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2025-2035

# Wingecarribee 2035 Community Strategic Plan

THIS DOCUMENT IS A WORKING DRAFT. IT IS INTENTIONALLY NOT GRAPHICALLY DESIGNED UNTIL ALL COMMUNITY FEEDBACK IS CONSIDERED.  
THE FINAL VERSION WILL BE PRESENTED TO COUNCIL FOR ENDORSEMENT FOLLOWING THE PUBLIC EXHIBITION PERIOD.

DRAFT VERSION

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## Acknowledgement of Country

Wingecarribee Shire Council acknowledges the Gundungurra and Dharawal people as the Traditional Custodians of this land. We pay our respects to the Traditional Custodians, their Ancestors who cared for this Country for many thousands of years, and their Elders and descendants who continue to care for Country.

## Our Community's Vision for 2035 – our North Star



Our community is growing and changing, with more of our residents entering their senior years—a trend that is expected to continue. To ensure Wingecarribee remains a vibrant and inclusive place for people of all ages, our Community Strategic Plan includes proactive strategies to create a balanced, thriving community. By fostering opportunities for both older and younger generations, we aim to build a Shire where everyone can live, work, and enjoy life together. In Wingecarribee, family is more than just who we live with—it's about love, connection, and mutual support. Families come in many forms, from extended families to chosen families and close-knit community networks.

Our vision for 2035 is to create a community where every generation feels supported and connected. We're committed to strengthening the bonds between neighbours, businesses, community groups, and government, ensuring that everyone has opportunities to participate, collaborate, and grow together. By fostering a welcoming, inclusive, and family-friendly community, we are building a future where Wingecarribee is truly the best place in NSW for families to live and thrive.

## Introduction

### About this Plan – Shaping our future together

The Wingecarribee 2035 Community Strategic Plan is our roadmap to 2035, setting a clear vision and meaningful goals for everyone who calls this region home—our residents, businesses, community groups, and partners. It's more than just a document; it's a shared commitment to creating a thriving, connected, and sustainable future.

At the heart of this Community Strategic Plan are the principles of social justice, shaping both our vision and strategies. This means ensuring fairness and equity in decision-making and resource distribution, so that everyone—no matter their background or circumstances—has access to the services and opportunities they need to thrive here. By embracing inclusion, participation, and shared responsibility, we can build a stronger, more connected community where no one is left behind.

This Plan strikes a crucial balance between fostering a liveable and thriving local economy, with sustainable housing and accessible services while preserving the stunning natural environment that defines the Wingecarribee region. Considered, sustainable growth and planning, strong governance, and genuine community engagement are key, ensuring that as our community evolves, we maintain the character, charm, and liveability that define our Shire.

From improved infrastructure and enhanced community facilities to protecting our unique environment, this Plan reflects what matters most to our community. It is our collective vision to ensure Wingecarribee Shire is a welcoming place where families and residents of all ages can enjoy a high quality of life, connect with one another, and access the services and opportunities they need to thrive.

### Who is this Plan for?

This Community Strategic Plan has been developed on behalf of and for our Wingecarribee community and stakeholders. While Council will guide and support this Plan, it's our collective commitment and investment that will turn vision into action. That's why this Plan not only lays out strategies for success but also suggests ways different groups can contribute, ensuring that everyone has a role in building a thriving, connected, and sustainable future. It is a tool to be used by our service providers, community groups and service clubs when seeking and securing funding and investments that support vital community initiatives.

This plan also guides business and industry, helping them align their investments with local needs while driving progress toward our shared vision for Wingecarribee.

Additionally, all levels of government, along with our elected representatives, can use this plan when considering service provision for the community, and to prioritise advocacy efforts that will create meaningful change that supports our vision.

However, we can't do this alone. Success relies on collaboration, and we are committed to working closely with our community partners to bring this vision to life.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## Working together for our future - Council's role

The Wingecarribee Shire Community Strategic Plan isn't just a Council initiative—it's a shared commitment between all levels of government, community organizations, businesses, industries, and the people who call this place home. Together, we can achieve more than any one group could alone.

While the Council takes the lead in initiating, preparing, and maintaining this Plan, its success relies on strong partnerships and collective action. By collaborating, advocating, and leading, we can shape a future where Wingecarribee remains a thriving, connected, and resilient community for generations to come.

Council plays different roles depending on the task at hand:

**Leader** – Driving initiatives and delivering key projects.

**Partner** – Working side by side with community groups, businesses, agencies and government.

**Advocate** – Championing the needs and aspirations of our community at all levels of government.

By working together, we can turn vision into reality—creating a stronger and more sustainable future for everyone in Wingecarribee.



### Leader

Lead role in delivery of physical infrastructure, essential services and community facilities, as well as plan and provide strategic direction through policy and practices.



### Partner

Partnership role to work with all levels of Government, private and community organisations in areas with shared responsibility or influence. Council encourages a collective effort towards delivering the community's long-term objectives.



### Advocate

Advocacy Role to support and speak on behalf of the community it represents regarding a wide range of issues that are important to the community and working with key decision makers to drive beneficial change.



## AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

### This Plan is shaped by you

The plan is a vision for the future of Wingecarribee - a reflection of the voices, ideas, and aspirations of our community. Since consultation began in 2023, more than 1,800 people have contributed, helping to shape the direction of this plan.

Throughout 2023 and 2024, we connected with the community in workshops, local events, stakeholder meetings, pop-up sessions, surveys, drawing sheets, and online discussions. We also reviewed regional and state priorities to ensure our plan reflects both local needs and the bigger picture.

#### We asked:

*What makes your community a great place to live?*

*What do you think are the main challenges facing your community?*

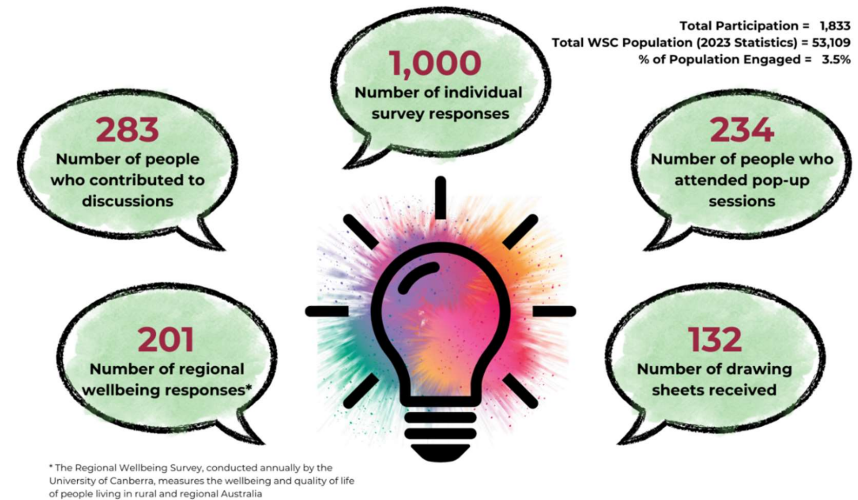
*What is one thing you would like to see achieved in your community in the next 10 years?*

#### Here's what our community said is important for the future:

- Housing for all - Affordable, accessible housing and reducing homelessness.
- Better infrastructure - Safer, improved roads and highways.
- Stronger health services - Better access to mental health care and high-quality medical services within the Shire.
- Protecting our environment - Climate leadership, clear carbon targets, and responsible stewardship of our natural spaces.
- Enhanced open spaces and recreation - Walking and cycling paths that connect towns and villages, dog-friendly areas, and upgraded playgrounds and aquatic facilities.

We also considered feedback from community reference panels and other Council-led engagement efforts. Using all this input, we developed the draft Community Strategic Plan (CSP) framework in November 2024, and to ensure we got it right, we held additional community, industry and Councillor engagement sessions to refine the plan before finalising this draft.

This plan is truly a collaborative effort—built by the community, for the community. Together, we're shaping a future where Wingecarribee continues to be a vibrant, connected, and thriving place for generations to come.



# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## Important Influences

When developing this Community Strategic Plan, we've taken a close look at how federal, state and regional priorities impact our community's future

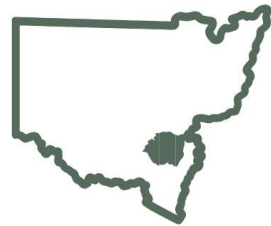
These plans shape our approach to important issues like transportation, growth, sustainability, and regional development.

By aligning our local strategies with these broader goals, we're making sure that Wingecarribee's future is not only vibrant and sustainable but connected to the wider region, state and nation. Together, we can build a stronger, more resilient community.



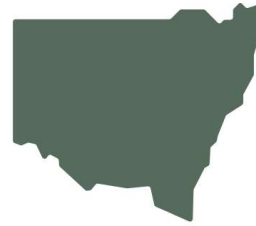
### Delivered at the Local Level

- [Wingecarribee 2040 Local Strategic Planning Statement](#)
- [Wingecarribee Local Housing Strategy – Housing our Community](#)
- [Southern Highlands Destination Strategy 2020-2030](#)
- [Environment and Climate Change Strategy Community Emissions Action Plan \(CEAP\)](#)
- [Strategic Asset Management Plan 2017-2027](#)
- [Community and Recreational Facilities Strategy 2022-2041](#)
- [Waste and Resource Management Strategy 2023-2032](#)
- [Disability Inclusion Action Plan 2022-2026](#)
- [Positive Ageing Strategy and Action Plan 2016-2026](#)
- [Youth Strategy and Action Plan 2016-2026](#)
- [Reflect Reconciliation Action Plan](#)



### Delivered at the Regional Level

- [South East and Tablelands Regional Plan 2041](#)
- [South East and Tablelands Strategic Regional Integrated Transport Plan](#)
- [Wingecarribee Regional Economic Development Strategy \(2023 Update\)](#)
- [Destination Southern NSW: Destination Management Plan 2022-2030](#)
- [Destination Sydney Surrounds South: Destination Management Plan 2022-2030](#)
- [Canberra Region Economic Development Strategy 2022](#)
- [CRJO Resilience Blueprint for South East NSW](#)



### Delivered at the State Level

- [NSW Climate Change Adaptation Action Plan 2025-2029](#)
- [NSW Future Energy Strategy and Action Plan](#)
- [NSW State Infrastructure Strategy 2022-2042](#)
- [NSW Economic Blueprint 2040](#)
- [NSW State Health Plan - Future Health 2022-2032](#)
- [NSW Visitor Economy Strategy 2030](#)



### Delivered at the Federal Level

- [Infrastructure Australia Strategy 2021](#)
- [National Climate Resilience and Adaptation Strategy 2021-2025](#)
- [Thrive 2030 Strategy – Reimagining the Visitor Economy](#)
- [Australia's Biodiversity and Conservation Strategy 2010-2030](#)
- [National Digital Economy Strategy 2030](#)
- [Make it Happen: Modern Manufacturing Strategy 2020](#)
- [National Agreement on Closing the Gap 2020](#)
- [National Waste Policy and Action Plan 2019](#)
- [Regional Investment Framework 2023](#)
- [Early Years Strategy 2024-2034](#)
- [Office of Youth: Engage Strategy 2024](#)

## Our Community Plan – Wingecarribee 2035

This Community Strategic Plan is built around five key themes that reflect what makes Wingecarribee unique:

- **Our People** - It's welcoming here. Families thrive, and people of all generations live together in a diverse, connected community.
- **Our Places** - It's easy to live, work and play here. We have what we need to feel at home: each of our towns and villages are unique and we value our natural spaces.
- **Our Environment** - We value our natural living environment. We protect, maintain and regenerate our natural environment and the lifestyle it supports for future generations.
- **Our Economy** - We grow, support and promote local jobs, businesses, clean industry and investment.
- **Our Leadership** - We are engaged, forward thinking and we work together for Wingecarribee.

Each theme highlights the outcomes (what we are working towards) and the strategies (how we will get there) that we can all work together to achieve—whether it's strengthening our community connections, creating great places, protecting our natural beauty, boosting our local economy, or providing strong leadership.

The plan outlines who in our community can help us in delivering on these strategies and includes indicators that will be used to measure our progress in achieving the outcomes and moving towards our vision.

This plan is about collaboration and shared action—as we work together to turn these strategies into reality, we're ensuring that our collective efforts will shape a vibrant, sustainable, and inclusive future for everyone.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
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***Our People***

*It's welcoming here. Families thrive, and people of all generations live together in a diverse, connected community.*

<b>Where we want to be (Outcomes)</b>	<b>How will we get there? (Strategies)</b>	<b>Who do we need to work with? (Partners)</b>
<b>We are safe, active and healthy</b>	<p>Promote healthy and active lifestyle choices <b>(Council's Role: Leader, Partner, Advocate)</b></p> <p>Provide places and opportunities to play and be active <b>(Council's Role: Leader, Partner, Advocate)</b></p> <p>Provide places and programs so that we feel safe wherever we are, day or night <b>(Council's Role: Partner, Advocate)</b></p>	<p><b>State Government</b> (Dept of Creative Industries, Tourism, Hospitality and Sport, NSW Dept of Communities and Justice, NSW Institute of Sport, NSW Crime Commission, NSW Office of Sport, NSW Police)</p> <p><b>Non-Government Organisations and Local Businesses</b></p> <p><b>Community Groups and Village Associations</b></p> <p><b>Local Sporting Clubs</b></p> <p><b>Health Care Providers</b></p>
<b>We are creative and always learning</b>	<p>Foster creativity and provide cultural experiences and celebrate cultural life <b>(Council's Role: Leader, Partner, Advocate)</b></p> <p>Provide opportunities to learn and grow our skills and knowledge <b>(Council's Role: Partner, Advocate)</b></p>	<p><b>Federal Government</b></p> <p><b>State Government</b> (NSW Dept of Education, State Library of NSW, Create NSW, Careers NSW, Training Services NSW)</p> <p><b>Education Providers &amp; Registered Training Organisations (RTOs)</b></p> <p><b>Non-Government Organisations</b></p> <p><b>Creative Industries</b></p> <p><b>Local businesses</b></p> <p><b>Community Groups</b></p>
<b>We come together to connect and celebrate</b>	<p>Provide opportunities for participation in community life through vibrant community events and festivals <b>(Council's Role: Leader, Partner)</b></p> <p>Increase the availability and accessibility of services, programs and activities that support a thriving community <b>(Council's Role: Leader, Partner, Advocate)</b></p> <p>Provide accessible spaces for people to meet and build community relationships <b>(Council's Role: Leader, Partner, Advocate)</b></p> <p>Promote and provide opportunities to enhance the sense of belonging in the community <b>(Council's Role: Leader, Partner)</b></p>	<p><b>State Government</b> (Dept of Creative Industries, Tourism, Hospitality and Sport, Destination NSW, Create NSW)</p> <p><b>Non-Government Organisations</b></p> <p><b>Community Groups and Village Associations</b></p> <p><b>Creative Industries</b></p> <p><b>First Nations Peoples</b></p> <p><b>Local Emergency Response Agencies</b></p> <p><b>Local businesses</b></p>
<b>We rebalance the aging population trend, with the number of younger residents outpacing the number of older residents</b>	<p>Attract and retain younger demographic <b>(Council's Role: Leader, Partner, Advocate)</b></p> <p>Develop policy and make decisions that support the retention and growth of a younger demographic <b>(Council's Role: Leader, Advocate)</b></p> <p>Provide opportunities for older and younger demographics to mix and thrive together <b>(Council's Role: Leader, Partner, Advocate)</b></p>	<p><b>State Government</b></p> <p><b>Non-Government Organisations</b></p> <p><b>Community Groups</b></p>

