manager for Project Delivery have collaborated to ensure alignment of project scopes and objectives. Design of the renewed stormwater network has been overlaid with the proposed water mains.
- Manager Assets and Coordinator Assets Water and Wastewater, both consulted on the water system upgrade design requirements.
- Manager Water Services, consulted on the integration of Water Services works with Project Delivery works.
- Acting Coordinator Procurement and Contracts, advised on the appropriate procurement process for engagement of Killard Infrastructure under the circumstances.

#### **External Communication and Consultation**

N/A

### **SUSTAINABILITY ASSESSMENT**

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#### **Environment**

There are no environmental issues in relation to this report.

#### **Social**

There are no social issues in relation to this report.

#### **Broader Economic Implications**

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

#### **Culture**

There are no cultural issues in relation to this report.

#### **Governance**

This tendering provision is recommended in accordance with Section 55(3)(i) of the *Local Government Act 1993*.

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**COUNCIL BUDGET IMPLICATIONS**

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This project will be funded from the 2024/25 Water Mains Upgrades and Renewals (Annual Program).

**RELATED COUNCIL POLICY**

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Council's Procurement Policy and Guidelines have been used to inform the procurement process.

**CONCLUSION**

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It is recommended that in accordance with Section 55(3)(i) of the Local Government Act 1993, Council does not go to tender due to the extenuating circumstances of this procurement activity and that Council engage Killard Infrastructure on the basis that a satisfactory result would not be achieved by inviting tenders as Killard Infrastructure has already been engaged through a recent tender process to undertake the water main upsizing project along Lytton Road (junction with the trunk main on Berrima Road) in Moss Vale and to facilitate integration and the sequencing of the work required for the water main relocation and upsizing in this intersection ahead of the proposed stormwater system upgrade in the same intersection. Killard's pricing for the additional scope is commercially competitive and realises efficiency benefits given the connection of these works to an existing project.

**ATTACHMENTS**

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Nil

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## **9.24 Wastewater Rising Main Upsizing Ellsmore Road, Bundanoon - Tender Evaluation Report**

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**Report of:** Graeme Mellor  
Manager Water Services

**Authorised by:** Karin Targa  
Director Service and Project Delivery

### **PURPOSE**

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The purpose of this report is to present the evaluation of the Request for Tender for the Wastewater Rising Main Upsizing – Ellsmore Road, Bundanoon.

### **OFFICER'S RECOMMENDATION**

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#### **THAT Council:**

- 1. Accept the Tender for Wastewater Rising Main Upsizing from Dannik Civil at a lump sum price of \$349,748 (inclusive of GST)**
- 2. Note the tenders received ranged from \$349,748.00 to \$896,005.29.**
- 3. Delegate authority to the General Manager to execute the contract and any other documentation required to give effect to this resolution.**

### **REPORT**

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#### **BACKGROUND**

This Water Services renewal project identified as S016 – Bundanoon SPS-BU2 Rising Main Upsizing is a replacement and upsizing of 460m of original 100mm asbestos cement pipe with a PE100 PN16 DN225 pipe. The proposed method of construction is by open-trenching or directional drilling in the roadway (for ease of construction), due to the number of large trees on the alignment. It is envisaged that the entire length of the new main will be completely constructed leaving the existing system fully operational. The manifold connection at the tie-in point will be made during a low flow period (overnight). Exhumation and safe disposal of the original asbestos cement pipe will be required to enable tie-in at the pump station outlet manifold and at the discharge end (a gravity sewer manhole) of the new alignment.

The project objectives include constructing a new sewer pipe to increase the SPS-BU2 pump station flowrate capacity along Ellsmore Road to the gravity sewer network connection on the corner of Ellsmore Road and Barnett Avenue. The project aims to relieve the pipe diameter restriction which is currently limiting the pump's discharge flowrate.

The project implementation is designed to have minimal impact on residents, businesses, the environment and the local community. Traffic Management Controls will be in place to ensure the safety of construction workers and road users on Ellsmore Road passing the construction site. There will be no disruption to sewerage services during the project.

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### **REPORT**

Council sought tenders for suitable and qualified contractors to provide a lump sum tender for the scope of works. The full scope of works was detailed in the design drawings and tender documents.

In accordance with the *Local Government Act 1993* part 3, section 55(3)(n), Council is required to invite tenders where estimated expenditure is greater than \$250,000 (GST inclusive).

### **ADVERTISING**

The tender advertising period was from the 14 May 2024 to 18 June 2024 (35 days).

The tender was advertised as follows:

<b>Newspaper / Website</b>	<b>Date Advertised</b>
Council's Website	For the duration of the advertising period
Council's eTendering Website	For the duration of the advertising period

### **TENDERS RECEIVED**

A total of seven (7) tender submissions were received:

<b>Company Name</b>	<b>Location</b>	<b>Postcode</b>
City Coast Services Pty Ltd	Mittagong NSW	2575
Civil & Civic Group Pty Ltd	Canberra Airport ACT	2609
Dannik Civil Pty Ltd	Kirrawee NSW	2232
Ferrycarrig Construction Pty Ltd	Chullora NSW	2190
Infrastructure Renewal Services Pty Ltd	Rydalmere NSW	2116
Killard Infrastructure Pty Ltd	Goulburn NSW	2580
Whyte Civil Pty Ltd	Strathfield South NSW	2136

### **LATE TENDERS**

A total of zero (0) late tender submissions were received (therefore non-conforming):

### **TENDER EVALUATION**

A Procurement Evaluation Plan was developed which outlined the pre-determined selection criteria, the criteria weightings, and members of the tender evaluation panel.

Each submission was evaluated against the specified criteria by the tender evaluation panel with a scoring system based from 0 to 10 and weighted according to the pre-determined criteria.

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**TENDER ROLES AND RESPONSIBILITIES**

The Tender was conducted by staff in the following positions as approved through the completion of Procurement Initiation Plan.

<b>Role</b>	<b>Responsibility</b>	<b>Position</b>
Evaluation Panel Chair	To manage the evaluation process and report to Council.	Project Manager Renewals
Evaluation Panel Member	Perform a detailed evaluation of the Tender Submissions.	Water Coordinator
Evaluation Panel Member	Perform a detailed evaluation of the Tender Submissions.	Asset Engineer – Water and Wastewater
Procurement Process and Advice (Probity)	Manages the tender process ensuring that it complies with all relevant legislation, Procurement Policy, Guidelines and Procedures. Manages all communication with Respondents during the advertisement and evaluation periods.  Providing probity advice and support to the evaluation panel.	Acting Coordinator Procurement and Contracts

**SELECTION CRITERIA**

The pre-determined criteria used to evaluate the tender were as follows:

**Mandatory Criteria:**

<b>Mandatory Criteria</b>
Public Liability - \$20 million
Workers Compensation OR [Self Employed] Personal Accident and Illness Insurance or Personal Income Protection
Motor Vehicle – Comprehensive (market value)
Bank Guarantees 2 x 2.5% of Contract Value
Compliance with Quality Management System accreditation

Tenderers were required to meet the mandatory criteria to be eligible to be shortlisted and progress any further in the evaluation process.

**Non-Cost Selection Criteria & Weighting:**

<b>Non-Cost Criteria</b>	<b>Weighting</b>
Capability & Experience	20%
Specifications, Service & Support, Fit for Purpose	20%
Community & Social (including local content)	10%
<b>Total</b>	<b>50%</b>

**Summary of Selection Criteria & Weighting:**

<b>Criteria</b>	<b>Weighting</b>
Total Non-Cost Criteria	50%
Total Cost Criteria	50%
<b>Total</b>	<b>100%</b>

**NON-COMPLIANT TENDERS**

Upon evaluation a total of zero (0) tender submissions were determined to be non-compliant.

**TENDERED SUBMISSION PRICES**

Tenders received ranged from \$349,748 to \$896,005.29 including GST.

**COMMENTS ON OVERALL EVALUATION OUTCOME**

This was a retender of the work. A retender was required as a result of Benex Group failing to sign the Contract after becoming over-committed with project work after winning the Tender. A larger number of contractors submitted responses to the retender than submitted in the original Tender.

**COMMENTS ON RECOMMENDED TENDER SUBMISSION**

Dannik Civil is yet to perform work for Wingecarribee Shire Council. The Tender submission was comprehensive and of a high quality.

**COMMUNICATION AND CONSULTATION**

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**Community Engagement**

It is standard practice for neighbour notification by letter-drop to be undertaken in advance of work commencing in residential streets. Notification of project works will also be notified on the Council website and the affected roads will be notified on the NSW Live Traffic website. In addition, a VMS board (Variable Message Board) will be displayed on Ellsmore Road to advise regular users of the expected delays during the construction works.

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**Internal Communication and Consultation**

The Review of Environmental Factors for this project was prepared in consultation with Manager Environment and Sustainability.

**External Communication and Consultation**

N/A

**SUSTAINABILITY ASSESSMENT**

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**Environment**

There are no environmental issues in relation to this report.

**Social**

There are no social issues in relation to this report.

**Broader Economic Implications**

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

**Culture**

There are no cultural issues in relation to this report.

**Governance**

This tender has been conducted in accordance with Part 7 of the *Local Government (General) Regulation 2005*.

**COUNCIL BUDGET IMPLICATIONS**

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This project is funded from the annual wastewater mains renewal budget.

**RELATED COUNCIL POLICY**

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Council's Procurement Guidelines have been used to inform the tender process.

**CONCLUSION**

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Dannik Civil is recommended as the preferred contractor for the Wastewater Rising Main Upsizing in Ellsmore Road, Bundanoon based on their high-quality tender submission and competitive pricing.

**ATTACHMENTS**

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Nil



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## **9.25 Southern Highlands Bridge Club - Termination of Agreement to Lease Update**

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**Report of:** **Amanda McCullagh**  
**Coordinator Property Services**

**Authorised by:** **Pav Kuzmanovski**  
**Acting Director Corporate Strategy and Resourcing**

### **PURPOSE**

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This report is to provide an update in relation to the termination of the Agreement for Lease to Southern Highlands Bridge Club (“the Bridge Club”) for land at Boardman Road, Bowral.

### **OFFICER’S RECOMMENDATION**

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**THAT Council note the update provided in relation to the Termination of Agreement to Lease – Southern Highlands Bridge Club report.**

### **REPORT**

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#### **BACKGROUND**

On 19 June 2024, a report was presented to Council confirming that Council had served notice on the Bridge Club terminating the Agreement for Lease.

At that meeting Council resolved (MN 2024/188):

*THAT Council note the update provided in the Termination of Agreement to Lease – Southern Highlands Bridge Club report AND THAT subject to the completion of the termination of agreement to lease being executed to the satisfaction of the General Manager by 30 June 2024 the General Manager be authorised to reimburse the Club \$25,032.00.*

#### **REPORT**

On Monday 17 June 2024, correspondence was received by Council’s legal representative directly from the Southern Highlands Bridge Club (“the Bridge Club”). The correspondence received indicated that, if a Deed of Release was prepared, the Bridge Club would examine the Deed promptly with a view to complying with its requirements in return for a one-off payment.

A Deed of Release was subsequently prepared for the Bridge Club to release Council from all claims relating to the Agreement for Lease of the land at Boardman Road, Bowral. In exchange for this release of claim, Council would reimburse the Bridge Club their out-of-pocket expenses in the sum of \$25,032 in accordance with the resolution of Council.

On 20 June 2024, the Bridge Club responded to Council’s legal representative indicating they had reviewed the Deed and, subject to clarification of a few minor points, the Bridge Club was ready to sign off on the Deed of Release to bring the matter to conclusion.

On the 25 June 2024, the terms of the Deed of Release were finalised, and the Deed of Release executed on behalf of both Council and the Bridge Club.

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The amount of \$25,032 was subsequently remitted to the Bridge Club's nominated account on Friday, 28 June 2024. These funds consisted of the out-of-pocket expenses of the Bridge Club in accordance with the Council resolution.

The terms of the deed have been satisfied and the matter is now resolved with the Bridge Club confirming the Agreement for Lease has been terminated.

### **COMMUNICATION AND CONSULTATION**

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#### **Community Engagement**

None required

#### **Internal Communication and Consultation**

Executive

#### **External Communication and Consultation**

Council's legal representative

Southern Highlands Bridge Club

### **SUSTAINABILITY ASSESSMENT**

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#### **Environment**

There are no environmental issues in relation to this report.

#### **Social**

There are no social issues in relation to this report.

#### **Broader Economic Implications**

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

#### **Culture**

There are no cultural issues in relation to this report.

#### **Governance**

There are no governance issues in relation to this report.

### **COUNCIL BUDGET IMPLICATIONS**

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Council resolved on 19 June 2024 to reimburse the sum of \$25,032 being the actual out-of-pocket expenses (as provided by the Bridge Club) (*MN 2024/188*). As the Bridge Club have now executed a Deed of Release, releasing Council from all claims in relation to the Agreement for Lease, Council has arranged for reimbursement of the out-of-pocket expenses in accordance with Council resolution.

### **RELATED COUNCIL POLICY**

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Nil

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**CONCLUSION**

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This report is to provide an update to Council on the actions taken since the resolution of Council on 19 June 2024 in relation to the Agreement for Lease with Southern Highlands Bridge Club. A Deed of Release between the parties has been executed closing the matter in accordance with the Council resolution.

**ATTACHMENTS**

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Nil

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**9.26 Part 3 Soma Avenue, Bowral - Acquisition of Land**

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**Report of:** Amanda McCullagh  
Coordinator Property Services

**Authorised by:** Pav Kuzmanovski  
Acting Director Corporate Strategy and Resourcing

**PURPOSE**

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This report seeks Council approval to make application to the Minister for Local Government to acquire land being Part 3 Soma Avenue, Bowral via the compulsory acquisition process.

**OFFICER'S RECOMMENDATION**

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**THAT Council:**

1. Acquire land being part 3 Soma Avenue, Bowral (being Lot 4 in Deposited Plan of Acquisition DP 1307017) for the purpose of public reserve by Compulsory Acquisition under Sections 186 and 187 of the *Local Government Act, 1993* and in accordance with the requirements of the *Land Acquisition (Just Terms Compensation) Act, 1991 (NSW)*.
2. Approve the making of an application to the Minister for Local Government for the issue of a proposed Acquisition Notice under the *Land Acquisition (Just Terms Compensation) Act 1991 (NSW)* with respect to the Land referred to in item 1 above **AND THAT** Council request that the Minister for Local Government approve a reduction in the notification period from ninety (90) days to sixty (60) days.
3. Approve the making of an application to the Governor for the publication of an Acquisition Notice in the NSW Government Gazette under *Land Acquisition (Just Terms Compensation) Act, 1991 (NSW)* with respect to the land outlined in Item 1 above.
4. Fund acquisition of the land referred to Item 1 above through Council's Developer Contributions Reserve – Section 7.11 Developer Contributions Plan – Open Space, Recreational Community and Cultural Facilities.
5. Affix the Common Seal of Council to any documents required to be sealed for acquisition of the land referred to in Item 1 above **AND THAT** authority be delegated to the General Manager and Mayor/Administrator to execute those documents.
6. Authorise delegation to the General Manager and Mayor/Administrator to execute on behalf of Council any documents associated with the acquisition of land referred to in Item 1 above that does not require the Common Seal of Council.
7. Upon acquisition of the land referred to Item 1 above the land be classified as Community land.

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### **REPORT**

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#### **BACKGROUND**

On November 2013 Council formally resolved (CC56/13):

1. *THAT the following properties be included in the Draft Section 94 Plan for Open Space, Recreation, Community and Cultural Facilities 2012 to 2036 for future acquisition by Council: Part of 3 Soma Avenue, Bowral – Lot 21 DP11372*
2. *THAT the owners of the above properties in Item 1 be informed of Council's decision and provided with a copy of the Valuation Report for their property/part property.*
3. *THAT a Planning Proposal to amend Wingecarribee Local Environmental Plan 2010 to remove 45 Hoskins Street, Moss Vale (Lot 1 DP781256) and Part of 7 Ellen Street, Bowral (Lot 10 DP597322) from the Land Reservation Acquisition Maps and be rezoned from RE1 Public recreation to an appropriate zone, be prepared and forwarded to the NSW Department of Planning and Infrastructure for a Gateway Determination under Section 55 of the Environmental Planning and Assessment Act 1979.*
4. *THAT the owners of properties in Item 3 above be informed in writing of Council's decision.*

In accordance with this Council resolution, the property was included in the Section 94 (7.11) Developer Contribution Plan for Open Space, Recreation Community and Cultural Facilities 2013 to 2036. This plan was adopted on the 12 March 2014.

Various correspondence and discussions have taken place between the landowner of 3 Soma Avenue, Bowral and Council over several years. A number of updates on this matter have also been provided to Council.

Recently, the matter was reported to Council on 17 April 2024 at which time Council resolved (MN 2024/92):

*THAT Council note the Soma Avenue Bowral - Update Report, and the matter be deferred to Extraordinary Meeting 1 May 2024.*

Further to this, at the Extraordinary Council meeting on 1 May 2024 Council resolved (MN 2024/99):

*THAT a further report be provided to a future meeting of Council following registration of the required plan of acquisition at NSW Land Registry Services to commence compulsory land acquisition of part 3 Soma Avenue, Bowral.*

This report addresses the resolution of the Extraordinary Council meeting on 1 May 2024.

#### **REPORT**

The *Local Government Act, 1993* and the *Land Acquisition (Just Terms Compensation) Act, 1991* outlines the process through which Council can acquire land. A decision to acquire land must be made by a resolution at a Council meeting, noting Council's power to acquire land is 'non-delegable'.

Council can only acquire land for the purpose of exercising its functions under the *Local Government Act 1993*. In exercising its functions relating to the compulsory acquisition of part 3 Soma Avenue, Bowral (being Lot 4 in Deposited Plan of Acquisition DP 1307017), the land would be acquired for the purpose of a public reserve.

Council has been in protracted engagement with the landowner in relation to the acquisition of part 3 Soma Avenue, Bowral with a view of entering into a private agreement. The following matters could not be resolved in reaching a private agreement, where Council has requested that the landowner's experts set out their position in addressing the following:

- (1) the Asset Protection Zones remain inadequate and, in turn, would not support the approval of a dwelling as described. As such, further justification needs to be given for the reduced Asset Protection Zones proposed, which would require further information (requested) from the landowner's bushfire expert that supports their position (which has not been provided);

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- (2) the building platform is inadequate for the size of the dwelling (which would also have garaging at ground floor level) that would be anticipated for a proposed residential allotment of this type, and, as such, the platform would need to be increased to at least 200m<sup>2</sup> (i.e. to a length of at least 20m); and
- (3) presuming approval could be given for the reduced Asset Protection Zone and building platform area, the extent of the clearing required for any such development exceeds the biodiversity offsets scheme threshold pursuant to s7.4 of the Biodiversity Conservation Act 2016 (NSW), which means a biodiversity development assessment report (BDAR) is required.

As these matters remain unresolved and a price could not be agreed upon, it is recommended that Council proceed with compulsory acquisition.

In accordance with the resolution of Council on 1 May 2024, Council has arranged for the plan of acquisition of land to be prepared for registration at NSW Land Registry Services. A copy of the plan is shown in **Attachment 1**.

That plan has now been lodged for registration against the title to the land with a lot and deposited plan number being allocated to the land.

This report recommends that Council proceed with the acquisition of land via the compulsory process by the making of an application to the Minister for Local Government to issue a proposed Acquisition Notice for Council to acquire Lot 4 in Deposited Plan 1307017.

### **COMMUNICATION AND CONSULTATION**

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#### **Community Engagement**

Not applicable.

#### **Internal Communication and Consultation**

Nil.

#### **External Communication and Consultation**

Council's legal representative.

Council's surveyor.

Property Owners and legal representatives.

### **SUSTAINABILITY ASSESSMENT**

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#### **Environment**

There are no environmental issues in relation to this report.

#### **Social**

There are no social issues in relation to this report.

#### **Broader Economic Implications**

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

#### **Culture**

There are no cultural issues in relation to this report.

#### **Governance**

There are no governance issues in relation to this report.

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### **COUNCIL BUDGET IMPLICATIONS**

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On 11 March 2020, Council resolved that the acquisition of the land and associated costs be funded from Council's Developer Contributions Reserve – Section 7.11 Developer Contributions Plan – Open Space, Recreational Community and Cultural Facilities (MN 89/20).

Proceeding via compulsory acquisition will result in valuation of the land and reasonable costs being determined by the Valuer General.

Section 59(1)(a) of the *Land Acquisition (Just Terms Compensation) Act 1991* (NSW) requires the Valuer General to have regard to legal costs 'reasonably incurred' by the landowner 'in connection with the compulsory acquisition' when determining the amount of compensation to which the landowner is entitled.

In doing so, the Valuer General will be guided by any judicial commentary on s59(1)(a) when considering the details of those costs submitted to the Valuer General.

Once established timeframes on the compulsory acquisition are determined and definitive valuations have been provided, a budget adjustment will be made at a future quarterly budget review.

### **RELATED COUNCIL POLICY**

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Nil.

### **CONCLUSION**

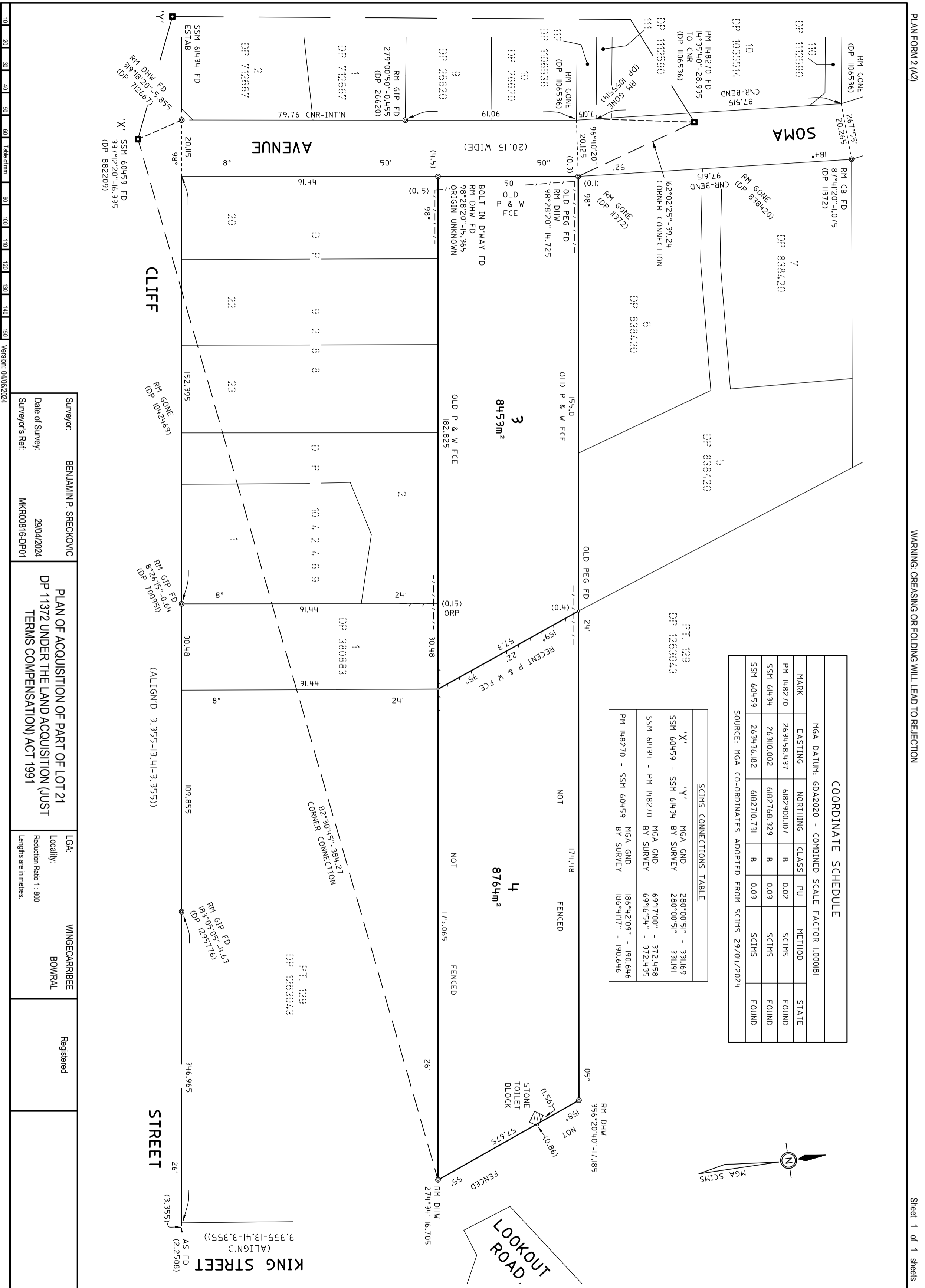
---

This report is presented to Council to enable formal resolution to proceed with the acquisition of land being part 3 Soma Avenue Bowral via the compulsory process by the making of an application to the Minister for Local Government to issue a proposed Acquisition Notice for Council to acquire Lot 4 in Deposited Plan 1307017.

### **ATTACHMENTS**

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1. Attachment 1 - Plan of Acquisition Lot 4 in DP 1307017 [9.26.1 - 1 page]



PLAN FORM 2 (A2)

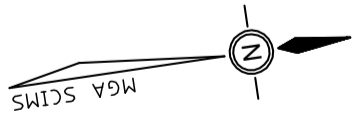
WARNINGS: CREASING OR FOLDING WILL LEAD TO REJECTION

Sheet 1 of 1 sheets

COORDINATE SCHEDULE						
MGA DATUM: GDA2020 - COMBINED SCALE FACTOR 1.000181						
MARK	EASTING	NORTHING	CLASS	PU	METHOD	STATE
PM 148270	263458.437	6182900.107	B	0.02	SCIMS	FOUND
SSM 61434	26310.002	6182768.329	B	0.03	SCIMS	FOUND
SSM 60459	263496.182	6182710.791	B	0.03	SCIMS	FOUND

SOURCE: MGA CO-ORDINATES ADOPTED FROM SCIMS 29/04/2024

SCIMS CONNECTIONS TABLE			
'X'	'Y'	MGA GND	280°00'51" - 321.189
SSM 60459 - SSM 61434	BY SURVEY	MGA GND	280°00'51" - 321.189
SSM 61434 - PM 148270	BY SURVEY	MGA GND	69°17'00" - 372.458
PM 148270 - SSM 60459	BY SURVEY	MGA GND	69°16'54" - 372.455
PM 148270 - SSM 60459	BY SURVEY	MGA GND	186°42'09" - 190.646
		MGA GND	186°41'17" - 190.646



Surveyor: BENJAMIN P. SRECKOVIC  
Date of Survey: 29/04/2024  
Surveyor's Ref: MKR00816-PP01

PLAN OF ACQUISITION OF PART OF LOT 21  
DP 11372 UNDER THE LAND ACQUISITION (JUST  
TERMS COMPENSATION) ACT 1991

LGA: WINGECARRIBEE  
Locality: BOWRAL  
Reduction Ratio 1:800  
Lengths are in metres.

Registered



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## **9.27 Visitor Centre Volunteers Discussion Paper**

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**Report of:** James Borbone  
Supervisor Pools and Facilities

**Authorised by:** Pav Kuzmanovski  
Acting Director Corporate Strategy and Resourcing

### **PURPOSE**

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The purpose of this report is to advise Council of the intentions of engaging volunteers at the Visitor Information Centre.

### **OFFICER'S RECOMMENDATION**

---

**THAT Council endorse the proposal for the engagement of volunteers at the Visitor Information Centre.**

### **REPORT**

---

#### **BACKGROUND**

At the Ordinary Meeting of Council held 13 December 2023, Wingecarribee Shire Council resolved (MN 2023/584) the following in relation to the Visitor information Centre:

*9. A short discussion paper be presented to Council in the new year on opportunities for volunteering at the Visitors Centre.*

This report addresses the resolution from the December 2023 Council meeting and discusses the matters that need to be considered to ensure volunteer engagement is successful at the Visitor Information Centre.

#### **REPORT**

Volunteers are an integral part of a community and can help foster a strong sense of camaraderie and purpose. Active participation within the community by volunteers can generate greater civic engagement, extend the impact of council without increasing budget, provide support to multiple initiatives, and provide a flexible and adaptable group of people to bolster current services. It is to be noted that volunteering is not a substitute for paid work, volunteers are to enhance the work of paid employees and not replace it. The presence of volunteers is a privilege and not a right, volunteers and paid staff are to work in partnership to fulfil the objectives of Council.

As a part of meaningful engagement at the Visitor Information Centre, requests for expressions of interests (EOI) from the local community will be sought to assist in volunteering opportunities. The volunteers would be developed to support existing full time, part time, and casual staff and assist with providing information about the Southern Highlands and surrounds for visitors to the region and the local community. The purpose of volunteering roles is to bring a unique and positive perspective of the Southern Highlands, enhancing the visitor experience by providing knowledgeable and unbiased information to visitors and the local community.