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**How we measure progress**

Indicator	Where are we now? (Baseline)	Desired Trend or Target	Source
Median Age	48 (2021 ABS Census)	Median age is reducing	ABS Census
Population mix	58% <55yrs 2021	% < 55 yrs is increasing	ABS Census
Percentage of Family Households in the Shire	71.7% (2021 ABS Census)	% Increasing	ABS Census
Percentage of population attending an Educational Institution	Tertiary – University or other higher education 9.5% Tertiary – Vocational education (TAFE / Private RTOs) 9.0% Secondary – 24.1% Primary – 28.3% Preschool - 7.2% (2021 ABS Census)	% Increasing	ABS Census
Percentage of population that did voluntary work through an organisation or group in the last 12 months	18.0% (2021 ABS Census)	% Increasing	ABS Census
Local Health data - Percentage of population with no Long-term Health Condition(s)	56.0% (2021 ABS Census)	% Increasing	ABS
Crime data (# of incidents) - Break and Enter	85 (2024 BOSCAR Data)	# Decreasing	<a href="#">BOSCAR</a>
Crime data (# of Incidents) - Domestic Violence Related Assault - <i>investigating availability of local data</i>	84 (2024 BOSCAR Data)	# Decreasing	<a href="#">BOSCAR</a>
Crime data (# of Incidents) - Intimidation, Stalking and Harassment	190 (2024 Boscar Data)	# Decreasing	<a href="#">BOSCAR</a>
Crime data (# of Incidents) - Sexual Assault, Touching, Sexual Act and other Sexual Offences	99 (2024 Boscar Data)	# Decreasing	<a href="#">BOSCAR</a>
Crime and Safety Index	4/7 – (2021 Survey Results) (1 = low levels of safety and 7 = high levels of safety)	Increasing Score	University of Canberra Regional Wellbeing Survey
Number of Arts and Recreation Services Jobs (#)	395 Jobs (2021 ABS Census)	# Increase	<a href="#">Profile ID</a>
Health & Wellbeing Index	7.6/10 (2024 Community Views Survey)	Maintain or increase	Id.com
Getting Involved in the Community index	2.9/7 (2021 survey results) (1= low levels of participation and 7 – high levels of participation)	Increasing score Higher = better	University of Canberra Regional Wellbeing Survey
Happiness Index – <i>investigating availability of LGA data</i>	TBC	TBC	TBC
People living in Wingecarribee with a mental health condition	4,605 People (2021 Profile ID) 8.7% of the Population	# Decreasing % of the Population Decreasing	<a href="#">Profile ID</a>

## Our Places

*It's easy to live, work and play here. We have what we need to feel at home: each of our towns and villages are unique and we value our natural spaces.*

Where we want to be (Outcomes)	How will we get there? (Strategies)	Who do we need to work with? (Partners)
<b>We can easily get to the places we want to be</b>	<p>Provide safe and accessible parking, cycleways, footpaths, trails and shared pathways to actively move around with ease <b>(Council's Role: Leader, Partner)</b></p> <p>Provide a safe and well-maintained road network <b>(Council's Role: Leader)</b></p> <p>Advocate for accessible and efficient public transport systems <b>(Council's Role: Advocate)</b></p>	<p><b>Federal Government</b></p> <p><b>State Government</b> (Transport NSW, Infrastructure NSW)</p> <p><b>Transport Providers</b></p> <p><b>Developers</b></p>
<b>We have access to a place to live</b>	<p>Invest in activating our town centres and villages and maintain the green in between <b>(Council's Role: Leader, Partner)</b></p> <p>Provide diverse and affordable housing options <b>(Council's Role: Leader, Advocate)</b></p> <p>Plan and manage our growth in a way that supports our social and environmental goals <b>(Council's Role: Leader, Partner, Advocate)</b></p>	<p><b>Federal Government</b></p> <p><b>State Government</b> (NSW Dept of Planning, Housing &amp; Infrastructure, Infrastructure NSW, Regional Development Australia Southern Inland, Land and Housing Corporation NSW, Property and Development NSW, Heritage Council of NSW, Independent Planning Commission, Department of Primary Industries and Regional Development)</p> <p><b>Business &amp; Industry Groups</b></p> <p><b>Community Groups and Village Associations</b></p> <p><b>Developers</b></p>
<b>We have the services and facilities we need to live and work here.</b>	<p>Provide accessible community facilities and services <b>(Council's Role: Leader, Partner)</b></p> <p>Create and retain vibrant places and people spaces <b>(Council's Role: Leader, Partner)</b></p> <p>Provide reliable and resilient infrastructure <b>(Council's Role: Leader, Advocate)</b></p>	<p><b>Federal Government</b></p> <p><b>State Government</b> (NSW Dept of Planning, Housing &amp; Infrastructure, Infrastructure NSW, Regional Development Australia Southern Inland, Department of Primary Industries and Regional Development)</p> <p><b>Business &amp; Industry Groups</b></p> <p><b>Community Groups and Village Associations</b></p> <p><b>Developers</b></p>
<b>We have places that support children, young people and families</b>	<p>Advocate for investment into services and facilities that ensure Wingecarribee families are well-supported <b>(Council's Role: Advocate)</b></p>	<p><b>Federal Government</b></p> <p><b>State Government</b> (NSW Dept of Planning, Housing &amp; Infrastructure, Infrastructure NSW, Regional Development Australia Southern Inland, Department of Primary Industries and Regional Development)</p> <p><b>Developers Business &amp; Industry Groups</b></p>

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
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**How we measure progress**

Indicator	Where are we now? (Baseline)	Desired Trend or Target	Source
Population Density - Population / km2	20 ppl / km2	% Increase* Target 24 ppl/km2	ABS
Resident Population (#)	52,709 ppl	# Increasing 63,998 ppl –growth projection per NSW Government	ABS
Average number of people per household (#)	2.44 (2021 ABS Census)	2.6 (increase encouraged by multigenerational housing)	ABS
Affordable Housing Indicator Rental Stress - Avg Rent Costs / Income (%)	41.7% (2021 ABS Census)	% Decreasing Lower = Better	Economy ID
Total Number of Dwellings (#)	23,618 (2021 ABS Census)	# Increasing +5,500 Additional Dwellings – medium growth projection *Higher growth projection subject to implied dwelling demand in adopted South East and Tablelands Regional Plan 2041	ABS
SEIFA Index of Relative Socio-Economic Disadvantage (IRSD) for Wingecarribee Shire	1,046 Wingecarribee (2021 ABS Index Score)	Maintain or increase Higher = Better	Profile ID, SEIFA
SEIFA Index of Advantage and Disadvantage for Wingecarribee Shire	1,016 NSW (2021 ABS Index Score) 1,031 Wingecarribee (2021 ABS Index Score) 1,002 Moss Vale (2021 ABS Index Score) 986 Yerrinbool District (2021 ABS Index Score) 982 Hill Top, Balmoral, Colo Vale (2021 ABS Index Score)	Increasing score for any villages lower than NSW Average Score	<a href="#">Profile ID, SEIFA</a>
Access to roads and public transport index	2.6/7 (2021 Survey Results) (1= low levels of participation and 7 – high levels of participation)	Increasing score Higher = better	University of Canberra Regional Wellbeing Survey
Access to local government services index	3.9/7 (2021 Survey Results) (1= low levels of participation and 7 – high levels of participation)	Increasing score Higher = Better	University of Canberra Regional Wellbeing Survey
Total Length of Footpaths in the Shire (km)	170km (2024 Asset Management Plan)	Increasing	Council Data
Total Length of Cycleways in the Shire (km)	78km (2024 Asset Management Plan)	Increasing	Council Data

## *Our Environment*

*We value our natural living environment. We protect, maintain and regenerate our natural environment and the lifestyle it supports for future generations.*

<b>Where we want to be (Outcomes)</b>	<b>How will we get there? (Strategies)</b>	<b>Who do we need to work with? (Partners)</b>
<b>We protect and nurture our natural environment</b>	<p>Sustainably manage our natural resources <b>(Council's Role: Leader, Partner, Advocate)</b></p> <p>Protect, nurture and live in harmony with country and our natural environment <b>(Council's Role: Leader, Partner, Advocate)</b></p> <p>Protect our waterways and own our role as a drinking water catchment <b>(Council's Role: Leader, Partner)</b></p> <p>Incorporate local First Nations knowledge into our environmental management practices <b>(Council's Role: Partner)</b></p>	<p><b>Federal Government</b></p> <p><b>State Government</b> (NSW Dept of Climate Change, Energy, the Environment and Water, NSW Environment Protection Authority (EPA), National Parks and Wildlife Service, Environment and Heritage Group, Resources Regulator NSW, Forestry Corporation of NSW, NSW Resources, NSW Environmental Trust)</p> <p><b>Non-Government Organisations</b></p> <p><b>Business and Industry Groups</b></p> <p><b>Community Groups</b></p> <p><b>Volunteers</b></p> <p><b>First Nations Community and Traditional Owners</b></p>
<b>We are clean, green and resilient</b>	<p>Reduce our reliance on non-renewable energy and carbon emissions <b>(Council's Role: Leader, Advocate)</b></p> <p>Prepare for, and bounce back from natural disasters <b>(Council's Role: Leader, Partner)</b></p> <p>Reduce and minimise contaminants and pollutants in our air, water and soil <b>(Council's Role: Leader, Partner)</b></p>	<p><b>Federal Government</b></p> <p><b>State Government</b> (NSW Dept of Climate Change, Energy, the Environment and Water, NSW Environment Protection Authority (EPA), National Parks and Wildlife Service, Environment and Heritage Group, Resilience NSW, NSW Environmental Trust, Net Zero Emissions and Clean Economy Board, NSW Reconstruction Authority, NSW RFS, SES, other emergency response agencies)</p> <p><b>Business and Industry Groups</b></p> <p><b>Regional Councils</b></p> <p><b>Developers</b></p> <p><b>Community Groups</b></p>
<b>We responsibly and respectfully manage our resources</b>	<p>Minimise waste and maximise our available resources <b>(Council's Role: Leader, Partner)</b></p> <p>Transition towards a circular and regenerative economy by finding innovative ways to reuse materials, connect all our activities and address waste <b>(Council's Role: Partner, Advocate)</b></p>	<p><b>Federal Government</b></p> <p><b>State Government</b> (NSW Dept of Climate Change, Energy, the Environment and Water, NSW Environment Protection Authority (EPA), NSW Environmental Trust)</p> <p><b>Business and Industry Groups</b></p> <p><b>Developers</b></p> <p><b>Community Groups</b></p> <p><b>Community</b></p>



**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**How we measure progress**

Indicator	Where are we now? (Baseline)	Desired Trend or Target	Source
Average Volume of Mixed-Waste generated per Household Per Week (kg)	8.2kg / Week	Kg Decrease	WSC
Average Percentage of Waste diverted from Landfill (%)	56% (2024 WSC Stats)	% Increase 80% Target by 2030 as per our Waste Strategy	WSC
Typical Residential Bill for usage of Water and Sewer (\$ per connected property)	\$1,487.72 (2023 Stats)	\$ Decreasing	NSW Government DPIE – <a href="#">Local water utility performance   NSW Government Water</a>
CO2e emissions per capita	16.41906 (2022 Stats)	Decreasing Target: as per State mandates	Link: <a href="#">Snapshot Climate - Australian Emissions Profiles</a>
Tree Canopy Cover in the Shire	34.4% approximate percentage based on Land Zone Mapping by WSC (2024) Baseline comparison TBC with: <a href="https://www.movementandplace.nsw.gov.au/place-and-network/built-environment-indicators/tree-canopy">https://www.movementandplace.nsw.gov.au/place-and-network/built-environment-indicators/tree-canopy</a>	Maintain or % Increase	Council Data – Wingecarribee Urban Tree Management Strategy is currently in development
Water Quality in the Shire – <i>investigating availability of LGA data</i>	TBC	TBC	TBC
Total Protected Land Area (ha)	82,044ha (2022 ABS Data)	Maintain	<a href="#">ABS</a>
Number of Cultural Burns on Council-owned or managed bushlands	2 per annum in FY2023/24 (Council Data)	Maintain or # Increase	Council Data

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
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## Our Economy

*We grow, support and promote local jobs, businesses, clean industry and investment.*

Where we want to be (Outcomes)	How will we get there? (Strategies)	Who do we need to work with? (Partners)
<b>We grow local businesses and jobs</b>	<p>Support and empower local business and industry (Council's Role: Partner, Advocate)</p> <p>Provide opportunity for innovators and attract investment (Council's Role: Advocate)</p> <p>Proactively grow the economy through infrastructure and services (Council's Role: Leader, Partner, Advocate)</p>	<p><b>Federal Government</b></p> <p><b>State Government</b> (NSW Dept of Planning, Housing and Infrastructure, Infrastructure NSW, Property and Development NSW, Destination NSW, Destination Sydney Surrounds South (DSSS), Dept Primary Industries and Regional Development, National Trust)</p> <p><b>Non-Government Organisations</b></p> <p><b>Business and Industry Groups</b></p> <p><b>Local Businesses</b></p> <p><b>Community Groups</b></p> <p><b>Community</b></p>
<b>We work and live in the Shire</b>	<p>Foster the creation of local jobs (Council's Role: Partner, Advocate)</p> <p>Encourage and foster new technologies and ways of working to keep our community and economy connected (Council's Role: Advocate)</p>	<p><b>Federal Government</b></p> <p><b>State Government</b> (NSW Dept of Planning, Housing and Infrastructure, Regional NSW, Regional Development Southern Inland, Destination NSW, Destination Sydney Surrounds South (DSSS), Dept Primary Industries and Regional Development, National Trust)</p> <p><b>Business and Industry Groups</b></p> <p><b>Local Businesses</b></p> <p><b>Community Groups</b></p> <p><b>Regional Councils</b></p>
<b>We are a visitor destination</b>	<p>Attract and host events that create investment and visitation (Council's Role: Leader, Partner, Advocate)</p> <p>Promote our Southern Highlands brand so that we are known for our unique offerings and experiences (Council's Role: Advocate)</p> <p>Facilitate a visitor economy that supports our environmental and social goals (Council's Role: Leader, Partner)</p>	<p><b>Federal Government</b></p> <p><b>State Government</b> (NSW Dept of Planning, Housing and Infrastructure, Regional NSW, Regional Development Southern Inland, Destination NSW, Destination Sydney Surrounds South (DSSS), Dept Primary Industries and Regional Development, National Trust)</p> <p><b>Business and Industry Groups</b></p> <p><b>Community Groups</b></p> <p><b>Local Creative Industries</b></p> <p><b>First Nations Community</b></p> <p><b>Local Emergency Response Agencies</b></p> <p><b>Local Businesses</b></p> <p><b>Rural Industries</b></p>

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**How we measure progress**

Indicator	Where are we now? (Baseline)	Desired Trend or Target	Source
Number of Businesses (#)	6,475 (2023 EconomyID Stats)	# Increasing	Economy ID
Gross Regional Product (\$)	\$3,854,000 (2023 EconomyID Stats)	# Increasing	Economy ID
Agricultural Production as a % of Regional NSW	0.2% (2021 EconomyID)	% Increasing	Economy ID
Number of Jobs (#)	40,513 (2021 ABS Census)	# Increasing	<a href="#">ABS</a>
Percentage of Residents that live and work in the Shire (%)	70.2% (2021 ABS Census)	% Increasing Target = 80%	ABS Link: <a href="#">Profile ID</a>
Unemployment Rate (%)	3% (2021 ABS Census)	% Decreasing	ABS
Migration (net gain/loss of people)	+2,505 (2021 ABS Census)	# Increasing	Economy ID
Total Number of Annual Domestic Visitors	1.78M (Year Ended June 2024)	# Increasing	Link: <a href="#">Destination Southern Highlands</a>
Total Number of Domestic Nights Spent	1.83M ((Year Ended June 2024)	# increasing	Link: <a href="#">Destination Southern Highlands</a>
Average Length of Stay - Domestic Overnight Visitors	2.1 Nights (Year Ended June 2024)	# Increasing	Link: <a href="#">Tourism Research Australia Destination Southern Highlands</a>
Average Length of Stay - International Overnight Visitors	15.5 Nights (Year Ended June 2024)	# Increasing	Link: <a href="#">Tourism Research Australia Destination Southern Highlands</a>
Total Estimated Domestic Visitor Spend	\$457M (Year Ended June 2024)	#increasing	Link: <a href="#">Destination Southern Highlands</a>

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
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***Our Leadership***

***We are engaged, forward thinking and we work together for Wingecarribee.***

<b>Where we want to be (Outcomes)</b>	<b>How will we get there? (Strategies)</b>	<b>Who do we need to work with? (Partners)</b>
<b>We deliver our future together</b>	<p>Strengthen community confidence in democratic processes and trust in government <b>(Council's Role: Leader, Partner)</b></p> <p>Cultivate partnerships between government, service providers, communities and businesses for maximum community value <b>(Council's Role: Leader, Partner)</b></p> <p>Advocate for the things that matter to the community <b>(Council's Role: Advocate)</b></p>	<p><b>Federal Government</b></p> <p><b>State Government</b> (Office of Local Government NSW, NSW Dept of Planning, Housing and Infrastructure, Regional NSW, Dept of Primary Industries and Regional Development, Resilience NSW)</p> <p><b>Business and Industry</b></p> <p><b>Local Businesses</b></p> <p><b>Community Groups</b></p> <p><b>Creative Industries</b></p> <p><b>Community</b></p>
<b>We have a strong community voice</b>	<p>Promote evidence-based decision making <b>(Council's Role: Leader)</b></p> <p>Increase opportunities for people of all ages and stages to participate in matters that impact them <b>(Council's Role: Leader, Partner)</b></p> <p>Encourage participation in leadership and volunteering opportunities <b>(Council's Role: Leader, Partner)</b></p> <p>Increase capacity for active citizenship and future focused thinking <b>(Council's Role: Leader, Partner)</b></p>	<p><b>Business and Industry Groups</b></p> <p><b>Local Businesses</b></p> <p><b>Community Groups</b></p> <p><b>Creative Industries</b></p> <p><b>Community</b></p>

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**How we measure progress**

Indicator	Where are we now? (Baseline)	Desired Trend or Target	Source
Percentage of Residents who Volunteer (%)	18.0% (2021 ABS Census)	% Increasing Target = 20%	ABS
Satisfaction with Council (%)	49% at least somewhat satisfied (2024 Survey Results)	% Increasing	Community Survey (WSC)
Council Image / Trust (%)	14% rated as Good/Excellent	% Increasing	Community Survey (WSC)
Having a Say and Being Heard Index	4.1/7 – (2021 Survey Results)	Increasing Score Higher = Better	University of Canberra Regional Wellbeing Survey

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

How it all fits together – alignment with Regional, State and National Strategies & Plans

The goals and strategies in this Wingecarribee 2035 Community Strategic Plan have been developed to align with and reflect principles that are relevant to a broad range of national, state and local plans.

State and Regional Plans	People	Places	Environment	Economy	Leadership
<a href="#">South East and Tablelands Regional Plan 2041</a>	✓	✓	✓	✓	✓
<a href="#">South East and Tablelands Strategic Regional Integrated Transport Plan</a>	✓	✓	✓	✓	✓
<a href="#">NSW Climate Change Adaptation Action Plan 2025-2029</a>			✓		✓
<a href="#">NSW Future Energy Strategy and Action Plan</a>		✓	✓		✓
<a href="#">Wingecarribee Regional Economic Development Strategy (2023 Update)</a>	✓	✓	✓	✓	✓
<a href="#">NSW State Infrastructure Strategy 2022-2035</a>		✓	✓	✓	
<a href="#">NSW Economic Blueprint 2040</a>	✓	✓	✓	✓	✓
<a href="#">NSW State Health Plan - Future Health 2022-2032</a>	✓	✓			✓
<a href="#">Destination Southern NSW: Destination Management Plan 2022-2030</a>	✓	✓		✓	
<a href="#">Destination Sydney Surrounds South: Destination Management Plan 2022-2030</a>	✓	✓		✓	
<a href="#">NSW Visitor Economy Strategy 2030</a>	✓	✓		✓	
<a href="#">Canberra Region Economic Development Strategy 2022</a>				✓	✓
<a href="#">CRJO Resilience Blueprint for South East NSW</a>			✓		✓
<a href="#">Drought Resilience Plan (in development with Goulburn Mulwaree Council)</a>			✓		✓
Council Strategies and Plans	People	Places	Environment	Economy	Leadership
<a href="#">Wingecarribee 2040 Local Strategic Planning Statement</a>	✓	✓	✓	✓	✓
<a href="#">Southern Highlands Destination Strategy 2020-2030</a>	✓	✓		✓	✓
<a href="#">Environment and Climate Change Strategy</a>		✓	✓		✓
<a href="#">Wingecarribee Local Housing Strategy – Housing our Community</a>	✓	✓	✓		
<a href="#">Community Emissions Action Plan (CEAP)</a>		✓	✓	✓	✓
<a href="#">Strategic Asset Management Plan 2017-2027</a>	✓	✓	✓	✓	✓
<a href="#">Community and Recreational Facilities Strategy 2022-2041</a>	✓	✓	✓	✓	✓
<a href="#">Waste and Resource Management Strategy 2023-2032</a>		✓	✓		
<a href="#">Disability Inclusion Action Plan 2022-2026</a>	✓			✓	✓
<a href="#">Positive Ageing Strategy and Action Plan 2016-2026</a>	✓	✓			✓
<a href="#">Arts and Culture Strategic Plan 2015-2031</a>	✓	✓		✓	
<a href="#">Plans of Management (Various)</a>	✓	✓	✓		
<a href="#">Youth Strategy and Action Plan 2016-2026</a>	✓	✓			✓
<a href="#">Parks Strategy 2016-2026</a>	✓	✓	✓		
<a href="#">Wingecarribee Shire Council Reflect Reconciliation Action Plan</a>	✓	✓			✓
<a href="#">Wingecarribee Integrated Transport Strategy (in development)</a>		✓		✓	

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
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Federal Strategies, Plans and Supporting Documents	People	Places	Environment	Economy	Leadership
<a href="#">Thrive 2030 Strategy – Reimagining the Visitor Economy</a>	✓	✓	✓	✓	✓
<a href="#">Australia's Biodiversity and Conservation Strategy 2010-2030</a>	✓	✓	✓		✓
<a href="#">Infrastructure Australia Strategy 2021</a>	✓	✓	✓	✓	✓
<a href="#">National Climate Resilience and Adaptation Strategy 2021-2025</a>	✓	✓	✓	✓	✓
<a href="#">National Digital Economy Strategy 2030</a>	✓			✓	✓
<a href="#">National Digital Economy Strategy 2030 – infographic</a>	✓			✓	✓
<a href="#">Make it Happen: Modern Manufacturing Strategy 2020</a>	✓		✓	✓	
<a href="#">Future Made in Australia Plan – website resource</a>	✓	✓	✓	✓	✓
<a href="#">National Agreement on Closing the Gap 2020</a>	✓	✓	✓	✓	✓
<a href="#">National Waste Policy and Action Plan 2019</a>	✓	✓	✓	✓	✓
<a href="#">Regional Investment Framework 2023</a>	✓	✓	✓	✓	✓
<a href="#">Early Years Strategy 2024-2034</a>	✓	✓			
<a href="#">Office of Youth: Engage Strategy 2024</a>	✓	✓			✓
<a href="#">National Access to Justice Partnership Agreement 2024</a>	✓				✓
<a href="#">National School Reform Agreement 2020</a>	✓	✓			
<a href="#">National Skills Agreement 2023</a>	✓			✓	✓
<a href="#">National Foundation Skills Strategy 2025-2035</a>	✓			✓	✓
<a href="#">National Agreement on Social Housing and Homelessness 2024</a>	✓	✓			✓
<a href="#">National Mental Health and Suicide Prevention Agreement 2022</a>	✓	✓			✓
<a href="#">National Health Reform Agreement 2020</a>	✓	✓			✓

### Monitoring our progress

Every four years, through the State of our Region Report, we'll share updates on our progress towards reaching the community's goals. This will help us reflect on what we've achieved and guide the development of the next Community Strategic Plan, ensuring that we continue to move forward together and make Wingecarribee an even better place for all.



# Draft Volunteer Management Policy



*We're with you*





## Draft Volunteer Management Policy

<b>Document Type</b>	[Insert document type, for example, 'Council Policy', 'OMS']
<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]
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<b>Responsible Business Unit</b>	[Insert]
<b>Review Schedule</b>	[Governance to insert]
<b>Review Date</b>	[Governance to insert]

DRAFT



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## 1 Objectives

The objective of the Policy are:

- Provide an overarching framework for consistent volunteer management across all Council business units for formal volunteering activities and events
- Establish a high quality and consistent standard approach to recruiting, training, and managing volunteers across all areas and activities of Council
- Detail opportunities for community members to participate in Council programs or services as volunteers
- Provide an approach that promotes volunteers being treated ethically and with equity, fairness, respect
- Promote the health, safety, and wellbeing of volunteers while undertaking volunteering activities in the Workplace

## 2 Scope

This Policy applies to all volunteers, committees and sub-committees involved in Council activities or programs, including Council staff that volunteer to be involved in such activities or programs outside of their work hours. To avoid doubt, this Policy applies to volunteer committees and casual volunteering.

## 3 Policy Statement

Council is committed to creating opportunities for volunteers that are productive, meaningful and of benefit to the community and the volunteer but do not replace the work of paid staff. Council will endeavour to treat volunteers as equals, receive training where necessary, given appropriate recognition and support and protected through the provision of a safe and healthy workplace. Council is committed to increasing volunteering opportunities that may lead to skills development and learning opportunities.

### Selection, Engagement and Management of Volunteers

3.1 Volunteering is open to any person older than 16 years of age and under the age of 90 who has been assessed as capable of carrying out the Volunteer activities.

3.2 Volunteers must be approved by Council before undertaking any volunteering activities. Council may prescribe specific prerequisites for a volunteer performing certain activities (e.g. specific qualifications and/or medical clearance, Working with Children Check) to ensure the safety of the volunteer and/or others involved in the activity.

3.3 All required prerequisites will be included in the Volunteer Registration Pack that must be completed by all volunteers and reviewed by Council before the volunteer is approved.

3.4 Volunteers will be appropriately managed, supervised and supported by Council in a way that is consistent with the duties being performed.

3.5 Council reserves the right to suspend or terminate the services of a volunteer or discontinue the running of an activity without notice as outlined in Council's Volunteer Handbook.



### Identifying Activities Involving Volunteers

3.6 Council will identify activities within Council that involve, or are likely to involve, volunteers, including, but not limited to:

- Community events
- Non-event activities (such as park and bush maintenance)
- Community services and fundraising
- Council committees and sub-committees
- Community projects, committees, or groups where skill-based volunteering is required to assist Council in service delivery outcomes for the LGA

3.7 Written approval must be obtained from Council prior to the commencement of any task to undertaken by a volunteer who has been deemed competent to carry out the task. Approval for certain tasks contained within the volunteer's position description can be provided by Council on an ongoing basis. For any work or activity relating to a program of works or relating to an unplanned event, the relevant Council officer must be contacted for approval prior to that work or activity being commenced.

### Inclusive Volunteering

3.8 Council understands the role of volunteering as a means of community empowerment, social inclusion, and skill development for all individuals, including people with disabilities.

3.9 Council is committed to providing reasonable adjustments and accessible volunteering opportunities to ensure the participation of people with disabilities. Council will work with the volunteer to determine any required accommodations. Where necessary, volunteers with disabilities may request support persons or aides to assist them during activities, subject to Council's approval.

### Obligations of Volunteers

3.10 Volunteers are required to comply with Wingecarribee Shire Council's Code of Conduct, Work, Health, Safety and other relevant Policies and Procedures.

### Work Health and Safety

3.11 Under the *Work Health and Safety Act 2011 (NSW)*, volunteers are deemed to be a worker of Council and as such are owed a statutory duty of care while undertaking activities on behalf of Council.

3.12 Council will provide guidance to volunteers regarding the identification and management of risks and hazards.

3.13 Volunteers have a responsibility to conduct themselves in a manner that would not place them or other persons at risk while undertaking Council-related activities or carrying out those activities on Council-owned premises or facilities.

### Work Health and Safety

3.14 Council has a duty to provide a safe workplace for volunteers. If identified risks cannot be eliminated, control measures must be implemented to reduce risks so far as is reasonably practicable.