### **Duties and Key Responsibilities of Volunteering Roles**

The duties and key responsibilities of volunteers at the Visitor Information Centre are proposed to;

- Bring a unique and positive perspective of the Southern Highlands.
- Enhance the visitor experience by providing knowledgeable and unbiased information to visitors and the local community.
- Actively promote local & regional experiences including wineries, accommodation, attractions, and services.
- Collect and record statistical information that assists in identifying travel patterns and interest areas.
- Ensure the Visitor Information Centre is always professionally presented.
- Provide additional support to the Visitor Information Centre to allow Visitor Information Centre employees to attend external events on behalf of Council.

### **Potential Barriers to Success**

It is identified that some barriers to success exist with volunteering roles;

- Unpredictable availability: Volunteers, being under no contractual obligation, may decide not to fulfill their shifts on the day, leading to understaffing at the Visitor Information Centre.
- Administrative limitations: Volunteers, despite their goodwill, may require supervision for various tasks.
- Supervisory oversight and training: Volunteers and students may necessitate training and supervision from staff members, diverting their attention from routine tasks.

While acknowledging these challenges, it is important to recognise that volunteers can play a valuable role in supplementing employed staff during peak periods and specific projects. The proposed Management of Volunteers, Procedures and Guidelines will outline the elements that would enable the addition of volunteers at the appropriate time to supplement existing resources and be specifically tailored to the Visitor Information Centre. The proposed Procedures and Guidelines will be developed in the coming months to align with the first round of induction of Volunteers, pending the EOI process.

## **COMMUNICATION AND CONSULTATION**

---

### **Community Engagement**

Community engagement will occur once the expression of interest for volunteers is placed on public exhibition.

### **Internal Communication and Consultation**

Internal communication occurred between People and Culture, Tourism and Events, Business and Property Services and the previous Director Corporate Strategy and Resourcing.

### **External Communication and Consultation**

Nil

## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024**

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### **SUSTAINABILITY ASSESSMENT**

---

#### **Environment**

There are no environmental issues in relation to this report.

#### **Social**

Research suggests there are many social benefits of volunteering in the community including;

- Strengthening the community by fostering an environment of mutual aid and cooperation.
- Contribution to the economic health of communities by freeing up paid resources.
- Promotion of social inclusion and equality.
- Building community resilience.
- Enhancing social connections.
- Improving mental health through a sense of purpose.

#### **Broader Economic Implications**

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

#### **Culture**

There are no cultural issues in relation to this report.

#### **Governance**

There are no governance issues in relation to this report.

### **COUNCIL BUDGET IMPLICATIONS**

---

There are potential budget implications through the training and induction of volunteers as paid employees will need to conduct this process. Volunteers may free up paid employees' time to work on other projects, however volunteers will not decrease salaries budgets as they are not replacing paid employees.

### **RELATED COUNCIL POLICY**

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The Management of Volunteers Policy is in the process of being written.

### **CONCLUSION**

---

Volunteers are currently effectively utilised across Council, and it is deemed that by implementing a structured approach, volunteers could enhance the efficiencies and customer service levels at the Visitor Information Centre. It is acknowledged that, at least initially, additional resources would be required to induct, orientate, and train volunteers to fulfil their role to the expected standard. However, it is recognised that the positive outcomes of using volunteers, for both Council and the volunteer, would benefit both parties.

### **ATTACHMENTS**

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Nil

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## **9.28 Monthly Financial Reports June 2024**

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**Report of:** Margaret Cusak  
Acting Chief Financial Officer

**Authorised by:** Pav Kuzmanovski  
Acting Director Corporate Strategy and Resourcing

### **PURPOSE**

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The purpose of this report is to present to Council the monthly financial report for the period ending 30 June 2024.

### **OFFICER'S RECOMMENDATION**

---

**THAT Council receive the monthly financial report for June 2024.**

### **REPORT**

---

This report includes an Income Statement for the Consolidated Fund of Council, which incorporates the following Funds of Council:

- General Fund
- Water Fund
- Sewer Fund

This monthly financial report also includes Council's Income Statement by fund and Council's consolidated capital expenditure program by asset class at **Attachment 1**.

High level narration is also contained within these attachments to this report. This report presents the financial position of Council as of 30 June 2024 and all figures presented are unaudited but have been allocated into the correct expenditure class in accordance with the Code of Accounting Practice and Financial Reporting and relevant Accounting Standards. Year-end adjustments have not been included in the production of number within this report.

#### **Income Statement**

The Income Statement presented below is Council's consolidated financial position as of 30 June 2024. The net financial position shows an actual deficit of \$5.53M. The operating deficit does not consider net movements from reserves which will impact this position once the funds have been utilised. This is monitored by the Finance team in conjunction with Managers and Coordinators monthly to ensure expenditure remains within budgets and variations are reported accordingly. Monthly financial reporting, with commentary, is also provided to the Executive to ensure the Executive have oversight of financial risks. At a consolidated level, no Financial Reporting class actual spend has exceeded its allocated budget. Further details and associated commentary for each fund can be found at **Attachment 1**.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024

## WINGECARRIBEE SHIRE COUNCIL MONTHLY FINANCIAL REPORT for the 2023/24 financial year

Monthly Financial Report - June 2024  
Income & Expenses - Council Consolidated

	Original <sup>(1)</sup> Budget 2023/24	Revised <sup>(2)</sup> Budget 2023/24	YTD Actuals 2023/24	Remaining Budget 2023/24	YTD Percentage 2023/24
<b>Income</b>					
Rates & Annual Charges	94,158,084	93,978,084	88,791,761	5,186,323	94%
User Charges & Fees	24,039,292	23,948,998	21,977,969	1,971,029	92%
Interest & Investments Revenue	4,880,120	9,075,920	10,942,409	(1,866,549)	121%
Other Revenues	2,729,394	3,837,401	4,208,189	(370,788)	110%
Grants & Contribution - Operating	9,092,558	3,794,813	9,499,980	(5,705,168)	250%
Grants & Contribution - Capital	24,873,146	33,749,500	43,493,586	(9,744,086)	129%
<b>Total Income</b>	<b>160,378,594</b>	<b>168,384,716</b>	<b>178,913,953</b>	<b>(10,529,238)</b>	<b>100%</b>
<b>Expenses</b>					
Employee Costs	47,713,146	45,843,829	44,683,904	1,157,924	97%
Borrowing Costs	433,235	470,428	372,959	97,469	79%
Materials & Services	45,400,521	54,282,127	49,767,382	4,514,745	92%
Depreciation	43,097,513	43,097,513	39,603,372	3,494,141	92%
Other Expenses	3,641,778	3,450,778	3,053,704	397,074	88%
Loss / (Gain) on Disposal of Assets	-	-	624,499	(624,499)	0%
<b>Total Expenses</b>	<b>140,288,193</b>	<b>147,144,676</b>	<b>138,107,821</b>	<b>9,036,854</b>	<b>94%</b>
<b>Net Operating Result</b>	<b>20,090,400</b>	<b>21,240,041</b>	<b>40,806,132</b>	<b>(19,566,092)</b>	
<b>Net Operating Result before Capital Income</b>	<b>(4,782,746)</b>	<b>(12,509,400)</b>	<b>(2,687,454)</b>	<b>(9,822,000)</b>	

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals) 481.0

### Notes:

1. Original Budget was adopted by Council on 28 June 2023 MN 2023/422
2. Revised Budget = Original Budget +/- approved budget changes in Quarterly Budget Reviews

### Reconciliation to Budget

Net Operating Result for the year (as above)	20,090,400	21,240,041	40,806,132	(19,566,091)	
<b>Less:</b>					
Capital Purchases	84,169,034	97,864,749	72,716,618	25,148,131	74%
Loan Principal Repayments	2,733,491	3,327,634	3,326,802	832	100%
Transfer to Reserve	44,218,264	46,603,128	15,282,378	31,320,750	33%
<b>Add:</b>					
Proceeds from Sale of Assets	1,143,339	1,143,339	1,287,712	(144,373)	113%
Transfers from Reserve	62,845,953	78,383,399	95,096	78,288,303	0%
New Borrowings	4,000,000	4,000,000	4,000,000	-	100%
Depreciation Expense	43,097,513	43,097,513	39,603,372	3,494,141	92%
<b>Budget Surplus/(Deficit) Result</b>	<b>56,417</b>	<b>68,782</b>	<b>(5,533,486)</b>	<b>5,602,269</b>	

In providing these figures, the following context is required to be considered when reviewing the actuals of this report:

- The full year land rates income (levied in July 2023) has been fully accounted for in Rates and Annual Charges.
- Water and Sewer charges are levied as they are billed (3 times a year) in arrears with an accrual performed at year end contained within User Fees and Charges.
- Development Application Fees (User Fees and Charges) have been brought to account in this report on a cash basis (as money is received). Year-end adjustments will need to be made for these types of charges that will be deemed unearned income at the end of the financial year.
- Both Operating and Capital Grants and Contributions have been brought to account in this report on a cash basis (as money is received or invoiced). Year-end adjustments will need to be made for these types of charges that will be deemed unearned income at the end of the financial year.
- No accruals have been made for Materials and Services in this report. This results in a month lag in this expenditure class that is adjusted at end of financial year.
- Depreciation and Amortisation is based on budgeted figures, with year-end adjustments made after assets have been capitalised as a part of year end processing.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 17 JULY 2024**

- Actual transfers to and from Reserve have not been completed and are completed as a part of end of financial year processing.

The YTD (Year to Date) actuals figures provided in the Income Statement are unaudited but have been classified in accordance with the Local Government Code of Accounting Practice and relevant accounting standards. Council’s financial position will be audited by the Audit Office of NSW in September 2024.

**Capital Expenditure Program**

On 28 June 2023, Council approved a capital program budget of \$84.2M. During the year, the budget has been adjusted as part of each Quarterly Budget Review by both increases and decreases in various asset classes with a revised budget of \$97.6M which was included in the March Quarterly Budget Review Statement.

The YTD actuals figures provided in the Capital Expenditure Program are unaudited and will be audited by the Audit Office of NSW in September 2024.

As of 30 June 2024, capital expenditure was \$72.7M, which is 74% of total budget as summarised in the table below.

Asset Class	Original Budget 2023/24	Projected Year End Result 2023/24	YTD Actuals 2023/24	Remaining Budget 2023/24	YTD Percentage 2023/24
Plant and equipment	5,054,576	5,675,291	4,681,786	993,505	82%
Land	129,000	849,000	391,443	457,557	46%
Buildings	8,163,225	9,551,371	5,121,689	4,429,682	54%
Bridges	300,000	3,360,552	2,235,647	1,124,905	67%
Footpaths	650,000	892,405	677,011	215,394	76%
Roads	23,620,395	23,992,863	21,040,410	2,952,453	88%
Stormwater Drainage	9,515,000	10,021,795	6,191,364	3,830,431	62%
Open Space/Recreational	4,607,838	9,957,273	7,695,348	2,261,925	77%
Sewerage Network	27,075,000	27,331,691	22,116,668	5,215,023	81%
Water Supply Network	4,870,000	5,822,507	2,422,424	3,400,083	42%
Other	184,000	174,000	142,828	31,172	82%
<b>Total Capital Expenditure</b>	<b>84,169,034</b>	<b>97,628,748</b>	<b>72,716,618</b>	<b>24,912,130</b>	<b>74%</b>

The Capital Program consists of over 130 projects and a total original budget of \$84.2M. The final expenditure outcome is the result of a multitude of internal and external factors, at both a project and overall program levels.

That withstanding, it is understood that the under expenditure at 30 June 2024 can largely be attributed to the following five points:

- The Shire was subject to a Declared Natural Disaster in April for flooding and rainfall and was then subject to further extensive rainfall for the first two weeks of May. These have resulted in cumulative wet weather delays of 7 to 9 weeks for several projects.
  - This had a significant impact on the multi-year projects of Bowral STP (Sewerage Treatment Plant), Animal Shelter and SES (State Emergency Services) and Retford Farm Detention Basin.
  - It is estimated that as result of this rain, approximately \$4.3M of expenditure will now be realised in 24/25 as opposed to 23/24.
- A commitment to the quality of construction in Bowral STP Upgrade resulted in a 6-week slowdown on construction – resulting in an estimated \$1.25M of expenditure now to be realised in 24/25 as opposed to 23/24.
  - Continued difficulty being experienced with pressure relief valves within, and the walls of, the bioreactor achieving water tightness.
  - In accordance with good project management principles and a commitment to quality construction – the contractor is being held responsible for achieving total water tightness in accordance with the specification.

## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024**

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- Complexities within the Old South Road Project have resulted in \$1.5M of funds now being forecast for carryover to 24/25.
- Conservative requirements of Transport for NSW in the Bong Bong Common Intersection Upgrade have resulted in \$1.5M of funds carrying over to 24/25.
  - All works would have been completed by 30 June 2024 if Lamond Contracting were awarded the contract – which was originally advised as acceptable by TfNSW (Transport for NSW) but later overturned.

Any unexpended budgets where projects are not completed will be revoted into the 24/25 financial year via a Council resolution.

### **COMMUNICATION AND CONSULTATION**

---

#### **Community Engagement**

Nil

#### **Internal Communication and Consultation**

Nil

#### **External Communication and Consultation**

Nil

### **SUSTAINABILITY ASSESSMENT**

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#### **Environment**

There are no environmental issues in relation to this report.

#### **Social**

There are no social issues in relation to this report.

#### **Broader Economic Implications**

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

#### **Culture**

There are no cultural issues in relation to this report.

#### **Governance**

There are no governance issues in relation to this report.

### **COUNCIL BUDGET IMPLICATIONS**

---

There are no budget implications in presenting this report.

### **RELATED COUNCIL POLICY**

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Nil.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 17 JULY 2024**

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**CONCLUSION**

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The monthly financial report for period ending 30 June 2024 is presented to Council.

**ATTACHMENTS**

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1. June Monthly Financial Report F Y 23 24 [9.28.1 - 12 pages]





## Monthly Financial Report

2023/24

JUNE 2024



*We're with you*

WINGECARRIBEE SHIRE COUNCIL

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 17 JULY 2024**

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**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 17 JULY 2024**

**WINGECARRIBEE SHIRE COUNCIL  
MONTHLY FINANCIAL REPORT  
for the 2023/24 financial year**

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# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024

## WINGECARRIBEE SHIRE COUNCIL MONTHLY FINANCIAL REPORT for the 2023/24 financial year

### Introduction

Council's Operational Plan sets out the achievements, goals and revenue policy, including estimates of income and expenditure.

A standard set of financial reports will assist Council in meeting its charter with regard to its finances and related responsibilities in respect of its Operational Plan. Further information on these financial reports are set out below.

This report has been prepared prior to year end financial accruals and reconciliations that form part of the General Purpose Financial Statements pursuant to Section 413(2)c of the *Local Government Act 1993 (NSW)*. Council is required to finalise their Financial Statements by October 31 2024.

### Consolidated Fund

In accordance with the provisions of Section 409(1) of the Local Government Act 1993, all money and property received by Council is held in Councils Consolidated Fund.

The Consolidated Fund has been included in these financial reports of Council. Cash and other assets of the following activities have been included as part of the Consolidated Fund:

- General Fund
- Water Fund
- Sewer Fund

### General Fund

Comprising the resources and provisions for projects, programs and services which are the delivered by Council.

### Water Fund

Comprising the whole of the operations and assets of the water supply systems.

### Sewer Fund

Comprising the whole of the operations and assets of the sewerage reticulation and treatment system.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024

## WINGECARRIBEE SHIRE COUNCIL MONTHLY FINANCIAL REPORT for the 2023/24 financial year

Monthly Financial Report - June 2024  
Income & Expenses - Council Consolidated

	Original <sup>(1)</sup> Budget 2023/24	Revised <sup>(2)</sup> Budget 2023/24	YTD Actuals 2023/24	Remaining Budget 2023/24	YTD Percentage 2023/24
<b>Income</b>					
Rates & Annual Charges	94,158,084	93,978,084	88,791,761	5,186,323	94%
User Charges & Fees	24,039,292	23,948,998	21,977,969	1,971,029	92%
Interest & Investments Revenue	4,886,120	9,075,920	10,942,469	(1,866,549)	121%
Other Revenues	2,729,394	3,837,401	4,208,189	(370,788)	110%
Grants & Contribution - Operating	9,692,558	3,794,813	9,499,980	(5,705,168)	250%
Grants & Contribution - Capital	24,873,146	33,749,500	43,493,586	(9,744,086)	129%
<b>Total Income</b>	<b>160,378,594</b>	<b>168,384,716</b>	<b>178,913,953</b>	<b>(10,529,238)</b>	<b>106%</b>
<b>Expenses</b>					
Employee Costs	47,715,146	45,843,829	44,685,904	1,157,924	97%
Borrowing Costs	433,235	470,428	372,959	97,469	79%
Materials & Services	45,400,521	54,282,127	49,767,382	4,514,745	92%
Depreciation	43,097,513	43,097,513	39,603,372	3,494,141	92%
Other Expenses	3,641,778	3,450,778	3,053,704	397,074	88%
Loss / (Gain) on Disposal of Assets	-	-	624,499	(624,499)	0%
<b>Total Expenses</b>	<b>140,288,193</b>	<b>147,144,676</b>	<b>138,107,821</b>	<b>9,036,854</b>	<b>94%</b>
<b>Net Operating Result</b>	<b>20,090,400</b>	<b>21,240,041</b>	<b>40,806,132</b>	<b>(19,566,092)</b>	
<b>Net Operating Result before Capital Income</b>	<b>(4,782,746)</b>	<b>(12,509,460)</b>	<b>(2,687,454)</b>	<b>(9,822,006)</b>	

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals) 481.6

### Notes:

1. Original Budget was adopted by Council on 28 June 2023 MN 2023/422
2. Revised Budget = Original Budget +/- approved budget changes in Quarterly Budget Reviews

### Reconciliation to Budget

Net Operating Result for the year (as above)	20,090,400	21,240,041	40,806,132	(19,566,091)	
<b>Less:</b>					
Capital Purchases	84,169,034	97,864,749	72,716,618	25,148,131	74%
Loan Principal Repayments	2,733,491	3,327,634	3,326,802	832	100%
Transfer to Reserve	44,218,264	46,603,128	15,282,378	31,320,750	33%
<b>Add:</b>					
Proceeds from Sale of Assets	1,143,339	1,143,339	1,287,712	(144,373)	113%
Transfers from Reserve	62,845,953	78,383,399	95,096	78,288,303	0%
New Borrowings	4,000,000	4,000,000	4,000,000	-	100%
Depreciation Expense	43,097,513	43,097,513	39,603,372	3,494,141	92%
<b>Budget Surplus/(Deficit) Result</b>	<b>56,417</b>	<b>68,782</b>	<b>(5,533,486)</b>	<b>5,602,269</b>	

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024

## WINGECARRIBEE SHIRE COUNCIL MONTHLY FINANCIAL REPORT for the 2023/24 financial year

Monthly Financial Report - June 2024  
Income & Expenses - General Fund

	Original <sup>(1)</sup> Budget 2023/24	Revised <sup>(2)</sup> Budget 2023/24	YTD Actuals 2023/24	Remaining Budget 2023/24	YTD Percentage 2023/24
<b>Income</b>					
Rates & Annual Charges	69,874,590	69,694,590	69,899,751	(205,161)	100%
User Charges & Fees	13,384,940	13,294,646	11,501,017	1,793,629	87%
Interest & Investments Revenue	2,310,000	3,402,000	3,638,123	(236,123)	107%
Other Revenues	2,438,330	3,457,589	3,510,265	(52,675)	102%
Grants & Contribution - Operating	9,692,558	3,794,813	9,499,980	(5,705,168)	250%
Grants & Contribution - Capital	17,873,146	26,749,500	37,383,735	(10,634,235)	140%
<b>Total Income</b>	<b>115,573,564</b>	<b>120,393,138</b>	<b>135,432,870</b>	<b>(15,039,732)</b>	<b>112%</b>
<b>Expenses</b>					
Employee Costs	40,354,252	38,482,935	37,478,885	1,004,050	97%
Borrowing Costs	376,230	413,423	324,265	89,158	78%
Materials & Services	30,311,571	37,783,670	34,056,489	3,727,181	90%
Depreciation	25,389,445	25,389,445	23,351,018	2,038,427	92%
Other Expenses	3,629,018	3,438,018	3,008,594	429,425	88%
Loss / (Gain) on Disposal of Assets			424,997	(424,997)	0%
<b>Total Expenses</b>	<b>100,060,517</b>	<b>105,507,492</b>	<b>98,644,249</b>	<b>6,863,244</b>	<b>93%</b>
<b>Net Operating Result</b>	<b>15,513,047</b>	<b>14,885,646</b>	<b>36,788,621</b>	<b>(21,902,975)</b>	
<b>Net Operating Result before Capital Income</b>	<b>(2,360,099)</b>	<b>(11,863,854)</b>	<b>(595,114)</b>	<b>(11,268,741)</b>	

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	426.6
Headcount (excluding casuals)	442.0

### Notes:

1. Original Budget was adopted by Council on 28 June 2023 MN 2023/422
2. Revised Budget = Original Budget +/- approved budget changes in Quarterly Budget Reviews

### Reconciliation to Budget

Net Operating Result for the year (as above)	15,513,047	14,885,646	36,788,621	(21,902,975)	
<b>Less:</b>					
Capital Purchases	51,224,034	62,990,551	47,378,465	15,612,086	75%
Loan Principal Repayments	1,524,374	1,523,098	1,522,505	593	100%
Transfer to Reserve	26,251,435	26,563,130	15,282,378	11,280,752	58%
<b>Add:</b>					
Proceeds from Sale of Assets	643,339	643,339	1,024,619	(381,280)	159%
Transfers from Reserve	33,510,428	46,227,130	95,096	46,132,034	0%
New Borrowings	4,000,000	4,000,000	4,000,000	-	100%
Depreciation Expense	25,389,445	25,389,445	23,351,018	2,038,427	92%
<b>Budget Surplus/(Deficit) Result</b>	<b>56,417</b>	<b>68,782</b>	<b>1,076,007</b>	<b>(1,007,226)</b>	

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024

## WINGECARRIBEE SHIRE COUNCIL MONTHLY FINANCIAL REPORT for the 2023/24 financial year

Monthly Financial Report - June 2024  
Income & Expenses - General Fund

An overview of performance against budget at the end of June is provided below.

### Income

#### **Rates & Annual Charges**

Land rates are recognised as income when they are levied in July each year with the income at 100% of budget. Some minor adjustments to income in June are still to be accounted for as accruals as a part of year end processing.

#### **User Charges & Fees**

User charges and fees appear to be tracking below budget at the end of June with 87% of budget received. This is predominately due to the income from the Moss Vale Memorial Aquatic Centre (MVMWAC) not yet brought to account for Council's year end financial report. This is because the MVMWAC is contracted to Blufit and all the income and expenses are recorded by Blufit and once the operations of the Centre have been audited at the end of the financial year, Council is required to consolidate the financial performance into Council's financial reports. The budgeted income for the Centre is \$2.1M.

#### **Interest and Investment Revenue**

Council's investments have outperformed benchmark each month this financial year with income at 107% of budget at the end of June.

#### **Other Revenues**

Other revenues such as fines, rebates and sundry sales are tracking greater than the forecasted budget with 102% of budget received at the end of June. This includes an increase in lease income for Council owned properties.

#### **Grants & Contributions**

Grants and contributions are recognised on cash basis in this report and adjusted, where required, at end of financial year based on status of the associated project. The year end reconciliation will take place once Council has finalised expenditure and associated accruals included in Grant reporting.

### Expenses

#### **Employee Costs**

Employee costs are tracking on target at the end of June at 97% of the revised budget. Minor year accruals will need to be made to account for Salaries and Wages to 30 June 2024.

#### **Borrowing Costs**

Interest on loans is paid in accordance with loan agreements and Council is up to date with all loan repayments. Year end reconciliations are in progress with accruals yet to be made.

#### **Materials & Services**

Materials and Services are tracking below budget due to the lag in time of processing invoices. There is generally a 2-4 week lag in terms of incurring expenditure and receiving invoices. These invoices are accrued at end of financial year where it is expected that actual expenditure will align with revised budgets.

#### **Depreciation**

Depreciation is based on budgeted figures with year-end adjustments made after assets are commissioned and capitalised as part of year-end procedures.

#### **Other Expenses**

Other expenses such as contributions to other levels of government, waste levies and donations are slightly below budget at the end of June. Payments for the June costs are not paid until July each year and will be accrued as part of year-end procedures.

#### **Loss / (Gain) on Disposal of Assets**

Council does not estimate for the net gains/losses on disposal of assets. The budget is however, represented as cash received on disposal of assets which is included as capital income. The expense shown in the financials indicates a loss on disposal of assets overall.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024

## WINGECARRIBEE SHIRE COUNCIL MONTHLY FINANCIAL REPORT for the 2023/24 financial year

Monthly Financial Report - June 2024  
Income & Expenses - Water Fund

	Original <sup>(1)</sup> Budget 2023/24	Revised <sup>(2)</sup> Budget 2023/24	YTD Actuals 2023/24	Remaining Budget 2023/24	YTD Percentage 2023/24
<b>Income</b>					
Rates & Annual Charges	4,235,500	4,235,500	3,217,105	1,018,395	76%
User Charges & Fees	9,410,000	9,410,000	9,101,652	308,348	97%
Interest & Investments Revenue	1,262,200	2,930,000	3,548,086	(618,086)	121%
Other Revenues	283,297	339,892	670,048	(330,156)	197%
Grants & Contribution - Operating	-	-	-	-	0%
Grants & Contribution - Capital	1,500,000	1,500,000	2,150,862	(650,862)	143%
<b>Total Income</b>	<b>16,690,997</b>	<b>18,415,392</b>	<b>18,687,753</b>	<b>(272,362)</b>	<b>101%</b>
<b>Expenses</b>					
Employee Costs	4,344,073	4,344,073	4,028,869	315,204	93%
Borrowing Costs	-	-	-	-	0%
Materials & Services	7,304,355	7,747,381	8,186,861	(439,480)	106%
Depreciation	7,426,984	7,426,984	6,818,868	608,116	92%
Other Expenses	-	-	27,331	(27,331)	0%
Loss / (Gain) on Disposal of Assets	-	-	116,933	(116,933)	0%
<b>Total Expenses</b>	<b>19,075,411</b>	<b>19,518,438</b>	<b>19,178,861</b>	<b>339,576</b>	<b>98%</b>
<b>Net Operating Result</b>	<b>(2,384,414)</b>	<b>(1,103,046)</b>	<b>(491,108)</b>	<b>(611,938)</b>	
<b>Net Operating Result before Capital Income</b>	<b>(3,884,414)</b>	<b>(2,603,046)</b>	<b>(2,641,970)</b>	<b>38,924</b>	

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	27.0
Headcount (excluding casuals)	27.0

### Notes:

1. Original Budget was adopted by Council on 28 June 2023 MN 2023/422
2. Revised Budget = Original Budget +/- approved budget changes in Quarterly Budget Reviews

### Reconciliation to Budget

Net Operating Result for the year (as above)	(2,384,414)	(1,103,046)	(491,108)	(611,939)	
<b>Less:</b>					
Capital Purchases	5,270,000	6,222,507	2,912,520	3,309,987	47%
Loan Principal Repayments	-	-	-	-	0%
Transfer to Reserve	5,442,570	7,105,168	-	7,105,168	0%
<b>Add:</b>					
Disposal Assets	-	-	-	-	0%
Proceeds from Sale of Assets	200,000	200,000	185,775	14,225	93%
Transfers from Reserve	5,470,000	6,803,737	-	6,803,737	0%
New Borrowings	-	-	-	-	0%
Depreciation Expense	7,426,984	7,426,984	6,818,868	608,116	92%
<b>Budget Surplus/(Deficit) Result</b>	<b>-</b>	<b>-</b>	<b>3,601,015</b>	<b>(3,601,015)</b>	



# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024

## WINGECARRIBEE SHIRE COUNCIL MONTHLY FINANCIAL REPORT for the 2023/24 financial year

### Monthly Financial Report - June 2024 Income & Expenses - Water Fund

An overview of performance against budget at the end of June is provided below.

#### Income

##### **Rates & Annual Charges**

Water Access Charges are recognised as income when they are levied three times a year in arrears. The current revenue represents the revenue raised until the end of April 2024. Council will perform an accrual at the end of the financial year to represent the final amount of revenue for the financial year incorporating charges for June. This will be performed once the meters are read in August and adjusted accordingly.

##### **User Charges & Fees**

Water usage charges are levied in an identical manner. The end of financial year adjustment will be made to accrue the remaining quarter in August and the final figures will then be updated.

##### **Interest and Investment Revenue**

Council's investments have outperformed benchmark each month this financial year with income at 121% of budget at the end of June due to higher than anticipated interest rates and more cash invested.

##### **Other Revenues**

Other revenues such as leases are tracking above budget. This is due to leases revenue being raised in advance to ensure payment terms are met. This will exceed budget at the end of the financial year.