3.15 As a worker, volunteers have a duty under the *Work Health and Safety Act (2011)* to take reasonable care for their own health and safety and that of others. This can include but is not limited to:



Following all reasonable instructions given by Council:

- Read, understand, and cooperate with Policies, Procedures, Safe Work Method Statements and Safe Work Procedures provided by Council
- Raise any health and safety concerns in relation to Volunteer activities with the program supervisor
- Do not perform tasks that the Volunteer has not been trained or approved by Council
- Do not engage in unsafe behaviour

### Reimbursement of Expenses

3.16 Council will consider reimbursement for any pre-approved expenses reasonably incurred in connection with the performance of volunteer activities. A volunteer making a claim for reimbursement must supply Council with proof of the expense claimed.

### Insurance

3.17 Appropriate and adequate insurance coverage will be provided to volunteers who aged over 18 years and under the age of 90 years. For volunteers aged under 18 years, limited coverage will be provided.

### Media

3.18 Volunteers are not permitted to make any comments to the media in relation to their involvement with any volunteering activities they undertake with Council. Any queries for a statement to the media must be referred to Council's Communications team.

### Training

3.19 Volunteers must attend all training required by Council that is relevant to their duties. Training materials will be made accessible (e.g., large print, captioning) and reasonable accommodations provided, such as offering alternative formats or individual support for volunteers with disabilities.

## 4 Responsibilities

Responsibilities for the implementation of this Policy are shared as follows:

### 4.1 Councillors

Councillors shall:

- Provide leadership in adhering to the requirements of this Policy

### 4.2 Executive

The Executive shall:

- Lead staff (either directly or through delegated authority) in their understanding of and compliance with this Policy and related documents

### 4.3 Manager People and Culture

The Manager People and Culture 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
- Develop and maintain internal processes and procedures for the ongoing recruitment, onboarding, management and off-boarding of approved volunteers



#### **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:

- Adhere to this Policy and the responsibilities set out in related documents

### **5 Definitions**

<b>Council</b>	Means Wingecarribee Shire Council
<b>Formal Volunteering</b>	Means volunteering that takes place within organisations (including institutions and agencies).
<b>Inclusive Volunteering</b>	Means suitable volunteering opportunities are available, where reasonably practicable, to people regardless of age, culture, gender, sexual orientation, ethnicity, religion, social status, disability
<b>Skills-Based Volunteering</b>	Means individual employees, with professional qualifications and/or experience, who offer their skills and expertise to Volunteer Involving Organisations to implement projects to enhance community capacity.
<b>Volunteer</b>	Means any person who undertakes volunteering activities for Council without monetary compensation.
<b>Volunteer Involving Organisation (VIO)</b>	Means any organisation/company/department that engages volunteers.
<b>Volunteering</b>	Means time willingly given to engage in volunteering activities for the common good and without monetary compensation.
<b>Worker</b>	Means all employees of Wingecarribee Shire Council (whether full-time, part-time or casual) and all persons performing work at the direction of, or on behalf of Wingecarribee Shire Council including apprentices, trainees, persons gaining work experience, volunteers, contractors, subcontractors, employees of a contractor or subcontractor, employees of a labour hire company, consultants and temporary staff.
<b>Workplace</b>	Means a place where work is carried out for, or on behalf of, Wingecarribee Shire Council and includes any place where a worker goes or is likely to be, while at work.



## 6 Related Material

### 6.1 Related Legislation

The following legislative material are related to this Policy:

- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulations 2017
- Local Government Act 1993
- Anti-Discrimination Act 1977
- Child Protection (Working with Children) Act 2012
- Privacy and Personal Information Protection Act 1998

### 6.2 Related Policies, Procedures

The following policies, plans procedures are related to this Policy:

- Code of Conduct
- Media Policy
- Social Media Policy
- Child Safety Policy
- Fraud and Corruption Prevention Policy
- Procurement Policy
- Volunteer Handbook
- Volunteer Management OMS

## 7 Non-compliance with this Policy

Non-compliance with this Policy should be reported to Manager People and Culture who will investigate and determine the appropriate course of action.

## 8 Document Control

### 8.1 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]

**Approved by:**

**WINGECARRIBEE SHIRE COUNCIL**

[Governance to insert adoption date]



## Data Breach Policy



*We're with you*

WINGECARRIBEE SHIRE COUNCIL



**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**



*Data Breach Policy*

Wingecarribee Community Strategic Plan 2041 -  
Goal 1.1 – Ethical and trusted levels of Government that work  
together in the best interests of the Shire.

<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>	Policy – Organisation wide Policies (CMGT)
<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 and Customer Service
<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:

- Ensure prompt and effective response to data breaches.
- Minimise potential harm to individuals affected by data breaches.
- Comply with legal and regulatory requirements.
- Improve data security practices to prevent future breaches.
- Maintain public trust through transparency and accountability.

## 2 Scope

This policy applies to all Wingecarribee Shire Council staff, representatives, contractors, and third parties who handle personal information. It covers the identification, management, and notification of data breaches in compliance with the Privacy and *Personal Information Protection Act 1998* (PIIP Act) and the Mandatory Notification of Data Breach (MNDB) obligations.

## 3 Policy Statement

This policy provides guidance to Council staff on managing data breaches of Council-held data in accordance with the requirements of the PIIP Act. It aims to provide the community with confidence that Council will continue to deliver services while addressing privacy and security considerations.

### 3.1 Background

Amendments to the PIIP Act took effect on 28 November 2023. These amendments impact Council's responsibilities under the PIIP Act to notify affected individuals in the event of an eligible data breach of their personal or health information by Council.

### 3.2 Strategic Context

The PIIP Act provides for the protection of personal information and the privacy of individuals. Section 33 of the PIIP Act requires Council to prepare a Privacy Management Plan, outlining its policies and practices for compliance with the requirements of that Act and the *Health Records and Information Privacy Act 2002* (HRIP Act).

Under section 33(2)(c1) of the PIIP Act, the Privacy Management Plan must address the procedures and practices used by Council to ensure compliance with the obligations and responsibilities set out in Part 6A of the MNDB Scheme. In doing so, it makes reference to this Policy.

The MNDB Scheme requires Council to notify the Privacy Commissioner and affected individuals about eligible data breaches. Council must prepare and publish a Data Breach Policy setting out how it will respond to a data breach.

### 3.3 Policy Requirements

**Transparency and Accountability:** Council publishes its Data Breach Policy to provide transparency and ensure accountability for the way it responds to data breaches.

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### **Data Breach Policy**

**Preventive Measures:** Council establishes procedures to identify and prevent data breaches, including technical controls, monitoring services, audits, and reviews, as outlined in the Cyber Security Incident Response Plan.

**Staff Awareness and Training:** Council maintains staff awareness of privacy and cyber security principles, current threat trends, and provides training to identify, respond to, and manage data breaches, as outlined in the Privacy Management Plan and the Cyber Security Incident Response Plan.

**Public Reporting:** A member of the public or other external party can report a known or suspected data breach by phoning Council at 02 4868 0888 or by sending an email to mail@wsc.nsw.gov.au.

**Internal Reporting:** A Council official must follow the Data Breach Response Plan that is in the Cyber Incident Response Plan to report a known or suspected data breach as soon as possible and within 24 hours of the breach becoming known or suspected.

**Management Procedures:** Council establishes procedures to manage a reported, known, or suspected data breach, as detailed in the Cyber Incident Response Plan. This includes:

- Evaluating and triaging breach reports.
- Containing the breach and minimising any possible damage.
- Assessing the information involved and the associated risks and implementing appropriate actions to resolve and recover from the breach.
- Notifying affected individuals, the Privacy Commissioner, and other organisations as required.
- Reviewing the incident and taking action to prevent a recurrence.

**Incident Response Team:** In the event of an information security incident, Council will activate the Cyber Incident Response Team (CIRT) and appoint a CIRT Response Lead to enable a coordinated response. The CIRT responsibilities and escalation procedures are detailed in the Cyber Incident Response Plan.

**Containment and Assessment:** The CIRT must immediately take all reasonable steps to contain a reported, known, or suspected data breach and within 30 days, assess whether the incident falls within the scope of an eligible data breach. If the breach cannot be assessed within 30 days, Council must give written notice to the Privacy Commissioner regarding the extension period necessary to conduct the assessment.

**Communications:** The CIRT Response Lead coordinates internal and external communications regarding information security incidents, with support from the Chief Information Officer. Key contacts are recorded in the Cyber Security Incident Response Plan.

**Registers:** Council maintains an internal register of all eligible data breaches which records the information specified under section 59ZE(2) of the PPIP Act. Council also maintains a public notification register in accordance with sections 59N(2) and 59P of the

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### **Data Breach Policy**

PPIP Act, to make information available when Council is unable to notify any or all of the individuals affected by an eligible data breach.

**Engagement with Stakeholders:** Council may need to notify or engage with other external stakeholders, suppliers, or partners, depending on the circumstances of the data breach and the categories of information involved, as outlined in the Data Breach Response Procedure.

**Contracts and Agreements:** Council ensures that contracts, memorandums of understanding, and agreements with external service providers (including other agencies) include controls to ensure compliance with privacy requirements and provisions in relation to the notification and remediation of data breaches.

#### **3.4 Record Keeping**

Council maintains appropriate records to provide evidence of how suspected breaches are managed, including those not escalated to the CIRT or notified to the Privacy Commissioner. Record-keeping requirements are described in the Cyber Security Incident Response Plan and aligned with the Information Management Policy.

#### **3.5 Cyber Incident Response**

The Cyber Incident Response Manager provides support and advice to the Chief Information Officer on the implementation of this Policy, and written guidance to help staff meet their responsibilities.

#### **3.6 Communication and Notification**

Council recognises that notification to individuals or organisations affected by a data breach can assist in mitigating any damage for those affected. Council will also consider the impact on individuals and the need to balance any harm or distress caused through notification against the potential harm that may result from the breach.

Council must notify individuals in the case of an eligible data breach, unless an exemption applies, and will consider notification in all cases of data breach.

Council will notify individuals or organisations affected by a data breach as soon as practicable. In some circumstances, it may be appropriate to delay notification, for example, where notification would compromise an investigation into the cause of the breach or reveal a software vulnerability.

Council will notify affected individuals or organisations directly by telephone, letter, email, or in person. Indirect notification, such as information posted on Council's website, a public notice in a newspaper, or a media release, will only occur where the contact information of affected parties is unknown, or where direct notification is prohibitively expensive or could cause further harm (for example, by alerting a person who stole the laptop as to the value of the information contained).

The notification advice will be tailored to the circumstances of the identified breach. Content of a notification could include:

- The date the breach occurred

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## **Data Breach Policy**

- A description of the breach
- How the breach occurred (if known)
- The type of breach that occurred
- The amount of time the personal information was disclosed for
- Actions that have been taken or are planned to ensure the personal information is secure, or to control or mitigate the harm done to the individual
- Information about:
  - The making of privacy related complaints under Part 4, Division 3
  - Internal reviews of certain conduct of public sector agencies under Part 5
- What steps the person or organisation can take to further protect themselves and what Council will do to assist people with this
- Council contact details for questions or requests for information; and
- The right to lodge a privacy complaint with the Privacy Commissioner.

## **4 Responsibilities**

Responsibilities for the implementation of this Policy are shared as follows:

### **4.1 General Manager**

The General Manager is responsible for ensuring compliance with the PPIP Act and HRIP Act, including Council's Privacy Management Plan and obligations under the MNDB Scheme.

### **4.2 Chief Information Officer**

The Chief Information Officer shall:

- Investigate data breaches
- Prepare Data Breach Reports and Action Plans
- Maintain the internal and public register for data breaches.

### **4.3 Council staff, representatives, contractors and third parties**

Council staff, representatives, contractors and third parties shall:

- Ensure compliance with this policy and the Cyber Incident Response Plan
- Be responsible for immediately reporting a suspected data breach in accordance with this policy.
- Notify the Chief Information Officer of any data breaches immediately of becoming aware that a data breach has occurred and provide information about the data breach.

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## 5 Performance Measures

The success of this Policy will be measured by ensuring all Councillors and staff are compliant with this policy

## 6 Definitions

<b>Council</b>	Wingecarribee Shire Council.
<b>Council Official</b>	Councillors, contractors, consultants, volunteers, delegates of the Council and members of Council committees who represent or act on behalf of Wingecarribee Shire Council
<b>Council Staff</b>	Any person with an employment contract with Council and works on a full time, part time, casual or term contract basis.
<b>Councillor</b>	A person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the Mayor
<b>Data breach</b>	An incident in which there has been unauthorised access to, unauthorised disclosure of, or loss of, personal or health information held by Council in circumstances that are likely to result in unauthorised access to, or unauthorised disclosure of, the information.
<b>Eligible data breach</b>	An eligible data breach occurs when personal information (including health information) that is held by Council is accessed or disclosed without authorisation or lost in circumstances that are likely to lead to unauthorised access or disclosure; and the access or disclosure of the information would be likely to result in serious harm to an individual to whom the information relates.
<b>General Manager</b>	The General Manager of Council and includes their delegate or authorised representative
<b>Personal Information</b>	Information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes information about staff, councillors, customers, residents, owners of property within our local government area, developers, suppliers and contractors, volunteers and other contacts. Examples include: <ul style="list-style-type: none"><li>• details such as name, residential address, phone number, email address or date of birth</li></ul>

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### Data Breach Policy

- drivers' licence, tax file numbers
- a person's signature
- medical records and other health information
- credit card or bank account details
- recruitment, performance management, training records and evaluation reports
- payroll, attendance and leave records
- workers compensation records
- fingerprints, retina prints, body samples or genetic characteristics
- records containing sensitive information about an individual including information relating to their sexual orientation, ethnicity, religion or political opinions

or any other kind of information of a personal nature that could be used to cause harm to an individual if secured by a third party without the consent of the owner of the information.

#### **(CIRT) Cyber Incident Response Team**

The group of Council employees and resources responsible for responding to information security breaches – as established in the Cyber Incident Response Plan

#### **Information**

Any data, document or message held by Council or staff

## 7 Related Material

### 7.1 Related Legislation

The following legislative material(s) are related to this Policy:

- *Privacy and Personal Information Protection Act 1998*
- *Health Records and Information Privacy Act 2002*
- *State Records Act 1998*

### 7.2 Related Policies, Procedures

The following Policies and Procedures are related to this Policy:

- *Government Information (Public Access) Act 2009 (NSW) (GIPA Act)*
- *Privacy and Personal Information Protection Act 1998 (NSW) (PIPPA Act)*
- *State Records Act 1998 (NSW)*
- Privacy Code of Practice for Local Government
- Complaints and Feedback Management Policy
- Wingecarribee Shire Council ICT Disaster Recovery Plan
- Cyber Incident Response Plan
- Data Breach Response Plan
- Wingecarribee Shire Council's Privacy Management Plan
- Wingecarribee Shire Council's Code of Conduct

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**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.

**9 Document Control**

**9.1 Version Control**

Version	Adoption Date	Notes
<b>[V1]</b>	[insert date on which version was adopted]	New policy adopted by Council

**9.2 Superseded Documents**

Document Title	Adoption Date	Notes

**10 Attachments**

**10.1 Attachment A: Data Breach Assessment Template**

Item	Details
<b>Breach Date</b>	
<b>Description of Breach</b>	
<b>Type of Personal Information Involved</b>	
<b>Cause of Breach</b>	
<b>Extent of Breach</b>	
<b>Duration of Breach</b>	
<b>Risk of Harm Assessment</b>	
<b>Likelihood of Harm</b>	
<b>Severity of Harm</b>	
<b>Mitigation Actions Taken</b>	
<b>Notifications Sent</b>	
<b>Follow-Up Actions</b>	

**10.2 Attachment B: Exemption for Risk of Serious Harm to Health or Safety (Section 59W)**

Criteria	Details
<b>Details of Serious Harm to Health or Safety</b>	
<b>Justification for Non-Notification Based on Serious Harm Risk</b>	
<b>Approval from Data Protection Officer (DPO) and Governance</b>	

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**10.3 Attachment C: Exemption for Compromised Cyber Security (Section 59X)**

<b>Criteria</b>	<b>Details</b>
<b>Details of Compromised Cyber Security</b>	
<b>Justification for Non-Notification Based on Cyber Security Risk</b>	
<b>Approval from DPO and Governance</b>	

**10.4 Attachment D: Data Breach Self-Assessment (MDBN)**

**Self-Assessment Criteria**

<b>Self-Assessment Criteria</b>	<b>Details</b>
<b>Compliance with MDBN Obligations</b>	
<b>Effectiveness of Data Breach Response</b>	
<b>Identification of Areas for Improvement</b>	

**Self-Assessment Checklist**

<b>Self-Assessment Checklist</b>	<b>Details</b>
<b>Incident Reporting</b>	
<b>Breach Assessment</b>	
<b>Notification Procedures</b>	
<b>Risk Mitigation</b>	
<b>Record Keeping</b>	

**Approved by:**

**WINGECARRIBEE SHIRE COUNCIL**

[Governance to insert adoption date]

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**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

<b>Name Location</b>	<b>Feedback</b>	<b>Council Officer Response</b>
R Khoury Colo Vale	<p>1) <i>Applicants need to refer to the Development Control Plans (DCP) in their area, to determine the Retail Goods on Footpath displays.</i> The DCPs are lengthy documents eg Berrima DCP is 265 pages, Northern Villages is 200 pages, Mittagong is 315 pages, Robertson is 200 pages. In the content section of these DCPs, there was no heading 'Retail Goods on Footpath'. This is confusing. What does 'Retail Goods on Footpath' mean, when there is no such contents heading in these DCPs?</p> <p>2) Section 4.6 states that 'all outdoor furniture, including style and materials, is to be approved by Council'. Firstly, at what stage does Council approve this? Is it before the furniture is purchased? If so, what is the procedure for this approval? Or does Council approve this after the furniture was purchased? Secondly, style and material is subjective. What objective standard will Council use to approve style and material? What is appropriate to one Council officer may well be inappropriate to another Council officer.</p> <p>3) Section 4.6 requires that 'landscape material and containers shall be approved by Council'. Once again, will Council approve this before the purchase or after the purchase?</p>	<p>1) The term 'Retail Goods on Footpath' is to reference displays such as clothing etc. on the streetscape. An alternative description could be Footpath Merchandise Displays or Footpath Advertising &amp; Merchandise Displays.</p> <p>2) Applicants are encouraged to liaise with Council Officers throughout the application process to address detailed queries of this nature.</p> <p>3) Applicants are encouraged to liaise with Council Officers throughout the application process to address detailed queries of this nature.</p>

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

<b>Name Location</b>	<b>Feedback</b>	<b>Council Officer Response</b>
	<p>What objective standard will be used? It is suggested that these sections need to be revised, as they fail an objective standard of approval. What is appropriate to one Council officer may well be inappropriate to another Council officer. Pragmatically, why would a business owner purchase furniture and landscape material that would be inappropriate to their business? It is postulated that 2) and 3) are unnecessary red tape, which do not provide any benefit to the community, and only delay the application process.</p> <p>4) Section 4.7 states that an approval 'can be revoked by Council at any time'. It is suggested that this in breach of procedural fairness. An applicant must have their voice heard before an approval is revoked. Also, there should be an appeals mechanism whereby the applicant may challenge Council's revocation. This appeal mechanism should have community representation on it.</p> <p>5) Section 5.6 refers to Disabled Access and Mobility. It requires that applicants need to meet the requirements of :  <ul style="list-style-type: none"> <li>• Disability Discrimination Act 1992 (DDA); and</li> <li>• National Construction Code (NCC); and</li> <li>• AS1428.1-2021 Design for access and mobility, Part 1: General requirements for access - New building work; and</li> </ul> </p>	<p>4) Council maintains the prerogative to revoke an approval, should the outdoor dining propose a safety issue, as noted in the policy. A clause of this nature is commonplace in other road reserve approvals, like Section 138s.</p> <p>5) Applicants are encouraged to liaise with Council Officers throughout the application process to address detailed queries of this nature. This section of the Policy is to list the Australian Standards and Guidelines relevant to the Policy.</p>

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

<b>Name Location</b>	<b>Feedback</b>	<b>Council Officer Response</b>
	<ul style="list-style-type: none"> <li>AS/NZS 1428.4:2002 Design for access and mobility, Part 4: Tactile indicators. How is it realistic for an everyday business owner eg a cafe owner, to possibly know and understand what these requirements are? These requirements need to be met - there is no dispute. But rather than place onus on a business owner to have knowledge of these requirements, could not Council offer a free advisory service to assist applicants in meeting these requirements?</li> </ul>	
C Pearce Renwick	Concerned about how dog management will work (potential health hazards). Suggests that signage should be clearly visible for diners to see.	Noted – draft Policy outlines dog management consideration.
D Sigsby	Footpaths are too narrow for realistic purpose on Bong Bong and many other streets. Footpath 'policy' needs to be taken into consideration with kerbside parking and vehicular traffic.	Noted – draft Policy outlines site requirements.
A Carnahan Bundanoon	<p>Plants and seedlings for sale on tables where the table position provides the full sun that seedlings need, while adding street colour and interest.</p> <p>Consideration for fee exemption for not-for-profit or charitable businesses (still requiring other conditions – accessible path of travel, insurance, clean/maintained etc).</p> <p>How to manage complaints/ concerns raised about Outdoor Dining Areas/ Goods on Footpath? What is the complaint handling policy to protect business owners from single vexatious or malicious complaints and at the same time to protect the community from areas that are constantly</p>	<p>Note – no update to Policy required.</p> <p>Fees and Charges are reviewed on an annual basis and is distinct from this Policy update.</p> <p>Council has a Complaints and Feedback Management Policy which enables Council to respond to feedback raised by customers/ community in an accessible, timely and cost effective way.</p>

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

<b>Name Location</b>	<b>Feedback</b>	<b>Council Officer Response</b>
	<p>congested or creating trip hazards while still in compliance with the policy?</p> <p>How to manage 'pop-up' and one-off stalls on footpaths for fundraising for not-for-profit or charitable bodies or ticket sales for community events. Often the streetscape is enlivened by a card table and chairs selling tickets to a local event or a raffle for a local community group or sporting body. These add conversation and connection on the street.</p>	<p>Pop-up stalls for fundraising or community events do not form part of Outdoor Dining and Goods on Footpath policy.</p> <p>Council currently does not have a formal application process for items of this nature given the legislative and risk management requirements (like public liability insurance as example).</p>



## Outdoor Dining and Goods on Footpath Policy



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WINGECARRIBEE SHIRE COUNCIL

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**



*Draft Outdoor Dining 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>	Manager Assets
<b>Responsible Branch</b>	Assets
<b>Responsible Business Unit</b>	Park and Building Assets
<b>Review Schedule</b>	Four years
<b>Review Date</b>	[Governance to insert]

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**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**



*Draft Outdoor Dining Policy*

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## 1 Objectives

The objective of the Policy is:

- To encourage outdoor dining in areas that are suitable
- To foster improvement in the street vitality and economic viability within the Shire
- To provide clear guidelines for applicants, staff, Council, and the community with respect to Council's expectations in relation to outdoor dining

## 2 Policy Statement

This policy is developed to outline the use of footpaths and other similar public domain areas for outdoor dining and placement of goods within the Wingecarribee Shire Local Government area.

## 3 Scope

This policy applies to all outdoor dining and goods on footpath applications on land which is controlled by Council under the Roads Act 1993 (roads and footpaths) within the Wingecarribee Shire Local Government Area.

## 4 Outdoor Dining and Goods on Footpath Approvals

### 4.1 Approval

Council approval must be obtained for an outdoor dining area or for placement of goods on footpath.

### 4.2 Making an application

Application must be made using the Outdoor Dining and Goods on Footpath Application Form, available on Council's website [www.wsc.nsw.gov.au](http://www.wsc.nsw.gov.au).

### 4.3 Application Requirements

The approval of Outdoor Dining areas requires the submission of a license application. The application shall include:

- A plan drawn to a scale of 1:100 detailing:
  - The outdoor area to be used (boundaries, dimensions, etc).
  - Location and number of chairs and tables, other furniture, etc.
  - The area maintained for public access.
  - The relationship to the existing restaurant / business premises
  - The type of furniture to be used (design, materials, colours etc) is to be illustrated.
  - Details of any menu boards (if proposed).
  - Details of temporary elements (landscape planters, bollards, fencing etc) shall be provided.
- Details of trading hours.
- Evidence of Public Liability Insurance to the minimum value of twenty million dollars (\$20,000,000), with the Policy noting the interest of Wingecarribee Shire Council.
- Payment of the necessary fees. Business owners are invoiced annually, with the option to



enter a payment plan.

#### **4.4 Assessment**

In assessing applications, Council will consider the following:

- Ensure pedestrian circulation, continuous accessible path of travel (including for people with a mobility or visual impairment).
- Ensure that the furniture used in the outdoor eating area is of high quality and complements the existing streetscape.
- Ensure that Council is indemnified from public liability by requiring businesses who use public lands for outdoor eating to hold adequate public liability insurance.
- Ensure that the area being used is kept in a clean manner and maintained on a regular basis.
- Ensure that access issues for all members of the community are taken into account in relation to public streets, footpath areas and associated spaces.

#### **4.5 Site Requirements**

##### **4.5.1 Outdoor Dining**

Outdoor dining areas may only be located in areas approved by Council.

The public space must be wide enough to accommodate the outdoor dining area and maintain clear pathway for pedestrians including those using a mobility aid.

A business may locate an outdoor dining area against the shop front, provided:

- The width of the outdoor dining area is no greater than 800mm from the front of the shop
- A clear distance of 1800mm exists between outdoor eating furniture and the kerb line and fixed street furniture. such as garbage bins, seats, streetlights, and planters
- The outdoor eating area does not obstruct vehicular traffic that is entitled to cross the footpath
- Minor modifications of the nominated clearances may be appropriate subject to Council's approval.

Alternatively, where sufficient footpath width exists, outdoor chairs and tables can also be approved to be placed no closer than 1800mm from the shop frontage to which they relate and no closer than 600mm to the kerb edge.

Where appropriate, outdoor dining areas can also be permitted on street blister areas – two examples being south east corner of Boolwey Street and Bong Bong Street Bowral, and south west corner of Wingecarribee Street and Bong Bong Street Bowral.

Applications for outdoor dining in areas like these will be considered on case by case basis, using the standard principles of Section 4.4.

##### **4.5.2 Goods on Footpath**

A-frame 'Sandwich Board' advertising structures will be considered in accordance with the relevant DCP. Where permitted by the DCP, A-frame 'Sandwich Board' advertising structures are to be placed directly in front of the corresponding business at a location approved by Council. The standard principles of Section 4.3 will be utilised when determining this location.

Please note, A-frame 'Sandwich Board' advertising structures are currently prohibited in the Bowral DCP and permissible in the Moss Vale and Mittagong DCPs.



Other goods on footpath, like display of goods for sale or items for beautification of shop fronts, will be considered on case by case basis using the standard principles of Section 4.3. However the site requirements that the application will be assessed against will generally be that of Section 4.4.1 for outdoor dining against shop fronts.

#### **4.6 Outdoor Furniture Standards**

- The design of all outdoor furniture, including style and materials, is to be approved by Council.
- The furniture used must be aesthetically pleasing and involve a colour scheme and materials that are both practical and serviceable and in keeping with its surrounding area and shop front.
- The furniture used shall be suitable to the weather conditions, and will be, therefore, waterproof, able to withstand long periods of exposure to sunlight and of sufficient weight to cope with windy weather.
- Umbrellas shall be securely anchored and not have sharp protrusions.
- No advertisement or advertising structure shall be placed upon outdoor furniture or the area subject to licence, without specific approval of Council.
- All landscape material and containers shall be approved by Council. Council will assess all material and containers on their merits.
- Removable barriers, bollards, and the like shall be approved by Council and will be assessed by Council on their merits.
- The outdoor furniture shall only be used during normal trading hours and be capable of being easily removed and stored within the business after closing time.

#### **4.7 Duration of Approval**

Outdoor Dining and Goods on Footpath applications can be approved for up to seven years.

Following the provision of a four weeks notice period, an Outdoor Dining and Goods on Footpath approval can be revoked by Council at any time. However this notice period can be waived if there are significant safety concerns associated with the Outdoor Dining and Goods on Footpath approval.

## **5 Outdoor Dining Operating Requirements**

Applicants are expected to comply with the following operational requirements and are reminded that Council staff will inspect the outdoor dining area from time to time confirm compliance.

- The licenced area and its immediate surrounds are to be maintained and cleaned on regular basis throughout the day.
- All outdoor furniture shall be kept strictly within the bounds of the area to be licensed and not permitted to encroach upon the adjoining footway at any time.
- All outdoor furniture shall be always maintained in a physically sound state and be able to sustain frequent use to prevent damage and movement to ensure public safety.
- All reasonable action should be taken to ensure that the outdoor dining area does not produce any nuisance or offensive noise. If the operation of the outdoor eating area is found to cause undue inconvenience or disruption to pedestrian movement or to the adjoining business premises, Council may review the licence.
- No entertainment or amplified music will be permitted in the outdoor dining area.



*Draft Outdoor Dining and Goods on Footpath Policy*

- Food and drink must not be prepared in the area licensed for outdoor dining.
- The licensee is not to sell or serve, or permit to be sold or served, any alcoholic or intoxicating liquor in or from the licensed area except where Council has granted specific approval, and an appropriate liquor license is obtained from licensing authorities.
- Outdoor dining areas and associated commercial activities shall be able to be used during all the business hours of the related premises.
- No advertisement or advertising structure shall be placed upon outdoor furniture or the area subject to licence, without specific approval of Council.