##### **Grants & Contributions**

Grants and Contributions are recognised on a cash basis in this report and adjusted, where required, at end of financial year based on status of the associated project. The year end reconciliation will take place once expenditure and accruals are finalised in the coming weeks

#### Expenses

##### **Employee Costs**

Employee costs are tracking slightly under budget at the end of June at 93% of full year budget.

##### **Borrowing Costs**

The Water Fund has no loan borrowings.

##### **Materials & Services**

Materials and Services are tracking at 106% of the forecasted budget. Adjustments for year end prepayments have not been considered in these figures.

##### **Depreciation**

Depreciation is based on budgeted figures with year-end adjustments made after assets are commissioned and capitalised as part of year-end procedures.

##### **Other Expenses**

Payments have been allocated to this expenditure class and will be offset by budgets held in other expenditure classes.

##### **Loss / (Gain) on Disposal of Assets**

Council does not estimate for the net gains/losses on disposal of assets. The budget is however, represented as cash received on disposal of assets which is included as income above.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024

## WINGECARRIBEE SHIRE COUNCIL MONTHLY FINANCIAL REPORT for the 2023/24 financial year

Monthly Financial Report - June 2024  
Income & Expenses - Sewer Fund

	Original <sup>(1)</sup> Budget 2023/24	Revised <sup>(2)</sup> Budget 2023/24	YTD Actuals 2023/24	Remaining Budget 2023/24	YTD Percentage 2023/24
<b>Income</b>					
Rates & Annual Charges	20,047,994	20,047,994	15,674,905	4,373,089	78%
User Charges & Fees	1,244,352	1,244,352	1,375,300	(130,948)	111%
Interest & Investments Revenue	1,313,920	2,743,920	3,756,260	(1,012,340)	137%
Other Revenues	7,767	39,920	27,876	12,043	70%
Grants & Contribution - Operating	-	-	-	-	0%
Grants & Contribution - Capital	5,500,000	5,500,000	3,958,989	1,541,011	72%
<b>Total Income</b>	<b>28,114,032</b>	<b>29,576,185</b>	<b>24,793,330</b>	<b>4,782,856</b>	<b>84%</b>
<b>Expenses</b>					
Employee Costs	3,016,821	3,016,821	3,178,150	(161,329)	105%
Borrowing Costs	57,005	57,005	48,694	8,311	85%
Materials & Services	7,784,596	8,751,075	7,524,032	1,227,043	86%
Depreciation	10,281,084	10,281,084	9,433,486	847,598	92%
Other Expenses	12,760	12,760	17,779	(5,020)	139%
Loss / (Gain) on Disposal of Assets	-	-	82,569	(82,569)	0%
<b>Total Expenses</b>	<b>21,152,265</b>	<b>22,118,745</b>	<b>20,284,710</b>	<b>1,834,034</b>	<b>92%</b>
<b>Net Operating Result</b>	<b>6,961,767</b>	<b>7,457,441</b>	<b>4,508,619</b>	<b>2,948,821</b>	
<b>Net Operating Result before Capital Income</b>	<b>1,461,767</b>	<b>1,957,441</b>	<b>549,630</b>	<b>1,407,810</b>	

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	28.0
Headcount (excluding casuals)	28.0

### Notes:

1. Original Budget was adopted by Council on 28 June 2023 MN 2023/422
2. Revised Budget = Original Budget +/- approved budget changes in Quarterly Budget Reviews

### Reconciliation to Budget

Net Operating Result for the year (as above)	6,961,767	7,457,441	4,508,619	2,948,821	
<b>Less:</b>					
Capital Purchases	27,675,000	28,651,691	22,425,633	6,226,058	78%
Loan Principal Repayments	1,209,117	1,804,536	1,804,297	239	100%
Transfer to Reserve	12,524,259	12,934,830	-	12,934,830	0%
<b>Add:</b>					
Proceeds from Sale of Assets	300,000	300,000	77,318	222,682	26%
Transfers from Reserve	23,865,525	25,352,533	-	25,352,533	0%
New Borrowings	-	-	-	-	0%
Depreciation Expense	10,281,084	10,281,084	9,433,486	847,598	92%
<b>Budget Surplus/(Deficit) Result</b>	<b>-</b>	<b>-</b>	<b>(10,210,507)</b>	<b>10,210,508</b>	

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024

## WINGECARRIBEE SHIRE COUNCIL MONTHLY FINANCIAL REPORT for the 2023/24 financial year

Monthly Financial Report - June 2024  
Income & Expenses - Sewer Fund

An overview of performance against budget at the end of June is provided below.

### Income

#### **Rates & Annual Charges**

Sewer Access Charges are recognised as income when they are levied three times a year in arrears. Council has not yet raised the final charge for June to cover the period from April 2024 and will perform an accrual as part of the financial year end reconciliation to represent the final amount of revenue for the financial year. This will not be actioned until August when the meters are re-read.

#### **User Charges & Fees**

As with Sewer Access Charge, Sewer Usage Charges are levied in an identical manner. The end of financial year adjustment will be made to accrue the remaining quarter. User charges are currently greater than the anticipated forecast for the year.

#### **Interest and Investment Revenue**

Council's investments have outperformed benchmark each month this financial year with income at 137% of budget at the end of June due to the full \$25M in grant funding for the Moss Vale sewer treatment plant upgrade being received earlier than expected. This money has been invested until needed to fund construction costs.

#### **Other Revenues**

Other Revenues are tracking less than forecasted due to refunds for Private Works not included in the original budget.

#### **Grants & Contributions**

Grants and Contributions are recognised on a cash basis in this report and adjusted, where required, at end of financial year based on status of the associated project. Year End Reconciliations will not be performed until expenditure and accruals are finalised in the coming weeks.

### Expenses

#### **Employee Costs**

Employee costs are tracking higher than expected at the end of June at 105% of revised budget. The increased costs will be offset by the less than budgeted materials and services.

#### **Borrowing Costs**

Interest on loans is paid in accordance with loan agreements and Council is up to date with all loan repayments.

#### **Materials & Services**

Materials and Services are tracking below budget due to the lag in time of processing invoices. There is generally a 2-4 week lag in terms of incurring expenditure and receiving invoices. These invoices are accrued at end of financial year where it is expected that actual expenditure will align with revised budgets.

#### **Depreciation**

Depreciation is based on budgeted figures with year-end adjustments made after assets are commissioned and capitalised as part of year-end procedures.

#### **Other Expenses**

Other expenses such as contributions to other levels of government, waste levies and donations are greater than forecasted at the end of June. Payments allocated to this expenditure class will be offset from Materials and Services expenditure savings.

#### **Loss / (Gain) on Disposal of Assets**

Council does not estimate for the net gains/losses on disposal of assets. The expenditure indicates a loss on the disposal of assets at year end.

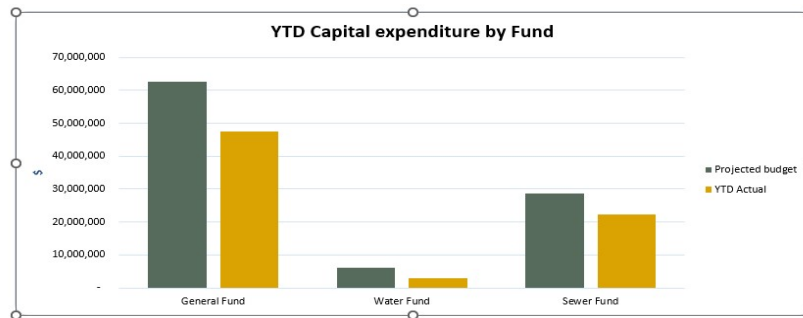
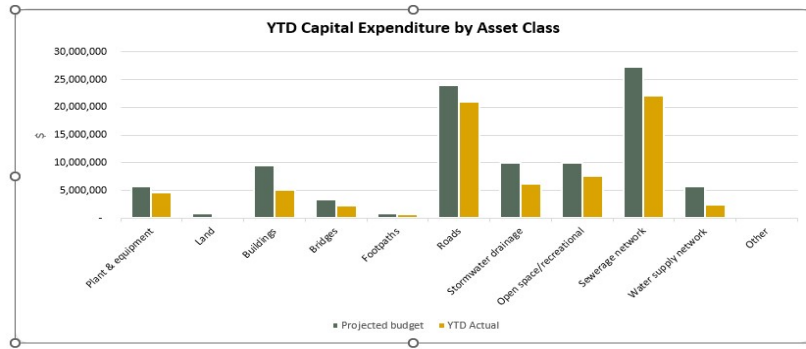
# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024

**WINGECARRIBEE SHIRE COUNCIL**  
**MONTHLY FINANCIAL REPORT**  
for the 2023/24 financial year

Monthly Financial Report - June 2024  
Capital Expenditure Program

The following table summarises Council's capital works program by asset class.

Asset Class	Original Budget 2023/24	Projected Year End Result 2023/24	YTD Actuals 2023/24	Remaining Budget 2023/24	YTD Percentage 2023/24
Plant and equipment	5,054,576	5,675,291	4,681,786	993,505	82%
Land	129,000	849,000	391,443	457,557	46%
Buildings	8,163,225	9,551,371	5,121,689	4,429,682	54%
Bridges	300,000	3,360,552	2,235,647	1,124,905	67%
Footpaths	650,000	892,405	677,011	215,394	76%
Roads	23,620,395	23,992,863	21,040,410	2,952,453	88%
Stormwater Drainage	9,515,000	10,021,795	6,191,364	3,830,431	62%
Open Space/Recreational	4,607,838	9,957,273	7,695,348	2,261,925	77%
Sewerage Network	27,075,000	27,331,691	22,116,668	5,215,023	81%
Water Supply Network	4,870,000	5,822,507	2,422,424	3,400,083	42%
Other	184,000	174,000	142,828	31,172	82%
<b>Total Capital Expenditure</b>	<b>84,169,034</b>	<b>97,628,748</b>	<b>72,716,618</b>	<b>24,912,130</b>	<b>74%</b>



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## **9.29 Investments Report - June 2024**

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**Report of:** **Margaret Cusak**  
**Acting Chief Financial Officer**

**Authorised by:** **Pav Kuzmanovski**  
**Acting Director Corporate Strategy and Resourcing**

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### **PURPOSE**

This report presents Council's Cash Investment Portfolio held at 30 June 2024.

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### **OFFICER'S RECOMMENDATION**

**THAT Council receive and note this Cash Investment Report as at 30 June 2024.**

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### **REPORT**

In accordance with section 212 of the Local Government (General) Regulation 2021, the Responsible Accounting Officer must provide Council with a written report setting out details of all money that Council has invested under section 625 of the Local Government Act 1993.

This report provides details of Council's Investment Portfolio as at 30 June 2024.

**Attachment 1** to this report provides Council's Cash Investment Portfolio, detailing investments held and a summary of the portfolio by the institution invested with and their credit rating.

In accordance with section 212(1)(b) of the Local Government (General) Regulation 2021, the investments listed in **Attachment 1** have been made in accordance with:

- The Local Government Act 1993,
- The Local Government (General) Regulation 2021,
- The Ministerial Investment Order 2011, and
- Council's Investment Policy.

Interest earned from investments totalled \$10,459,614 to 30 June 2024.

The interest is attributable to each fund as listed in the table below.

<b>Fund</b>	<b>Annual budget</b>	<b>YTD budget</b>	<b>YTD actual</b>	<b>YTD variance</b>
<b>General Fund</b>	<b>3,232,000</b>	3,232,000	3,323,218	91,218
<b>Water Fund</b>	<b>2,900,000</b>	2,900,000	3,482,456	582,456
<b>Sewer Fund</b>	<b>2,730,000</b>	2,730,000	3,653,940	923,940
<b>Total Council</b>	<b>8,862,000</b>	<b>8,862,000</b>	<b>10,459,614</b>	<b>1,597,614</b>

It is noted that Council still has approximately \$6.73 million in debtors relating to the Disaster Recovery Financial Assistance claim owing as at the end of June 2024. Whilst the claims are still being processed,

## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024**

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Council still continues to forgo revenue on the amounts owed. The interest revenue forgone as at the end of June 2024 is estimated to be approximately \$336,500 year to date for the 2023/24 financial year.

### **COMMUNICATION AND CONSULTATION**

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#### **Community Engagement**

Not applicable

#### **Internal Communication and Consultation**

Not applicable

#### **External Communication and Consultation**

No applicable

### **SUSTAINABILITY ASSESSMENT**

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#### **Environment**

There are no environmental issues in relation to this report.

#### **Social**

There are no social issues in relation to this report.

#### **Broader Economic Implications**

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

#### **Culture**

There are no cultural issues in relation to this report.

#### **Governance**

There are no governance issues in relation to this report.

### **COUNCIL BUDGET IMPLICATIONS**

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Council's year to date investment returns exceeded budget by \$1,597,614, with \$1,506,396 of this revenue restricted to the water and sewer funds.

### **RELATED COUNCIL POLICY**

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Cash Investment Policy June 2024.

### **CONCLUSION**

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Council receive and note the Cash Investment Portfolio held at 30 June 2024.

### **ATTACHMENTS**

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1. June 2024 - Investment Report Summary [9.29.1 - 6 pages]

## Wingecarribee Shire Council Investment Report Summary

For the period ending 30 June 2024

### List of Investments

Council's investment portfolio as at 30 June 2024 consists of the following investments:

INVESTMENT PORTFOLIO AS AT 30 June 2024						
Institution	Type	Amount	Interest Rate	Investment Term - Days	Maturity Date	% Investment Portfolio
BOQ	Term Deposit	8,000,000	4.41%	731	02/09/2024	3.60%
CBA	Term Deposit	5,000,000	4.00%	720	16/09/2024	2.25%
AMP	Term Deposit	5,000,000	5.50%	364	26/07/2024	2.25%
CBA	Term Deposit	5,000,000	5.52%	365	02/08/2024	2.25%
CBA	Term Deposit	4,000,000	5.55%	365	07/08/2024	1.80%
CBA	Term Deposit	5,000,000	5.53%	365	20/08/2024	2.25%
CBA	Term Deposit	5,000,000	5.46%	364	23/08/2024	2.25%
CBA	Term Deposit	5,000,000	5.42%	365	27/08/2024	2.25%
CBA	Term Deposit	2,000,000	5.26%	365	29/08/2024	0.90%
CBA	Term Deposit	3,000,000	5.27%	365	30/08/2024	1.35%
NAB	Term Deposit	5,000,000	5.20%	365	11/09/2024	2.25%
ING	Term Deposit	5,000,000	5.35%	365	27/09/2024	2.25%
NAB	Term Deposit	2,500,000	5.25%	365	03/10/2024	1.13%
ING	Term Deposit	5,000,000	5.47%	365	01/11/2024	2.25%
Auswide	Term Deposit	8,000,000	5.50%	365	29/11/2024	3.60%
ING	Term Deposit	5,000,000	5.34%	365	04/12/2024	2.25%
BOQ	Term Deposit	5,000,000	5.35%	366	05/12/2024	2.25%
ING	Term Deposit	5,000,000	5.19%	335	16/12/2024	2.25%
NAB	Term Deposit	7,000,000	5.12%	343	07/01/2025	3.15%
NAB	Term Deposit	5,000,000	5.10%	345	16/01/2025	2.25%
NAB	Term Deposit	5,000,000	5.13%	357	30/01/2025	2.25%
ING	Term Deposit	5,000,000	5.20%	367	17/02/2025	2.25%
CBA	Term Deposit	5,000,000	4.93%	365	21/02/2025	2.25%
ING	Term Deposit	10,000,000	5.08%	364	28/02/2025	4.50%
GSB	Term Deposit	5,000,000	5.09%	365	06/03/2025	2.25%
NAB	Term Deposit	10,000,000	5.25%	367	28/04/2025	4.50%
NAB	Term Deposit	5,000,000	5.25%	322	18/03/2025	2.25%
NAB	Term Deposit	5,000,000	5.25%	350	15/04/2025	2.25%
GSB	Term Deposit	5,000,000	5.20%	356	12/05/2025	2.25%
GSB	Term Deposit	5,000,000	5.20%	365	21/05/2025	2.25%
GSB	Term Deposit	5,000,000	5.22%	313	01/04/2025	2.25%

**Wingecarribee Shire Council  
Investment Report Summary**  
For the period ending 30 June 2024

INVESTMENT PORTFOLIO AS AT 30 June 2024						
Institution	Type	Amount	Interest Rate	Investment Term - Days	Maturity Date	% Investment Portfolio
Auswide	Term Deposit	5,000,000	5.30%	365	29/05/2025	2.25%
ING	Term Deposit	5,000,000	5.23%	731	01/06/2026	2.25%
NAB	Term Deposit	5,000,000	5.25%	365	11/06/2025	2.25%
NAB	Term Deposit	5,000,000	5.50%	362	24/06/2025	2.25%
NAB	Term Deposit	5,000,000	5.48%	356	18/06/2025	2.25%
NAB	Term Deposit	5,000,000	5.18%	727	24/06/2026	2.25%
ING	Term Deposit	8,000,000	5.35%	731	29/06/2026	3.60%
CBA	Call Account	18,580,388	4.35%	NA	NA	8.37%
Bendigo	Call Account	1,017,542	1.45%	NA	NA	0.46%
Bendigo	Savings acc	50	0.00%	NA	NA	0.00%
<b>Total Investments</b>		<b>\$222,097,980</b>				<b>100.00%</b>

**Institution Legend**

AMP = AMP Limited  
ANZ = Australia & New Zealand Banking Group  
Auswide = Auswide Bank  
BOQ = Bank of Queensland  
BDCU = Berrima District Credit Union  
Bendigo = Bendigo & Adelaide Bank  
BankVIC = Bank Victoria

CBA = Commonwealth Bank of Australia  
GSB = Great Southern Bank (formerly CUA)  
IMB = IMB Bank  
ING = ING Direct  
ME = Members Equity Bank  
MyState = MyState Bank

NAB = National Australia Bank  
Newcastle = Newcastle Permanent  
St George = St George Bank  
WBC = Westpac Banking Corporation  
Rural = Rural Bank  
Judo = Judo Bank



## Wingecarribee Shire Council Investment Report Summary

For the period ending 30 June 2024

### Policy Compliance

Council's Investment Policy provides clear direction for the diversification of Council's investment portfolio. This ensures credit and diversification risk is managed in accordance with the adopted risk management framework, as outlined in Council's Policy.

### Individual Institution Limits

A summary of investments placed by institution is as follows:

Institution	S&P Short Term Rating	Maximum %	Actual %	Invested \$	Supports Fossil Fuels	Policy Compliance
NAB	A1+	40%	29.04%	64,500,000	YES	YES
CBA	A1+	40%	25.93%	57,580,388	YES	YES
ING	A1	25%	21.61%	48,000,000	YES	YES
AMP	A2	15%	2.25%	5,000,000	YES	YES
BOQ	A2	15%	5.85%	13,000,000	YES	YES
ME (acquired by BOQ)	A2	Combined with BOQ %		0	YES	YES
Bendigo	A2	15%	0.46%	1,017,592	NO	YES
MyState	A2	15%	0.00%	0	NO	YES
Auswide	A2	15%	5.85%	13,000,000	NO	YES
GSB	A2	15%	9.01%	20,000,000	NO	YES
BankVIC	A2	15%	0.00%	0	NO	YES
Judo	A3	10%	0.00%	0	NO	YES
<b>Total</b>			<b>100.00%</b>	<b>222,097,980</b>		

### Portfolio Credit Limits

A summary of investments placed by credit limit is as follows:

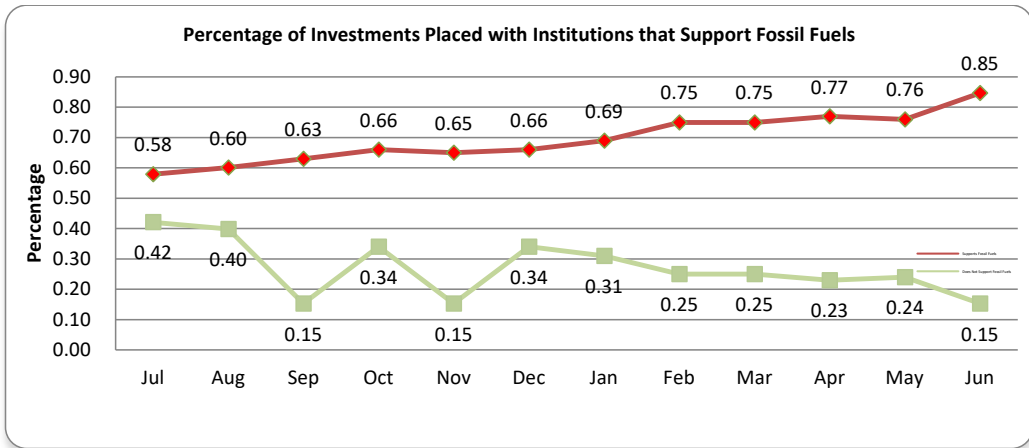
S&P Short Term Rating	Maximum %	Actual %	Invested \$	Policy Compliance
A1+	100%	54.97%	122,080,388	YES
A1	80%	21.61%	48,000,000	YES
A2	60%	23.42%	52,017,592	YES
A3	20%	0.00%	0	YES
Govt	25%	0.00%	0	YES
<b>Total</b>		<b>100.00%</b>	<b>222,097,980</b>	

**Wingecarribee Shire Council  
Investment Report Summary**  
For the period ending 30 June 2024

**Non-Fossil Fuel Investment Preferring**

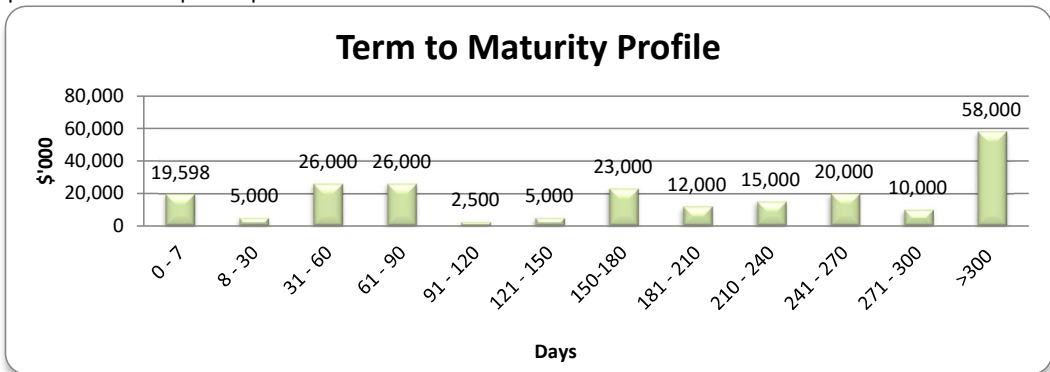
Council's adopted Investment Policy states a preference for placing funds with institutions that do not support the fossil fuel industry. The chart below identifies Council's percentage of investments placed with institutions that do not support the fossil fuel industry.

As investments mature Council will actively seek investments with institutions that do not support the fossil fuel industry, on the basis that they offer equivalent returns and are compliant with legislation and the objectives and parameters of the Investment Policy.



**Term to Maturity**

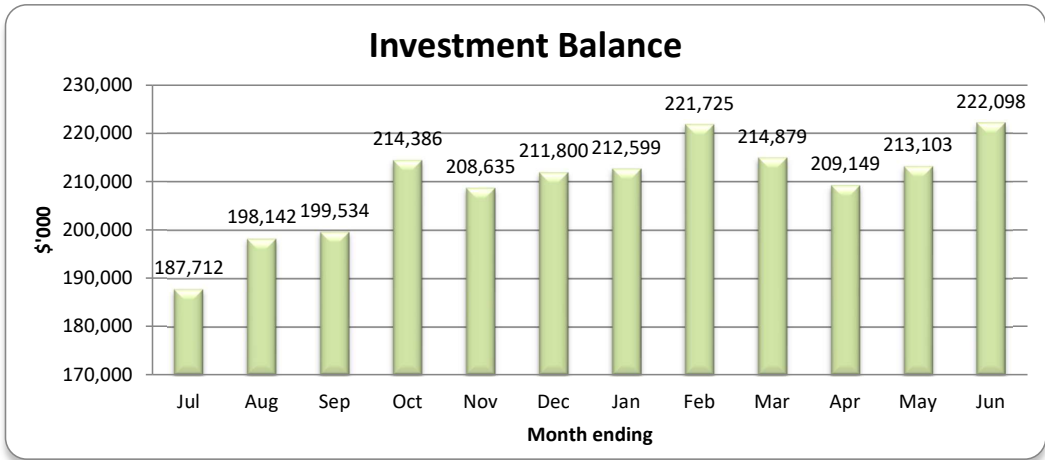
Investments have been placed giving due consideration to Council's liquidity requirements. Enough Working Capital is available to ensure Council continues to meet its ongoing cash flow requirements for operational and capital expenditure.



**Wingecarribee Shire Council  
Investment Report Summary**  
For the period ending 30 June 2024

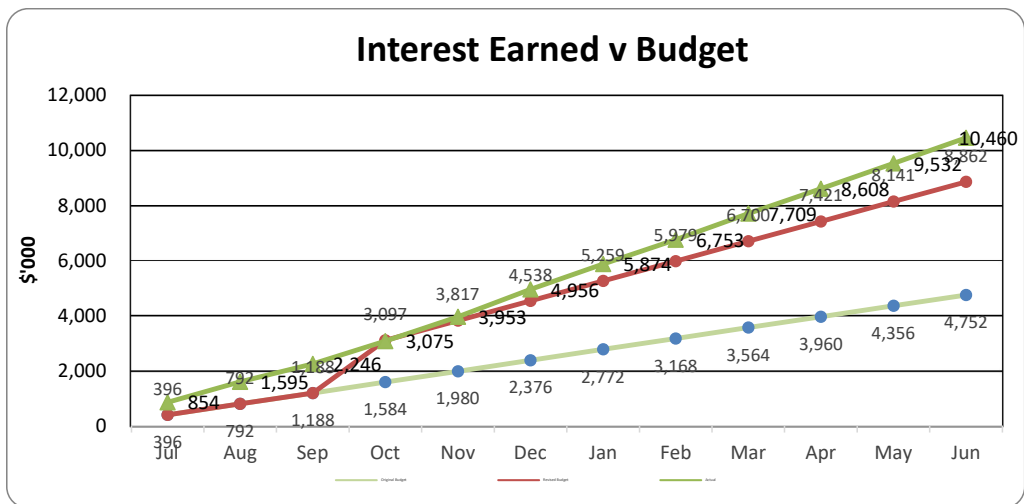
**Portfolio Performance**

Council's investment balance at the end of June 2024 was \$222.1 million. This has increased by \$8.99 million since the end of May 2024.



**Interest Revenue**

Council continues to seek the best available returns while managing the investment portfolio in accordance with Council's investment policy.

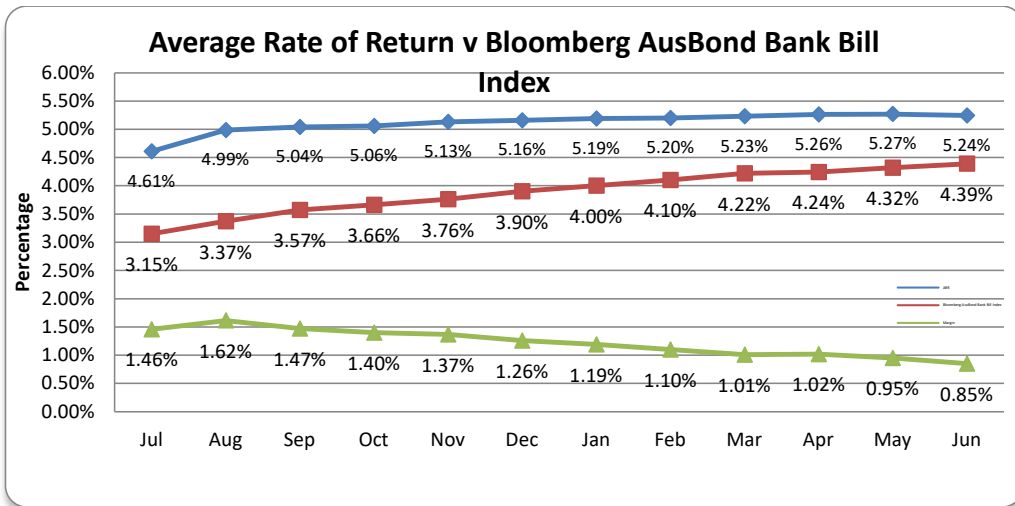


**Wingecarribee Shire Council  
Investment Report Summary**  
For the period ending 30 June 2024

**Performance against Benchmark**

Council's investment portfolio is benchmarked against the Bloomberg AusBond Bank Bill Index.

The average rate of return (ARR) achieved for June 2024 was 5.24% which has decreased by 0.03% since May 2024. The Bloomberg AusBond Bank Bill Index for 1 year was 4.39%. The margin against the Bloomberg AusBond Bank Bill Index was 0.85% for June 2024.