**5.1 Smoking**

The Smoke Free Environment Act 2000 bans smoking in commercial outdoor dining areas. The premises' operator must ensure compliance with this requirement.

**5.2 Dogs**

As per Section 14A (1) of Companion Animals Act 1998, an operator of food premises may permit dogs (other than dangerous, menacing, or restricted dog) to be in an outdoor dining area if:

- The dog is under the effective control of some competent person and is restrained by means of an adequate chain, cord or leash that is attached to the dog, and
- The person does not feed the dog or permit the dog to be fed, and
- The dog is kept on the ground

The premises' operator must not permit a dog to be in an outdoor dining area if the above-mentioned requirements are not complied with.

**5.3 Maintenance and Repair**

The proprietor will, upon termination of any Approval ensure that the approved outdoor dining area is in good and substantial condition in all respects and clean and free from rubbish.

Furniture must not be fixed to pavement within the approved outdoor dining area unless directed to do so by Council and then only in the manner that has been stipulated by Council.

**5.4 Cleaning and Storage of Waste**

The approved outdoor dining area must be cleaned daily in a proper manner. The area is to be kept free from dirt and rubbish to be removed regularly.

**5.5 Neighbourhood Amenity**

The approval holder for outdoor dining area must take into consideration the amenity of neighbours and other users of the public space. The approved area shall not give rise to any nuisance or offensive noise as defined in the Protection of the Environment Operations Act 1997 to adjoining properties or the public.

**5.6 Disabled Access & Mobility**

All premises are to be accessible for people with disabilities, and in particular the requirements as stipulated in the:

- Disability Discrimination Act 1992 (DDA); and
- National Construction Code (NCC); and
- AS1428.1-2021 Design for access and mobility, Part 1: General requirements for access - New building work; and
- AS/NZS 1428.4:2002 Design for access and mobility, Part 4: Tactile indicators.



### **5.7 Change of Ownership**

Outdoor dining approvals will cease upon change of ownership. A new application is required to be submitted following a change of ownership.

## **6 Responsibilities**

Responsibilities for the implementation of this Policy are shared as follows.

### **6.1 Councillors**

The Mayor shall:

- Lead Councillors in their understanding of and compliance with this policy

### **6.2 Executive**

The Executive shall:

- lead relevant staff (either directly or through delegated authority) in their understanding of and compliance with this policy

### **6.3 Manager Assets**

The Manager Assets 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
- conduct investigations into alleged non-compliance with this Policy

### **6.4 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

## **7 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>Council</b>	Wingecarribee Shire Council
<b>DCP</b>	Development Control Plan
<b>Outdoor Dining</b>	Outside area associated with adjacent principal cafe or restaurant
<b>LGA</b>	Local Government Area

## **8 Related Material**

### **8.1 Related Legislation**

The following legislative materials are related to this Policy:

- Companion Animals Act 1998
- Disability Discrimination Act 1992
- Environmental Planning and Assessment Act 1979
- Food Act 2003



*Draft Outdoor Dining and Goods on Footpath Policy*

- Liquor Act 2007
- Local Government Act 1993
- Protection of the Environment Operations Act 1997
- Roads Act 1993
- Work Health and Safety Act 2011
- Smoke-free Environment Act 2000
- State Environmental Planning Policy (Exempt and Complying Development Codes) 2008

**8.2 Related Policies, Procedures, Guidelines**

The following procedures and guidelines are related to this Policy:

- Wingecarribee Shire Council Current Fees and Charges
- Wingecarribee Shire Council Development Control Plans (DCP)

9 Non-compliance with this Policy

Non-compliance with this Policy should be reported to Manager Assets who will investigate and determine the appropriate course of action.

10 Document Control

**10.1 Version Control**

Version	Adoption Date	Notes
Version 1.0	[TBC]	Adoption of first Outdoor Dining and Goods on Footpath Policy

**Approved by:**

**WINGECARRIBEE SHIRE COUNCIL**  
[Governance to insert adoption date]



# Water Determination Policy



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**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**



Leadership - Wingecarribee Community Strategic Plan 2041-

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

<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>	Policy (FIN)
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## 1 Objectives

To provide a determination (or adjustment) to the owner of a property in a situation where high-water usage (and any associated sewerage usage charges) on a water & sewerage account are the result of circumstances that are beyond the owner's control.

## 2 Policy Statement

Once water has passed through the meter at a property it becomes the responsibility of the owner of the property.

There is no provision in the Local Government Act 1993 that require or allow for a water & sewerage account to be adjusted for high water usage (and any associated sewerage usage charges) that are the consequence of a water leak, so it becomes the Policy of the respective Water Authority of whether an adjustment is provided.

This policy provides some (but not full) compensation to an owner where high-water usage (and any associated sewerage usage charges) was the result of a concealed, undetectable or an inaccessible leak.

### 2.1 Provisions

Council will provide an adjustment under this Policy where the following conditions are met:

- An application for a determination under this Policy will not be accepted where the water & sewerage account is in arrears unless the owner has previously entered into an arrangement to pay those arrears, and
- Where a water & sewerage account is not in arrears, the access charges on the affected notice(s) should be paid by the due date of the notice(s), as any adjustment will only be made in respect of the water usage charges, and
- An application for an adjustment under this Policy must be received by the due date of the affected water and sewerage notice(s), and
- The applicant must an owner of the property, or their authorised agent, and
- Only one application for assistance will be allowed every five (5) years of ownership (whether sole or part); and an entitlement to this assistance cannot be accrued. For example, if a property was purchased by a ratepayer in 2015 and an application for assistance approved in 2024, a new application cannot be made by the ratepayer until 2029, and
- A claim for adjustment under this Policy must be made in writing and include a copy of the invoice for any repairs undertaken by a licensed plumber, and
- The Council must be satisfied that the leak would not have been noticed in day-to-day activities either because it was concealed, undetectable or not easily accessed, and
- The Council must be satisfied that any repairs have been undertaken in a timely manner, and
- Before an adjustment is processed to a water & sewerage account, the owner is required to sign and return a deed of release to Council agreeing to the claim;
- If the repair of the leak has not been undertaken by a licensed plumber, a statutory declaration must be provided by the owner stating:
  - Who has repaired the leak; and
  - The property address where the work was carried out; and
  - The date, nature and location (at the property) of the repairs; and
  - A statement that the defect was not readily visible or apparent.

### 2.2 Extreme Weather Event

Where an extreme weather event (like flooding) masks the presence of a leak or delays the repair of a leak, Council may choose to:

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- provide an adjustment over more than one (1) billing period provided they are consecutive billing periods, and
- accept an application for a water determination outside of the deadline required by this Policy.

An extreme weather event is one that is declared as a natural disaster by the NSW State Government ([Natural disaster declarations | NSW Government](#)).

An extreme weather event counts as a claim within a 5-year period.

### **2.3 Calculation of the adjustment**

The maximum adjustment provided will be equivalent to:

- 50% of the difference between the water usage charge on the affected notice and an estimate of the consumption for that period based on the average of the usage of the four (4) billing periods immediately preceding the affected notice, and
- 100% of the sewerage charges associated with the increase in water usage calculated in step 1 above.

Where current ownership of the property is less than two (2) consecutive billing periods, Council may choose to obtain two (2) additional readings over consecutive months to determine the average consumption to be used when calculating the adjustment.

Where the leak appears to affect more than one billing period, Council may choose to replace the additionally affected billing period in the calculation with the usage from another billing period.

## **3 Scope**

This Policy applies to all Councillors and Council's Officers and manages the recovery of all debt owed to Council.

## **4 Responsibilities**

Responsibilities for the implementation of this Policy are shared as follows.

### **4.1 Councillors**

The Councillors shall be aware of the process described by this Policy.

### **4.2 General Manager**

The General Manager will ensure relevant staff have the appropriate delegation to enact this policy.

### **4.3 Chief Financial Officer**

The Chief Financial 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; and
- 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 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.

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## 4.5 Council staff

Council staff shall be aware of the process outlined by this Policy and of the need to seek assistance and guidance from Council's Revenue Team.

## 5 Performance Measures

The success of this Policy will be measured by:

- The number and dollar value of applications processed;
- The number of applications rejected;
- The number and type of feedback received.

## 6 Definitions

**Water Determination** An adjustment provided to a water & sewerage account

## 7 Related Material

### 7.1 Related Legislation

The following legislative material(s) is related to this Policy:

- The Local Government Act 1993

### 7.2 Related Policies, Procedures

The following Policy is related to this Policy:

- Council's Revenue Policy included in the Annual Operational Plan

## 8 Non-compliance with this Policy

Non-compliance with this Policy should be reported to the Chief Financial Officer who will investigate and determine the appropriate course of action.

## 9 Document Control

### 9.1 Version Control

Version	Adoption Date	Notes
1.0	9 December 2009	Initial adoption of document
2.0	17 May 2023	The policy has been updated to ensure a determination can now be received at a minimum once every seven years, and includes provisions for consideration during extreme weather events such as flooding, where leaks are more difficult to identify.

3.0

## 10 Attachments

There are no attachments to this Policy.

**Approved by:**  
**WINGECARRIBEE SHIRE COUNCIL**

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## Draft Privacy Management Plan



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WINGECARRIBEE SHIRE COUNCIL



Wingecarribee Community Strategic Plan 2041 -  
Goal 1.1 – Ethical and trusted levels of government that work  
together in the best interest of the Shire

<b>Document Type</b>	Policy
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*DRAFT Privacy Management Plan*

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## Introduction

### Purpose

This Privacy Management Plan (the PMP) explains how Wingecarribee Shire Council (Council) complies with, and manages personal and health information (personal information) in accordance with relevant privacy obligations, including the *Privacy and Personal Information Protection Act 1998* (PPIP Act), the *Health Records and Information Privacy Act 2002* (HRIP Act), the *Government Information (Public Access) Act 2009* (GIPA Act), the *Privacy Act 1988 (Cth)* (Privacy Act) and the Privacy Code of Practice for Local Government (privacy code).

This PMP includes requirements outlined in s33(2) of the PPIP Act including:

- Information about how the Council develops policies and practices in line with the state's information and privacy acts.
- How the Council disseminates these policies and practices within the organisation and trains its staff in their use.
- The Council's internal review procedures.
- Anything else the Council considers relevant to the PMP in relation to privacy and the personal and health information it holds.

This PMP was prepared referencing the IPC's privacy management plan's resources; the [Guide to making privacy management plans](#), the [Privacy Self-Assessment Tool](#) and the [Privacy management plan assessment checklist for agencies](#).

### Scope

The privacy obligations and this plan apply, wherever practicable to:

- Councillors
- Council employees
- Consultants and contractors of Council
- Council Committees
- Volunteers

Council will take reasonable steps to ensure that all parties are made aware that they must comply with privacy obligations, any other applicable code of practice, and this Plan.

### Policy Statement

Collecting personal information is an essential component for Council to be able to carry out its business activities, therefore we manage this information in accordance with our privacy obligations.

This Plan is prepared based on the 12 Information Protection Principles (IPPs) and 15 Health Privacy Principles (HPPs) in the PPIP Act and the HRIP Act respectively.

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## Principles

Wingecarribee Shire Council (Council) is dedicated to safeguarding the personal information of our customers, volunteers, employees, contractors, Councillors and Council committees. We do this by:

- Clearly communicating to individuals how Council will manage their personal information
- Focusing on minimising the collection and storage of data to only what is necessary
- Providing individuals with information about their rights, and review processes available, under privacy legislation
- Cultivating a privacy-conscious culture and supporting staff to understand their responsibilities regarding privacy
- Devising and implementing policies and procedures to align with Council's commitment to privacy, ensuring compliance with relevant obligations, including the PPIP Act, HRIP Act and the Privacy Act, and emphasising the importance of collecting only the information we require
- Developing and implementing educational programs for staff on policies and procedures that not only encourage compliance with Council's legal obligations regarding privacy but also highlight the significance of limiting data collection to what is essential
- Incorporating considerations of the information and privacy protection principles into the design and evaluation of Council systems, policies, processes, activities and projects

## Objectives

This Plan will:

- Ensure our processes and systems enable us to manage personal and health information in accordance with our privacy obligations
- Educate Council staff and others that may collect personal information on behalf of Council on how to handle personal information to ensure compliance with our privacy obligations
- Ensure that complaints and requests are handled consistently and in accordance with our legislative responsibilities
- Provide clear guidance on how a Data Breach will be appropriately managed

## Definitions

<b>Collection</b>	(of personal information) the way in which the Council acquires personal or health information, which can include a written or online form, a verbal conversation, a voice recording, or a photograph.
<b>Disclosure</b>	(of personal information) occurs when the Council makes known to an individual or entity personal or health information not previously known to them.
<b>Personal Information</b>	is defined as 'information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion'. This information can be on a database and does not necessarily have to be recorded in a material form.

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**Health Information**

is defined as 'personal information that is information or an opinion about the physical, mental health or disability of a person, express wishes about the future provision of health services, a health service provided or to be provided, or any other personal information collected to provide or in providing a health service'.

**Privacy Principles**

the Information Protection Principles set out in Division 1 of Part 2 of the PPIP Act and Health Principles set out in Schedule 1 of the HRIP Act. The privacy principles set out the minimum standards for all NSW public sector agencies when handling personal and health information. Within these principles lawful exemptions are provided.

**Public Register**

a register of personal information that is required by law to be, or is made, publicly available or open to public inspection, whether or not upon payment of a fee.

*Note: public register exemptions are provided for in clause 7 of the Privacy and Personal Information Protection Regulation 2019.*

**Privacy Obligations**

the information privacy principles and any exemptions to those principles that apply to the Council, which is a public sector agency.

**Law Enforcement Agencies**

any of the following: the NSW Police Force or the police force of another State or Territory, the NSW Crime Commission, the Australian Federal Police, the Australian Crime Commission, the Director of Public Prosecutions of NSW or another State or Territory or of the Commonwealth, Department of Communities and Justice, Office of the Sherriff of NSW, Independent Commission against Corruption and NSW Ombudsman.

## 1 What is not personal or health information?

Personal information does not include information about an individual that is contained in a publicly available publication. Personal information, once it is contained in a publicly available publication, ceases to be covered by the PPIP Act.

Where Council is requested to provide access or make a disclosure and that information has already been published, then Council will rely on the provisions of the relevant Act that authorises Council to release that information and not the PPIP Act (for example, Section 8 of the GIPA Act).

Council considers the following to be examples of publicly available publications:

- An advertisement containing personal information in a local, city or national newspaper.
- Personal information on the internet.
- Books or magazines that are printed and distributed broadly to the public.
- Personal information that may be a part of a public display on view to the public.

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## Personal information held by Council

The Council collects and receives people's personal and health information in a variety of ways, in order to perform its services and functions.