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## **9.30 Traffic Committee Meeting Minutes - 4 June 2024**

---

**Report of:** Elizabeth de Graaf  
Administration Officer

**Authorised by:** Karin Targa  
Director Service and Project Delivery

### **PURPOSE**

---

This report provides the Minutes of the Out of Session, Local Traffic Committee meeting held on 4 June 2024 to be received and noted.

### **OFFICER'S RECOMMENDATION**

---

**THAT Council receive and note the Minutes of the Out of Session, Local Traffic Committee meeting held on 4 June 2024.**

### **REPORT**

---

#### **BACKGROUND**

The Local Traffic Committee (the Committee) is established to provide advice to Council which enables Council to meet its responsibilities to Transport for NSW (TfNSW) as part of the powers delegated to it by TfNSW under the Transport Administration Act 1988.

The control of traffic functions delegated to TfNSW to Council are:

1. Regulation of traffic under Division 2 of Part 8 (Sections 116 to 119) of the Roads Act 1993;
2. Authorisation of prescribed traffic control devices covered under Division 1 Part 4 (Sections 50 to 55) of the Road Transport (Safety & Traffic Management) Act 1999; and
3. Authorisation of special event parking schemes under Division 2 of Part 5 (Clauses 122 and 123) of the Road Transport (Safety & Traffic Management) Regulation 1999 on public roads other than classified roads.

The Committee is an independent technical advisory Committee that assists Council to fulfil its responsibilities.

In accordance with the Local Traffic Committee Terms of Reference and resolution of Ordinary Council Meeting 8 December 2021, Council has sub-delegated the traffic management powers relating to Items 2 and 3 as listed above to the General Manager. Traffic management powers relating to Item 1 cannot be sub-delegated.

As a general guide, the following matters relate to the respective Items:

- Item 1 – Permanent installation of traffic control devices like speed humps, medians & blisters. As well as street closures and formalisation of one-way streets;
- Item 2 – Regulatory signs and line marking; and
- Item 3 – Temporary closures for special events.

## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024**

---

### **REPORT**

Local Traffic Committee meetings are held every two months at the Moss Vale Civic Centre and have opportunity for public participation.

However, there are times when a matter requires a review and approval of the Local Traffic Committee that cannot be accommodated within the timeframes of these bi-monthly meeting dates. In these instances, an out of session meeting is held electronically.

Items considered at these meetings are only for items that are of low public impact / interest or are contingent on enabling a community/public event to occur. The items considered are therefore overwhelmingly traffic control plans for events, which are regularly received only weeks before the event is scheduled to occur and so to help facilitate the delivery of events in the Shire the Local Traffic Committee will review through an out-of-session meeting.

#### **Out of Session Local Traffic Committee Meeting – 4 June 2024**

An Out of Session, Local Traffic Committee meeting was held on 4 June 2024.

The [Traffic Committee Meeting Agenda](#) is available on Council's website.

Traffic Committee recommendation number TC 2024/37 was eligible for approval under sub-delegation and has therefore already been approved.

### **CONCLUSION**

---

The item considered at the Out of Session, Local Traffic Committee meeting on 4 June 2024 was approved under sub-delegation, it is therefore recommended that Council receive and note the Minutes.

### **ATTACHMENTS**

---

1. Traffic Committee Minutes 4 June 2024 [9.30.1 - 4 pages]

# **MINUTES – out of session Local Traffic Committee**



*We're with you*

Tuesday 4 June 2024

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 17 JULY 2024**

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING  
TUESDAY 4 JUNE 2024**

---

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    1.1 Traffic Management For Bundanoon Winterfest 2024 ..... 4



**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 17 JULY 2024**

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING  
TUESDAY 4 JUNE 2024**

---

**MINUTES OF THE TRAFFIC COMMITTEE MEETING OF WINGECARRIBEE SHIRE COUNCIL HELD  
ELECTRONICALLY, ON TUESDAY 4 JUNE 2024**

**Present:**

<b>Formal (Voting) Members:</b>	Mr Shaun Robinson	Manager Assets
	Mr Ankit Bhangale	Transport for NSW
	Senior Constable Hayley Upton	NSW Police
	Mrs Katherine Wood	Representing the Member for Goulburn
	Mr Peter Edwards	Representing the Member for Wollondilly
<b>Informal (Non-Voting) Members:</b>	Mr Michael Rayner	Traffic Engineer
	Mr Luke Lukess	Berrima Buslines
	Mr Laurie Stewart	Southern Highlands Taxis, Hire Cars & Coaches
<b>Minutes:</b>	Mrs Liz de Graaf	Administration Officer

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024

## MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING TUESDAY 4 JUNE 2024

---

### 1 AGENDA REPORTS

---

#### 1.1 Traffic Management for Bundanoon Winterfest 2024

---

**Report Author:** Traffic Engineer

**Authoriser:** Karin Targa

#### PURPOSE

---

To review the Traffic Management Plan for Bundanoon Winterfest 2024, which is to be held on Railway Avenue, Bundanoon on Saturday 6 July 2024. The event is expected to have an attendance of up to 1500 people.

#### RECOMMENDATION

---

**THAT** the traffic arrangements proposed by All Area Traffic Services for Bundanoon Winterfest 2024 to be held on Railway Avenue, Bundanoon, on Saturday 6 July 2024 be approved subject to the implementation of the approved Traffic Management Plan and approval from NSW Police Service in accordance with the Guide to Traffic and Transport Management for Special Events for a Class 2 event.

TC 2024/37

Unanimous support:

Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member for Goulburn	✓

---

**9.31 Audit, Risk and Improvement Committee Meeting Minutes - 6 June 2024**

---

**Report of:** Warwick Lawrence  
Coordinator Governance

**Authorised by:** Pav Kuzmanovski  
Acting Director Corporate Strategy and Resourcing

**PURPOSE**

---

This report provides the Minutes of the Audit, Risk and Improvement Committee Meeting held on Thursday, 6 June 2024.

**OFFICER'S RECOMMENDATION**

---

**THAT the Minutes of the Audit, Risk and Improvement Committee Meeting held on Thursday, 6 June 2024 be received and noted.**

**BACKGROUND**

---

The Audit Risk and Improvement Terms of Reference were adopted by Council on 15 May 2024 (*MN 2024/112*) and came into effect on 1 July 2024. The Terms of Reference provide that the Audit Risk and Improvement Committee *"will provide an update to the governing body and the General Manager of its activities and opinions after every Committee meeting."*

**REPORT**

---

The Audit, Risk and Improvement Committee (the Committee) met on Thursday, 6 June 2024. The Committee will next meet in September 2024 and the attached Minutes will be confirmed at that meeting.

**ATTACHMENTS**

---

1. Draft Minutes - ARIC - 6 June 2024 [9.31.1 - 23 pages]

# **DRAFT MINUTES**

## **Audit, Risk and Improvement Committee**



*We're with you*

Thursday, 6 June 2024

Bong Bong Room, Wingecarribee Shire Council Civic Centre  
68 Elizabeth Street, Moss Vale

The meeting commenced at 10:40 am

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 17 JULY 2024**

**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE  
THURSDAY 6 JUNE 2024**

---

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<b>2 ACKNOWLEDGEMENT OF COUNTRY .....</b>	<b>4</b>
<b>3 APOLOGIES .....</b>	<b>4</b>
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---

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024

## MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE THURSDAY 6 JUNE 2024

---

MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING OF WINGECARRIBEE SHIRE COUNCIL HELD IN THE BONG BONG ROOM, CIVIC CENTRE, ELIZABETH STREET, MOSS VALE ON THURSDAY 6 JUNE 2024 COMMENCING AT 10:40 AM.

### Present:

**ARIC Members:** Mr Stephen Horne Chair  
Mr Mark McCoy  
Ms Simone Schwarz  
Mr Michael Quirk

**In Attendance:** Ms Lisa Miscamble General Manager  
Mr Pav Kuzmanovski Acting Director Corporate Strategy and Resourcing  
Mr Clinton McAlister Acting Director Communities and Place  
Ms Karin Targa Director Service and Project Delivery  
Ms Danielle Lidgard Manager Governance and Corporate Performance  
Mr Damien Jenkins Acting Chief Financial Officer  
Mr George Harb Chief Information Officer  
Mr Viraj Keer Coordinator Risk Management  
Mr Warwick Lawrence Coordinator Governance  
Ms Paige Zelunzuk Governance Officer

### Also in attendance

Ms Vanessa Berends KPMG  
Ms Adriana Marques KPMG  
Ms Aisling Kilgannon KPMG \*

**NOTE:** Some meeting participants attended the meeting remotely via Microsoft Teams audio visual link. This is indicated by \*. The remaining participants were present in the Bong Bong Room, Civic Centre for this meeting.

## 1 OPENING OF THE MEETING

The Chairperson opened the meeting and welcomed the Committee members.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024

## MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE THURSDAY 6 JUNE 2024

---

### 2 ACKNOWLEDGEMENT OF COUNTRY

The Chairperson acknowledged country:

“Wingecarribee Shire Council acknowledge the Gundungurra and Tharawal people as the traditional custodians of this land we now call the Wingecarribee Shire. I pay my respect to Elders both past, present and emerging. I would also like to extend that respect to all Aboriginal and Torres Strait Islanders present here or online today.”

### 3 APOLOGIES

Nil.

### 4 ADOPTION OF MINUTES OF PREVIOUS MEETING

#### ARIC 2024/17

That the minutes of the Audit, Risk and Improvement Advisory Committee meeting held on 7 March 2024 ARIC 2024/1 to ARIC 2024/16 inclusive, copies of which were forwarded to Committee members, be adopted as a correct record of the proceedings of the meeting.

### 5 DECLARATIONS OF INTEREST

Nil.

## MATTER ARISING - IN CAMERA MEETINGS

The Chair advised the ARIC held separate in-camera meetings immediately prior to this meeting with:

- The General Manager
- The Internal Auditor, KPMG
- The Professional Conduct Coordinator

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024

## MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE THURSDAY 6 JUNE 2024

---

### 6 GENERAL MANAGER UPDATE

---

#### 6.1 Update to ARIC on Organisational Matters

---

**Report Author:** General Manager

**Authoriser:** General Manager

#### PURPOSE

---

To provide an update to the ARIC on organisational matters.

#### PROCEEDINGS IN BRIEF

---

The General Manager addressed the meeting.

#### PRECIS

---

An overview of organisational matters was provided.

#### DISCUSSION

---

The General Manager provided the ARIC with an update on organisational matters including:

- structural changes within the organisation involving revised reporting lines to the General Manager to include the Chief Financial Officer and noting that People and Culture will now form part of the Corporate Strategy and Resourcing Directorate
- the appointment of Michael McCabe as Director Communities and Place
- the appointment of Shelley Jones as Director Corporate Strategy and Resourcing
- the Road Map is progressing well with salary system review to be completed with the finalisation of back-payments by the end of June.
- Councillor candidate training sessions and the councillor induction program
- the housing target of 55,000 set by the Department of Planning for Regional NSW and funding programs to assist regional councils
- road infrastructure and the impact of rain and natural disasters
- the opening of the Emergency Operations Centre

The ARIC discussed the update on organisational matters including:

- whether the State Government, with its funding model at state level, assists natural disaster recovery.
- The General Manager discussed the administrative burden and inflexibility of the change in administration and assessment at Transport for NSW in 2022
- The General Manager also discussed the cumulative impact of multiple disaster events.

The ARIC noted that before the meeting, in camera conversations were held with the General Manager and KPMG to discuss the following:

- investigation into responses to procurement matters
  - the responses from the General Manager and the recommendations from the internal audit
-



**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 17 JULY 2024**

**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE  
THURSDAY 6 JUNE 2024**

---

**COMMITTEE RESOLUTION**

ARIC 2024/18

**MOTION**

**THAT the Audit, Risk and Improvement Committee note the report.**

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 17 JULY 2024**

**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE  
THURSDAY 6 JUNE 2024**

---

**7 REPORTS**

---

**7.1 Human Resources Processes and Controls Internal Audit Report**

---

**Report Author:** Coordinator Governance  
**Authoriser:** Acting Director Corporate Strategy and Resourcing

**PURPOSE**

---

This report presents the Human Resources Processes and Controls Internal Audit Report.

**PROCEEDINGS IN BRIEF**

---

Ms Vanessa Berends , Director and Adriana Marques, Associate Director of KPMG addressed the meeting.

**PRECIS**

---

The Human Resources Processes and Controls Internal Audit Report was presented.

**DISCUSSION**

---

The internal audit considered human resource processes and controls. It was noted that:

- the review of all documentation is recommended
- the inefficiencies of manual human resource processes may be alleviated with the implementation of the HRIS system

The ARIC noted:

- the importance of Directors agreeing to the dates for implementation of the recommended actions
- that in cases of limited resources, management may need to accept the risk in the meantime noting that risk management is more important than binding recommendations
- the need to prioritise actions and keep ARIC informed as priorities change

**COMMITTEE RESOLUTION**

ARIC 2024/19

**MOTION**

**THAT the Audit, Risk and Improvement Committee note the report.**

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 17 JULY 2024**

**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE  
THURSDAY 6 JUNE 2024**

---

**7.2 Policy Internal Audit Report**

---

**Report Author:** Coordinator Governance  
**Authoriser:** Acting Director Corporate Strategy and Resourcing

**PURPOSE**

---

This report presents the Policy Compliance Internal Audit Report provided by KPMG on Council's Code of Conduct, Gifts and Benefits and Employee Expenses policies.

**PROCEEDINGS IN BRIEF**

---

Ms Adriana Marques, Associate Director of KPMG, addressed the meeting.

**PRECIS**

---

The Policy Internal Audit Report was presented.

**DISCUSSION**

---

The internal audit undertook a policy compliance health check. It was noted that:

- the Code of Conduct aligns with the OLG Guidelines
- the current procedure for documentation regarding employee expenses needs to be updated to align with Council's policy
- the recommendations of the report to be implemented by December 2024

The ARIC noted the importance of ensuring alignment between procedure and practice with Council's policy.

**COMMITTEE RESOLUTION**

ARIC 2024/20

***MOTION***

***THAT the Audit, Risk and Improvement Committee note the report.***

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024

## MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE THURSDAY 6 JUNE 2024

---

### 7.3 Procurement Internal Audit Report

---

**Report Author:** Coordinator Governance  
**Authoriser:** Acting Director Corporate Strategy and Resourcing

#### PURPOSE

---

This report presents the Procurement Internal Audit Report provided by KPMG.

#### PROCEEDINGS IN BRIEF

---

Ms Vanessa Berends , Director KPMG, addressed the meeting.

#### PRECIS

---

The Procurement Internal Audit Report was presented.

#### DISCUSSION

---

The internal audit assessed procurement compliance processes. It was noted:

- compliance and control issues related to purchase order requirements, purchase order splitting and amendment and tendering requirements
- procurement training is recommended for all relevant staff
- the opportunity to review workflows and reporting through the TechOne system to identify any instances of non-compliance

The ARIC discussed:

- the effectiveness of TechOne in relation to partial approvals and monthly reporting
- the Chief Financial Officer discussed the need for oversight by Procurement which can be built into the workflow of TechOne
- the ability for Council to meet the timelines recommended in the report. The Chief Financial Officer advised that some timeframes may now need to be extended as an expected Procurement Coordinator has advised they will not be commencing with Council
- KPMG's categorisation of the report as high risk suggesting that it is a high risk environment, susceptible to corruption, if rules are unclear or not followed. As such, the ARIC will pay close attention to resolving the issues highlighted in the audit report.

#### COMMITTEE RESOLUTION

ARIC 2024/21

#### **MOTION**

**THAT the Audit, Risk and Improvement Committee note the report.**

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 17 JULY 2024**

**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE  
THURSDAY 6 JUNE 2024**

---

**7.4 Internal Audit Activity Status**

---

**Report Author:** Governance Officer  
**Authoriser:** Acting Director Corporate Strategy and Resourcing

**PURPOSE**

---

This report provides the ARIC with an update on the status of the Internal Audit services performed against the Internal Audit Plan for FY24.

**PROCEEDINGS IN BRIEF**

---

Ms Vanessa Berends, Director, KPMG addressed the meeting.

**PRECIS**

---

The status of the Internal Audit services performed against the approved Strategic Internal Audit Plan for FY24 was presented.

**DISCUSSION**

---

During the meeting the ARIC discussed:

- including the tendering and contract award processes in the Contract Management Processes Internal Audit report to be undertaken in the first quarter of FY25. The ARIC requested that KPMG scope the request and submit it to ARIC for consideration.
- the internal mechanisms around the Closure of Audit Action Items Audit Report that has been added to the Q1 FY25 plan
- the ARIC noted its appreciation of the work Vanessa Berends had performed in her role as Director KPMG and the importance of maintaining continuity with Council's relationship with KPMG .

**COMMITTEE RESOLUTION**

ARIC 2024/22

**MOTION**

**THAT the Audit, Risk and Improvement Committee note the report.**

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 17 JULY 2024**

**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE  
THURSDAY 6 JUNE 2024**

---

**7.5 Integrated Risk Management Update**

---

**Report Author:** Coordinator Integrated Risk Management  
**Authoriser:** Acting Director Corporate Strategy and Resourcing

**PURPOSE**

---

This report provides the ARIC with an update in the activities undertaken in risk management.

**PROCEEDINGS IN BRIEF**

---

The Coordinator Integrated Risk Management addressed the meeting.

**PRECIS**

---

An update on the activities undertaken in risk management was provided.

**DISCUSSION**

---

The following matters were discussed:

- the recent changes as a result of the Office of Local Government's Guidelines for Risk Management and Internal Audit for Local Government in NSW
- that the progress of the draft policy and risk framework is on track for implementation by 1 July 2024
- the ARIC to review the draft risk policy out-of-session before it goes to Council
- the importance of maintaining a risk management culture while dealing with consistent change
- the establishment of 'Risk Hub', a system to assist with quarterly risk reporting and monitoring of risk actions in the strategic and operational risk registers
- the ARIC Chair acknowledged the engagement of KPMG to provide ongoing risk services and provide support to management in embedding the integrated risk management framework

**COMMITTEE RESOLUTION**

ARIC 2024/23

***MOTION***

***THAT the Audit, Risk and Improvement Committee note the report.***

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
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**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE  
THURSDAY 6 JUNE 2024**

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**7.6 ICT Update**

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**Report Author:** Chief Information Officer  
**Authoriser:** Acting Director Corporate Strategy and Resourcing

**PURPOSE**

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The purpose of this report is to provide an update on the progress made in addressing the action items outlined in the report presented to the committee in March 2023 along with current topics.

**PROCEEDINGS IN BRIEF**

---

The Chief Information Officer addressed the meeting.

**PRECIS**

---

The report provided a progress update regarding the action items outlined in the report presented to the ARIC in March 2023.

**DISCUSSION**

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The following matters were discussed:

- draft Disaster Recovery Plan ready for independent review and then referral to Executive, after which it will be brought to ARIC
- progress of the ICT Roadmap including Planning Portal Integration, live Application Tracker, Bookable, eServices and the digitisation of records
- the inclusion of AI in the Cyber Security Framework
- the nature, response, notification and supporting documentation regarding a data breach caused by a ransomware attack targeting a third party service provider. The Chief Information Officer advised Council is no longer using the service provider and has decommissioned the previously existing account
- the Chief Information Officer explained the next steps with its current provider to satisfy Council's concerns regarding data management

**COMMITTEE RESOLUTION**

ARIC 2024/24

**MOTION**

**THAT the Audit, Risk and Improvement Committee note the report.**

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 JULY 2024

## MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE THURSDAY 6 JUNE 2024

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### 7.7 Finance Report

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**Report Author:** Deputy Chief Financial Officer  
**Authoriser:** Acting Director Corporate Strategy and Resourcing

#### PURPOSE

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This report provides the projections of Council's financial position for the period ending 31 March 2024 and the 2023/24 budget adjustments adopted by Council on 17 April 2024.

#### PROCEEDINGS IN BRIEF

---

The Acting Chief Financial Officer addressed the meeting.

#### PRECIS

---

The acting Chief Financial Officer presented Council's financial position for the period ending 30 March 2024 and the 2023/24 Budget adjustments adopted by Council on 17 April 2024.

#### DISCUSSION

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The ARIC discussed the following items:

- the change to the reporting format so that every budget adjustment over \$20,000 is now reported to Council
- adoption of the Loan Borrowings Policy
- the review of Council's Working Capital Benchmark to align with the LG Solutions calculation, and the revised working capital benchmark increase from \$5 to \$5.8M
- education for Councillors regarding financial statements
- Council's non-fossil fuel investment preferencing
- the revised timeline, following consultation with the Office of Local Government, regarding End of Year Financial Statements and, noting the compressed timeframe, arranging an Extraordinary Meeting of the ARIC to consider and provide feedback on the Financial Statements.

#### ACTION

Liaise with ARIC members to determine mutual availability for an Extraordinary Meeting of the ARIC to be held in early September.

#### COMMITTEE RESOLUTION

ARIC 2024/25

#### MOTION

**THAT the Audit, Risk and Improvement Committee note the report.**



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**7.8 Quarterly Delivery Program and Operational Plan Update - January to end March 2024**

---

**Report Author:**                   **Manager Governance and Corporate Performance**  
**Authoriser:**                   **Acting Director Corporate Strategy and Reourcing**

**PURPOSE**

---

The purpose of this report is to provide an overview of Council's progress towards delivering its Delivery Program, Operational Plan 2023/24 and financial position and projections for the period ending 31 March 2024. A separate report of the update of Council's Financial position is presented separately to this meeting

**PROCEEDINGS IN BRIEF**

---

The Manager Governance and Corporate Performance addressed the meeting.

**PRECIS**

---

An overview of Council's progress towards delivering its Delivery Program, Operational Plan 2023/24 and financial position and projections for the period ending 31 March 2024.

**DISCUSSION**

---

The ARIC discussed Council's progress towards achieving the deliverables in the 2023/24 Operational Plan noting that nearly 80% are on track or completed, with some delays a result of resourcing challenges.

**COMMITTEE RESOLUTION**

ARIC 2024/26

**MOTION**

**THAT the Audit, Risk and Improvement Committee note the report.**

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**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE  
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**7.9 Legal Matters**

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**Report Author:** Coordinator Governance  
**Authoriser:** Acting Director Corporate Strategy and Resourcing

**PURPOSE**

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The purpose of this report is to provide the Audit Risk and Improvement Committee (ARIC) with an update on the status of Council's current legal matters as at 30 April 2024.

**PROCEEDINGS IN BRIEF**

---

The Manager Governance and Corporate Performance addressed the meeting.

**PRECIS**

---

An update on the status of Council's current legal matters at 30 April 2024 was presented.

**DISCUSSION**

---

The ARIC confirmed the revised format of the legal report with future reports to include comparisons with data from previous quarterly reporting periods.

**COMMITTEE RESOLUTION**

ARIC 2024/27

***MOTION***

***THAT the Audit Risk and Improvement Committee note the report.***

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**7.10 Related Party Disclosures Policy**

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**Report Author:** Deputy Chief Financial Officer  
**Authoriser:** Acting Director Corporate Strategy and Resourcing

**PURPOSE**

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For the Audit, Risk and Improvement Committee to consider the Related Party Disclosures Policy and provide input.

**PROCEEDINGS IN BRIEF**

---

The Deputy Chief Financial Officer addressed the meeting.

**PRECIS**

---

Council's draft updated Related Party Disclosures Policy was presented to the ARIC .

**DISCUSSION**

---

The following matters were discussed:

- a desktop review of dozen comparable councils' policies was undertaken
- the policy has been updated to reflect Council's current structure and reformatted in its current policy template
- Whether the policy should be brought back into Council as a process in the form of an Operational Management Standard
- It was noted that councillors would not be subject to an Operational Management Standard and that, in view of recent ICAC findings, it would be prudent to continue with the implementation of the policy as it ensures a high expectation of compliance and accountability

**COMMITTEE RESOLUTION**

ARIC 2024/28

**MOTION**

**THAT the Audit, Risk and Improvement Committee endorse the policy in its current format.**

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**7.11 Cash Investment Policy**

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**Report Author:** Deputy Chief Financial Officer  
**Authoriser:** Acting Director Corporate Strategy and Resourcing

**PURPOSE**

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For the Audit, Risk and Improvement Committee to consider the Cash Investment Policy and provide input.

**PROCEEDINGS IN BRIEF**

---

The Deputy Chief Financial Officer addressed the meeting.

**PRECIS**

---

Council's draft updated Cash Investment Policy was presented to the ARIC .

**DISCUSSION**

---

It was noted that the policy has been updated as required by legislation and reformatted in the current Council policy template.

**COMMITTEE RESOLUTION**

ARIC 2024/29

**MOTION**

**THAT the Audit, Risk and Improvement Committee endorse the policy in its current format.**

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**7.12 Outstanding Internal Audit Recommendations**

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**Report Author:** Governance Officer

**Authoriser:** Acting Director Corporate Strategy and Resourcing

**PURPOSE**

---

This report provides an update to the ARIC on the implementation of outstanding recommendations from previous internal audits.

**PROCEEDINGS IN BRIEF**

---

The Manager Governance and Corporate Performance addressed the meeting.

**PRECIS**

---

An update on the implementation of outstanding recommendations from previous internal audits was presented.

**DISCUSSION**

---

The ARIC discussed:

- that a review of those actions outstanding for more than a year should be undertaken and, once reviewed, those actions be brought back to ARIC. The Manager Governance and Corporate Performance advised she will work with the owners of the outstanding recommendations to reassess the required actions.
- KPMG advised they would work with management to provide a review of the outstanding recommendations.

**ACTION**

Council to provide ARIC with a briefing on the new project management framework at a future meeting.

Newly appointed Director of Communities and Place to provide the ARIC with an update of the Development Assessment space at the next ARIC meeting.

**COMMITTEE RESOLUTION**

ARIC 2024/30

**MOTION**

***THAT the Audit, Risk and Improvement Committee note the Outstanding Internal Audit Recommendations Progress Report for June 2024 (Attachment 1).***

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**7.13 External Audit Management Letter Recommendations Update**

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**Report Author:** Governance Officer  
**Authoriser:** Acting Director Corporate Strategy and Resourcing

**PURPOSE**

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This report provides the ARIC with an update on the status of recommendations from previous Management Letters by Council's External Auditors.

**PROCEEDINGS IN BRIEF**

---

The Manager Governance and Corporate Performance addressed the meeting.

**PRECIS**

---

The status of recommendations from previous Management Letters by Council's External Auditors was presented.

**DISCUSSION**

---

The ARIC noted that outstanding recommendations have progressed.

**COMMITTEE RESOLUTION**

ARIC 2024/31

***MOTION***

***THAT the Audit, Risk and Improvement Committee note the report.***

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**7.14 Update on ARIC Actions**

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**Report Author:** Governance Officer  
**Authoriser:** Acting Director Corporate Strategy and Resourcing

**PURPOSE**

---

The purpose of this report is to provide an update on the progress of 2024 Audit, Risk and Improvement Committee (ARIC) action items.

**PROCEEDINGS IN BRIEF**

---

The Manager Governance and Corporate Performance addressed the meeting.

**PRECIS**

---

The update on the progress of the ARIC action items for 2024 was presented and the following items were discussed:

- The timing of the 2024 election of Councillors and the introduction of ARIC
- Noting the OLG requirement that ARIC meet with the Council early in its initial term, It was suggested that this occur around the time of adoption the Delivery Program

**ACTION**

Council to clarify its date trajectory to meet the Modern Slavery requirement with reference to the "Guidance on Reasonable Steps" issued by the Officer of the Anti-Slavery Commissioner for NSW in December 2023.

**COMMITTEE RESOLUTION**

ARIC 2024/32

**MOTION**

**THAT the Audit, Risk and Improvement Committee note the report.**

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**7.15 General Manager Update**

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**Report Author:           General Manager**

**THIS MATTER WAS ITEM WAS DEALT WITH ITEM 6.1 - General Manager Update**



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**7.16 Service Review Prioritisation Program**

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**Report Author:**               **Manager Governance and Corporate Performance**  
**Authoriser:**                 **Acting Director Corporate Strategy and Resourcing**

**PURPOSE**

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The purpose of this report is to provide the Service Review Prioritisation Matrix that has been developed to support Council's Delivering Better Services Framework. The matrix is provided for ARIC's review and feedback.

**PROCEEDINGS IN BRIEF**

---

The Manager Governance and Corporate Performance addressed the meeting.

**PRECIS**

---

The Service Review Prioritisation Matrix that has been developed to support Council's Delivering Better Service Framework was presented.

**DISCUSSION**

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The ARIC noted its approval of the proposed prioritisation matrix.

**COMMITTEE RESOLUTION**

ARIC 2024/33

**MOTION**

**THAT the Audit, Risk and Improvement Committee note the report.**

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**8 DATE OF NEXT MEETING**

The next meeting will be held on 5 September 2024 in the Bong Bong Room, Civic Centre, 68 Elizabeth Street, Moss Vale commencing at 10.40am with in camera meetings to commence at 10.00am.

**9 MEETING CLOSURE**

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 1.04PM

- 10 QUESTIONS TAKEN ON NOTICE**
- 11 MEETING CLOSURE**