The collection of this information may be in writing, e-mail, through the Council's website enquiry form, as a submission or on an enquiry form, over the phone, or in person at the Council's customer service counter.

Council holds personal information concerning its customers, ratepayers and residents such as, but not limited to the following:

- Rates records
- DA applications and submissions
- Before and after school care information
- Various types of health information
- Complaints and compliments
- Submissions and petitions
- General enquiries in relation to a Council function or core business activity

Council holds personal information concerning employees, such as, but not limited to:

- Recruitment material
- Leave and payroll data
- Personal contact information
- Performance management information
- CCTV footage
- Complaints and disciplinary matters
- Pecuniary interest returns
- Wage and salary entitlements
- Health information, for example medical certificates, workers compensation claims and vaccination status

Council holds personal information concerning Councillors, such as, but not limited to:

- Personal contact information
- Complaints and disciplinary matters
- Pecuniary interest returns
- Entitlements to fees, expenses and facilities
- Induction and personal development records
- Questions or requests for information
- Banking or superannuation information
- Any other information required to undertake their role as a Councillor

All information collected by Council is only collected for the purpose of responding to complaints and enquiries, human resource and recruitment purposes and for Council to undertake its core business and functions.



### **Unsolicited Information**

Where an individual, a group or committee, not established by Council, gives Council unsolicited personal or health information, then that information will still be treated in accordance with this Plan, the privacy code, the HRIP Act and the PPIP Act for the purposes of IPPs 5-12 and HPPs 5-15 which relate to storage, access, use and disclosure of information.

This also relates to information provided to Council by persons requesting to address Council at Public Forums or information tabled at Council meetings by members of the invited to address Council on a matter on the Council agenda including the tabling of petitions.

Note that for the purposes of the HRIP Act and the PPIP Act, Council is not considered to have "collected" health or personal information if the receipt of the information by Council is unsolicited.

### **Open Access Information in relation to Development Applications**

Council collects various information required to determine development applications. Council at its meeting held on the 20 September 2023 determined that;

*"In addition to the standard Development Application lodgement documentation, neighbour notification records, website notice, external authority consultation documentation, Local Planning Panel decisions and assessment and determination documentation currently available on Council's website, the following low risk information be made openly available via the Development Application tracker system in relation to Development Applications (except in circumstances where there is a valid overriding public interest reason against disclosure of specific details):*

- a. Internal floor plan layout*
- b. Public submissions*
- c. Formal correspondence and requests for additional information*
- d. Applicant and owner correspondence received*
- e. Additional supporting documentation including reports and amended plans*
- f. Final internal referral advice and specialist consultant advice"*

Applications for the suppression of personal information or other information submitted as part of the Development assessment process must be made in writing and provide the details of why such information should be suppressed from public viewing.

### **Public Registers**

Council is required by law to maintain several public registers and to make them available for public inspection.

Some of these registers contain personal information as defined in the PPIP Act, the HRIP Act and the GIPA Act. Section 57 of the PPIP Act requires Council to ensure that access to personal information in a register is consistent with the purpose for which the register exists.

In line with this requirement, Council has developed specific rules governing disclosure of personal information held in registers:

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- Council will not disclose personal information in a public register unless the information is to be used for a purpose relating to the purpose of the Register, or an Act under which the Register is kept.
- The privacy code allows disclosure of single items or one page in a Register without explanation. However, such a disclosure can only occur when the person seeking the information attends Council in person.
- Council requires that any person who applies for more than one record or page from a public register, does so by completing a Statutory Declaration. Any such declaration must describe the intended use of the information requested and be witnessed by a Justice of the Peace.

The list of Council registers below specifies the main purpose of each of those registers.

### **Council's Public Register List**

The GIPA Act and *Government Information (Public Access) Act Regulation 2018* (GIPA Regulation) lists information available to the public free of charge within a public register. The following is a list of Council's public registers:

- Public Land Register – (Section 53, Local Government Act, 1993). The purpose of this register is to identify all land vested in Council, or under its control.
- Records of Approvals – (Section 113, Local Government Act, 1993). The primary purpose is to identify all approvals granted under the LGA.
- Pecuniary Interests – (Schedule 1, GIPA Regulation, 2018) The purpose of this register is to facilitate the disclosure of personal interests by certain council officials. There is a corresponding public accountability purpose.
- Rates and Charges Records – (Section 602, Local Government Act, 1993). The purpose of this register is to record the value of a parcel of land and record rate liability in respect of that land and the owner or lessee of each parcel of land.

The following information is held on the Rates and Charges record:

- property addresses
- rate liability
- property valuations
- owner name/s

Owner contact mailing information is not considered part of the Rates and charges record. Owner contact mailing information will only be provided to adjoining property owners for any legislated legal purpose (ie Dividing Fences Act 1991.)

*Development Consent Approvals* – (Section 100, Environmental Planning and Assessment Act, 1979). The purpose of this register is to identify applications for development consent and other approvals, confirm determinations on appeal, and identify applications for complying development certificates.

*Building Certificates* – (Section 149G, Environmental Planning and Assessment Act, 1979). The purpose of this register is to identify all building certificates. Register information is available for inspection free of charge. However, copies of certificates are only available with owner's consent and the payment of the prescribed fee.



*Public register of licences held* – (Section 308, Protection of the Environment Operations Act, 1997). The purpose of this register is to identify all licences granted under the Act.

*Record of Impounding* - (Section 30 & 31 Impounding Act 1993) – The purpose is to identify any impounding action by Council.

### **Secondary Purpose of all Public Registers**

Due to the general emphasis on local government processes and information being transparent and accountable, it is considered that a secondary purpose for councils holding public registers is the provision of access to the public. Therefore, disclosure of specific records from public registers would normally be considered allowable under

Section 57 of the PPIP Act.

However, requests for access, copying or the sale of the whole or a substantial part of a public register held by Council will not necessarily fit within this purpose. Council will be guided by the privacy code in this respect. Where Council officers have doubt as to the intended use of the information, an applicant may be requested to provide a statutory declaration so that Council may satisfy itself as to the intended use of the information.

### **Other Purposes**

Persons or organisations who apply to Council to have access to the information contained in any public register for a purpose not related to the purpose of the register may be allowed access at the discretion of the Council but only in accordance with the Privacy Code of Meeting Practice for Local Government concerning public registers.

### **Application for Access to one's own records on a Public Register**

A person wishing to have access to a public register to confirm their own details needs only to prove their identity to Council before having access to their own personal information.

### **Other Registers**

Council may have other databases or registers that are not considered public registers, and Council will apply relevant privacy obligations to those databases or registers.

### **Information Protection Principles (IPPs)**

Part 2, Division 1 of the PPIP Act contains 12 IPPs with which Council must comply and an overview of the principles as they apply to Council is provided below.





**Principle 1 – Collection of personal information for lawful purposes**

Council is committed to collecting personal information only by lawful means and for a purpose that is directly related to Council's functions and activities.

Council will collect and deliver personal information to and from Government Departments, such as the Department of Planning and Environment and Office of Local Government, involved in the normal functions of Council's operation.

Council will continue the practice of dealing with the NSW Department of Community Services for enquiries on personnel and recruitment matters, such as for pre-employment screening of people working with children (*Commission for Children & Young Peoples Act 1998*).

Council may use any personal information collected for a variety of purposes and functions across its departments. Where the information was collected for one main purpose, it may also be reasonably used for a variety of other purposes. For example, the names, addresses and contact information of individual property owners can be used to notify adjoining owners of proposed development, identify companion animal ownership, manage public revenue and accounts, evaluate road openings and obstructions, evaluate tree preservation orders, investigate parking controls, evaluate land dedications and laneway status as well as being included in the Rating and Valuation Register.

**Principle 2 – Collection of Personal Information directly from the individual**

Council will collect personal information directly from the individual concerned unless:

- the individual has authorised collection from someone else
- the information has been provided by a parent or guardian – where a person is under the age of 16, or incapacitated by disability or age.

**Principle 3 – Requirements when collecting personal information**

When Council collects personal information Council informs people:

- why the information is being collected
- what it will be used for
- to whom it will be disclosed
- whether the information is required by law or is voluntary, and possible implications for the individual if the information (or any part of it) is not provided
- how they can access, and correct their personal information
- where the information will be stored.

Council has added a Privacy Protection Notice to forms where Council solicits personal information from the public. Internal forms are not affected. There are also exemptions to this principle as outlined in Part 2 Division 3 of the PPIP Act.



**Principle 4 – Other requirements relating to collection of personal information**

Council will take reasonable steps to ensure that:

- information collected is relevant to that purpose, is not excessive and is accurate, up to date, and complete
- the collection of the information does not intrude unreasonably on the personal affairs of the individual concerned.

There are exemptions to this principle as outlined in Part 2 Division 3 of the PPIP Act.

**Principle 5 – Retention and security of personal information**

Council will ensure that:

- personal information is stored securely and kept for no longer than necessary
- personal information is disposed of securely
- personal information is protected from unauthorised access, use, or disclosure and against all other misuse
- relevant security measures are in place for example password protection, user defined restricted access, lockable storage of hard copy files,
- if personal information is provided to a third party in connection with the provision of a service to Council, everything reasonable is done to prevent unauthorised use or disclosure of the information.

The removal and disposal of records is in accordance with the State Archives and Records Authority of NSW General Retention and Disposal Authorities and Council's Operational Management Standard.

**Principle 6 – Information about personal information held by agencies**

Council is transparent about the personal information it holds. If Council holds any information about a person, they may request Council to advise them on the nature of that information, the main purposes for which it is held, and that person's entitlement to access.

Principle 6 is subject to the GIPA Act provisions.

**Principle 7 – Access to personal information held by agencies**

Council allows people access to their own personal information without excessive delay or expense.

Current employees are to enquire with the People and Culture Business Unit to access their employee records. Past employees are required to submit a formal information access application through Council's Governance team.

Council may also share information with other agencies in accordance with legislative requirements, memorandums of understanding or referral arrangements. This can include agencies such as the NSW Ombudsman, Office of Local Government and NSW Police for enquiries and property related matters.

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If you have any questions about whether Council holds your information, what the information is held for or how you can access the information, please refer to Council's [Access to Information](#) page or contact Council's Privacy Officer.

The PPIP Act and the HRIP Act give people the right to access and amend their own information. Members of the public wishing to access or amend personal and health information Council holds about them need to contact Council's Customer [Service Centre or the Privacy Officer](#). Council does not charge a fee for persons to access and amend their own personal and/or health information.

### **Principle 8 – Alteration of personal information**

Any person who is concerned with the accuracy or use of their personal information kept by Council may request, in writing, that amendments be made to that information. Changes to information will require supporting documentation and evidence for the reason of the request.

Council will take reasonable steps to amend personal information where necessary. If Council decides that it will not amend the information, it may add the information, enabling it to be read with the existing information and notify the individual concerned. The individual to whom the information relates is entitled to have the recipients notified of the amendments made by Council. Council's Privacy Officer will approve required changes where applicable.

### **Principle 9 – Accuracy of information**

Council will take reasonable steps to ensure the accuracy of personal information prior to use, having regard to the purpose for which it was collected, its proposed use, its relevance, whether it is up to date, complete and not misleading, in accordance with Council's Code of Conduct, approved policies and recorded procedures.

### **Principle 10 – Limits on use of personal information**

Council only uses personal information:

- For a purpose for which it was collected as permitted by law or this Privacy Management Plan.
- The individual to whom the information relates has consented to use the information for that other purpose.
- The other purpose for which the information is used is directly related to the purpose for which it was collected
- To prevent or lessen a serious and imminent threat to the life or health of the individual to whom that information relates, or of another person.
- For other purposes as specified in Part 2, Division 3 of the PPIP Act (exemptions) and the Privacy Code of Practice for Local Government

Council officers using personal information will not notify individuals for approval to perform usual Council functions.

Council officers will discuss personnel and recruiting records with solicitors and administrative staff, when necessary, without prior approval of individuals. These processes relate to the normal operational functions of Council and officers will use any personal information collected for multiple purposes if required for the business of Council.

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Compliance with IPP 10 is also subject to certain exemptions under the Act. If one of those exemptions apply, Council need not comply. Section 23(4) of the PPIP Act permits Council not to comply with IPP 10 where the use of the information for another purpose is reasonably necessary for law enforcement purposes or for the protection of the public revenue. Law enforcement purposes means a breach of the criminal law and criminal law enforcement. This section does not remove the rights of an accused person.

**Principle 11 – Limitations on disclosure of personal information**

Council will not disclose personal information unless:

- The disclosure is directly related to the purpose for which it was collected and there is no reason to believe the individual concerned would object.
- The individual has been made aware that this kind of information is usually released.
- Disclosure is necessary to prevent or lessen a serious or imminent threat to the life of the individual concerned, or another person.
- Permitted under Part 2 Division 3 of PPIP Act or Privacy Codes of Practice.

The GIPA Act overrides the restrictions on disclosure of personal information under Section 18 and 19 of the PPIP Act to the extent that it lawfully authorises, requires, necessarily implies, or reasonably contemplates that councils need not comply with these sections. Council must make records available for inspection and/or copy and may be available subject to the public interest test.

**Principle 12 – Special restrictions on disclosure of personal information**

Council will not disclose personal information that:

- Relates to an individual's ethnicity/racial origin, political opinions, religion or philosophical beliefs, trade union membership, or sexual activities unless the disclosure is necessary to prevent a serious or imminent threat to the life or health of the individual concerned or another person.
- Relates to any enquiry from anyone outside NSW unless:
- A relevant privacy law applies to personal information in force in that jurisdiction; or
- The disclosure is permitted under a privacy code of practice (a law determined by the Privacy Commissioner and published in the Government Gazette).

There are exemptions to this principle as outlined in Part 2 Division 3 of the PPIP Act.

**The Healthy Privacy Principles**

Under the provisions of the HRIP Act Council has various legal obligations in how it must collect, hold, use and disclose individuals' health information.

The following is a list of examples of the types of health information and circumstances in which Council may collect health information:

- Seniors' outings where information may be collected on special medical needs
- Information on carers and families for the purposes of children's services

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- Volunteer programs where volunteers are asked to disclose health conditions which assist Council to provide support in the event of an incident or which may preclude them from some types of volunteer work
- Information in relation to the need for assisted waste services
- Information relating to employee health for example pre-employment medical declarations, medical certificates, workers' compensation and vaccination status.

In the same way as the IPPs that have been outlined above, the provisions of the HRIP Act allow for HPPs. The meaning, intent and application of these principles are required when handling health information.

The HPPs and the IPPs are very similar with some principles overlapping in areas. For more information on HPPs, refer to the Information and Privacy Commission at [ipc.nsw.gov.au](http://ipc.nsw.gov.au).

**Principle 1 – Collection of health information for lawful purposes**

Council will only collect health information for a lawful purpose that is directly related to Council's activities and is necessary for that purpose.

**Principle 2 – The collection of health information is relevant to Council's operations**

Council will ensure that the health information is relevant, accurate, up to date and not excessive and that the collection is not unnecessarily intrusive into the personal affairs of the individual.

**Principle 3 – Collection of health information directly from the individual**

Council will only collect health information directly from a person concerned, unless it is unreasonable or not practical to do so.

**Principle 4 – Requirements when collecting personal information**

Council will tell the person why their health information is being collected, what will be done with it, who else might see it and what the consequences are if the person decides not to provide it. Council will also tell the person how they can see and correct their health information.

**Principle 5 – Retention and security of health information**

Council will store health information securely and protect it from unauthorised access, use or disclosure. Health information will not be kept for any longer than is necessary and will be disposed of appropriately.

**Principle 6 – Information about health information held by agencies**

Council will provide details about what health information Council is holding about an individual and information about why Council is storing that information and what rights of access the individual has.



**Principle 7 – Access to health information held by agencies**

Council will allow a person to access their health information without unreasonable delay or expense.

**Principle 8 – Alteration of health information**

Council will allow a person to update, correct or amend their personal information where necessary.

**Principle 9 – Accuracy of health information**

Council will ensure that individuals' health information is relevant and accurate before using it.

**Principle 10 – Limits on use of health information**

Council will only use individuals' health information for the purpose for which it was collected or for a directly related purpose that the person to whom the information relates would expect. Otherwise, Council will obtain the person's consent.

**Principle 11 – Limits on disclosure**

Council will only disclose health information under the following circumstances:

- With the consent of the individual to whom the information relates.
- For the purpose for which the health information was collected or a directly related purpose that the individual to whom it relates would expect, and
- If an exemption applies within HPP 11 (for example law enforcement or serious threat to health or welfare) as outlined under Schedule 1, 10 (1) (i) of the HRIP Act.

**Principle 12 – Not identified**

Council will only attribute an identification number to health information if it is reasonably necessary for Council to carry out its functions effectively.

**Principle 13 - Anonymous**

Council will provide health services anonymously where it is lawful and practical.

**Principle 14 – Transfer of health information to Commonwealth agencies**

Council will only transfer personal information out of NSW if the requirements of HPP 14 are met.



**Principle 15 – Authorised**

Council will only include health information in a system to link health records across more than one organisation if the individual to whom the health information relates expressly consents to the link.

## Supplementary Information

### **Suppression of personal information**

A person may request Council to not publish their personal information if they consider that the safety or wellbeing of a person would be affected by the information being placed on the public register or released by Council.

Council will suppress the information in accordance with the request unless Council is of the opinion that the public interest in maintaining public access to the information outweighs any individual interest in suppressing the information. When in doubt, Council will favour suppression.

This is in accordance with Section 58(2) of the PPIP Act and Section 739 of the Local Government Act 1993 (LGA).

Any information that is suppressed from the public register may still be kept for other purposes. The information may still be used for Council functions and disclosure will be managed in accordance with the GIPA Act.

An application for suppression must be made in writing and outline the reasons for the request. Council may require supporting documentation where appropriate.

For instance Annual Disclosures of Interest Returns by Councillors and staff identified as a "Designated Person" in accordance with the provisions of Section 4.8 the Council's Code of Conduct contains personal information that is publicly available to the public. Council will redact the signature of each person from the return and subject to a written request, will also redact the home address (and will consider any other information) should an application be made for the suppression of such information that contains good reasons for the suppression.

From time to time Council also seeks submissions from the public on matters to be considered by Council. The public are made aware that the initial of their Christian name and their surname in its entirety along with their locale only (town or suburb) will be made available in any Council report addressing the matter for which that person made such a submission.

Any request to suppress such information must be made available in writing with supporting reason for suppression of their personal details.



## Privacy Complaint Process

Council encourages the informal resolution of privacy issues before undertaking the review process. Issues can be raised informally with Council and complaints will be managed generally in accordance with Council's Complaints and Feedback Management Policy and procedures and this Plan. Further details relating to such policy can be found on Council's website [wsc.nsw.gov.au](http://wsc.nsw.gov.au).

### **Internal Review**

Individuals have the right to request an internal review under Part 5 of the PPIP Act.

A complaint about Council's handling of personal information (conduct) is managed via an internal review, which is an internal investigation by Council's Privacy Officer.

Conduct can mean an action, a decision, or even inaction by Council. Examples of the conduct complained about could be:

- A decision to refuse a person access to their personal or health information.
- The action of disclosing a person's personal or health information to another person.
- The failure to protect a person's personal or health information from being inappropriately accessed by someone else.

The person (applicant) who has a concern about Council's conduct is entitled to apply for an internal review. The application for review must be in writing and addressed to the attention of the Privacy Officer through the following channels:

**Online** via our online feedback form at [Contact Us | Wingecarribee Shire Council \(nsw.gov.au\)](http://Contact Us | Wingecarribee Shire Council (nsw.gov.au))

**By email at** [mail@wsc.nsw.gov.au](mailto:mail@wsc.nsw.gov.au)

**By Post to:**

Privacy Officer  
Wingecarribee Shire Council  
Po Box 141  
Moss Vale NSW 2577

On receipt of the internal review request, and subject to the nature of your complaint/feedback, Council may be required to forward a copy to the NSW Privacy Commissioner. Council will inform the NSW Privacy Commissioner of progress and the outcome of any review.

Council will assess whether it has complied with the privacy principles and then advise the applicant of its findings and what it will do as a result.

The NSW Privacy Commissioner is entitled to make submissions in relation to internal reviews and Council is required to consider any relevant material submitted by the NSW Privacy Commissioner. The Council must provide the NSW Privacy Commissioner with a draft of Council's internal review report to enable the NSW Privacy Commissioner to make a submission.

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The aggrieved individual must lodge an application within six months from the time the applicant first became aware of the conduct (the subject of the application). Council may exercise its discretion to accept an application which may be received after the usual six-month notification period.

Council will keep the contents of the review confidential in accordance with Council's Code of Conduct. The Internal Review, as far as practicable, will be conducted by the Privacy Officer, or an appropriately qualified employee of the Council, who does not have a conflict of interest in the matter (Reviewing Officer).

Council will complete the review as soon as reasonably practicable within 60 days from receipt of the application for review.

Following completion of the review, Council will do one or more of the following:

- Take no further action on the matter.
- Make a formal apology to the applicant.
- Take appropriate remedial action.
- Provide undertakings that the conduct will not occur again.
- Implement administrative measures to ensure that the conduct will not occur again.

Council will notify the applicant in writing as soon as practicable at the completion of the review. This will include:

- The outcome and reasons for the decision.
- Any proposed actions to be taken.
- the right of the applicant to have the outcome reviewed by the Administrative and Equal Opportunity Division of NSW Civil and Administrative Tribunal ([ncat.nsw.gov.au](http://ncat.nsw.gov.au) or 1300 006 228).

### **The Privacy Commissioner's role**

The Privacy Commissioner has an oversight role in how agencies handle privacy complaints and is entitled to make submissions to Council regarding internal reviews. If Council receives an internal review application, it will:

- Notify the Privacy Commissioner of the application as soon as practicable after receiving the application.
- Keep the Privacy Commissioner informed of the progress of the internal review.
- Inform the Privacy Commissioner of the findings of the review and the action proposed to be taken by Council in relation to the matter.

An individual can also make a complaint directly to the Privacy Commissioner about an alleged breach of their privacy.



## **Disclosure and misuse of personal information or health information**

Section 664 of the Local Government Act 1993 also applies to the lawful disclosure and use of information by Council. Whether or not a particular disclosure is made lawfully under those provisions is a matter that requires consideration of relevant circumstances from case to case.

### Data Breach Response

Council has obligations under Part 6A of the PPIP Act to notify the Privacy Commissioner and affected individuals of certain serious data breaches, called eligible data breaches in this Plan.

Eligible data breaches occur when a reasonable person would conclude that the access or disclosure of the personal information would be likely to result in serious harm to an individual to whom the information relates where;

- Unauthorised access to, or unauthorised disclosure of, personal information occurs, or
- There is a loss of information where unauthorised access or disclosure is likely to occur.

Separate to this Plan, Council has:

- A Data Breach Policy that sets out Council's approach to preventing and managing data breaches, including information regarding the roles, responsibilities and steps that Council will take to manage a breach if one occurs;
- A Data Breach Response Plan that contains decision-making tools and templates to assist Council to respond to an actual or potential data breach in a manner consistent with the PPIP Act and relevant guidance from the Privacy Commissioner;
- A Public Notification Register that provides details about any public notifications made.

In the event of an actual or suspected eligible data breach, Council will apply its Data Breach Policy and implement its Data Breach Response Plan, including undertaking the following five key steps as required:

#### **Step 1 – Internally report and triage the (potential) data breach**

Any person who has identified a (potential) data breach will report the breach to Council's Privacy Officer. The Privacy Officer will review the (potential) data breach in accordance with Council's Data Breach Response Plan.

#### **Step 2 – Contain the potential or actual data breach**

Council will take all immediate and reasonable steps to contain and limit any further unauthorised access or disclosure. For example, recover or request deletion of the information, shut down the system that has been breached, suspend the activity that led to the breach, revoke or change access codes or passwords.

#### **Step 3 – Assess and mitigate the data breach**

Council will assess the breach and determine within 30 days to determine whether there are reasonable grounds to believe there has been an eligible data breach. This will involve consideration of the type of information involved in the breach and assessment of the risks associated with the breach, including risk of serious harm to individuals.

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**Step 4 – Consider notifying the IPC and affected individuals (if required)**

Council will notify the NSW Privacy Commissioner of an eligible data breach. If required under the PPIP Act, Council will also notify the individuals affected by the data breach. Where it is not reasonably practicable to individually notify each affected individual, public notification of the data breach may be given on Council’s website.

Council will have regard to the following when determining whether a notification to affected individuals is required:

- The risk of harm to the individual.
- Steps that Council has taken to date to avoid or remedy any actual or potential harm.
- The ability of the individual to take further steps to avoid or remedy harm.
- Whether the information that has been compromised is sensitive, or likely to cause humiliation or embarrassment for the individual, and
- Whether there are any applicable legislative provisions or contractual obligations that require Council to notify affected individuals.

**Step 5 – Conduct a detailed post-breach review**

Council will undertake a review of the circumstances of the breach and identify areas for improvement in its data breach response, including measures it can take to prevent reoccurrence.

For further information on how Council responds to data breaches, please see our Data Breach Policy on our website at [wsc.nsw.gov.au](http://wsc.nsw.gov.au).

## Training and Education

All new employees and Councillors will receive training on our privacy obligations at induction. This training is also supplemented by a regular curriculum of additional awareness training.

Members of the public are educated about our privacy obligations and rights through notification or messaging when customers call us on our main telephone number, collection notices on all forms that require collection of personal information and a dedicated privacy guidelines page on our website at [wsc.nsw.gov.au](http://wsc.nsw.gov.au).

## Public Access to the Privacy Management Plan

This Plan and other Council policies, such as the Data Breach Policy, are available on Council’s website at [wsc.nsw.gov.au](http://wsc.nsw.gov.au) or by contacting our Customer Service Centre using the details below.

## Offences

Offences can be found in Part 8 of the PPIP Act.

It is an offence for Council to:

- Intentionally disclose or use personal information accessed as part of our work for an

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- unauthorised purpose.
- Offer to supply personal information that has been disclosed unlawfully
- Hinder the Privacy Commissioner or a staff member from doing their job.

## Other Applicable Laws

### **Crimes Act 1900**

Under this law Council must not access or interfere with data in computers or other electronic devices unless it is authorised to do so.

### **Independent Commission against Corruption Act 1988**

Under this law Council staff cannot misuse information obtained in the course of doing their job.

### **Public Information Disclosures Act 2022**

Under this law "personal information" received or collected under the PID Act is not subject to the IPPs or HPPs as the PPIP Act excludes information contained in a public interest disclosure. Council must not disclose information that may identify or tend to identify a person who has made a public interest disclosure.

### **State Records Act 1998 and State Records regulation 2015**

This law sets out when Council can destroy its records and sets appropriate rules and regulations to ensure that Council appropriately manages its record keeping responsibilities.

## Accessing this Privacy Management Plan

Copies of this plan are available on Council's website and intranet and have been made available to the NSW Information and Privacy Commissioner. Hard copies may be made available to members of the public upon request and upon receipt of the relevant photocopying fee adopted as part of Council's fees and charges schedule.

### **Contact details**

You may obtain further information by contacting:

Privacy Officer  
Wingecarribee Shire Council  
Box 141  
Moss Vale NSW 2577  
[mail@wsc.nsw.gov.au](mailto:mail@wsc.nsw.gov.au)

NSW Civil and Administrative Tribunal (NCAT)  
1300 006 228  
[ncat.nsw.gov.au](http://ncat.nsw.gov.au)

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## Review and Evaluation

Section 33 of the PPIP Act requires all public sector agencies to prepare, implement, and periodically review a Privacy Management Plan. This Plan will be reviewed every two years.

## Document Control

### 1.1 Version Control

Version	Adoption Date	Notes
1.0`	14 August 2013	Initial adoption of the Plan based on Model PMP provided by Division of Local Government (Premier and Cabinet)
2.0		Review and update of plan to include information relating to local circumstance, Data breach and to provide the policy on Council's standard Policy template.

## Attachments

Appended to this policy are the following forms:

**Appendix 1** – Application under Section 13 of the Privacy and Personal Information Protection Act 1998: To determine whether Council holds personal information about a person.

**Appendix 2** - Application under Section 14 of the Privacy and Personal Information Protection Act 1998: For access to Applicants Personal Information

**Appendix 3** - Application under Section 15 of the Privacy and Personal Information Protection Act 1998: For alteration of Applicants Personal Information

**Approved by:**

**WINGECARRIBEE SHIRE COUNCIL**

[Governance to insert adoption date]

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Appendix 1: Application under Section 13 of the Privacy and Personal Information Protection Act 1998: To determine whether Council holds personal information about a person.

**Personal information held by the Council**

I, <sup>(1)</sup> \_\_\_\_\_  
of <sup>(2)</sup> \_\_\_\_\_  
Hereby request the General Manager of <sup>(3)</sup> \_\_\_\_\_  
\_\_\_\_\_ provide the following:

1) insert full name  
2) insert address  
3) insert name of Council

- Does the Council hold personal information about me?  Yes  No
- If so, what is the nature of that information? \_\_\_\_\_  
\_\_\_\_\_
- What is the main purpose for holding the information? \_\_\_\_\_  
\_\_\_\_\_
- Am I entitled to access the information?  Yes  No

My address for response to this application is:  
\_\_\_\_\_

Note \_\_\_\_\_ to applicants

Council **will not** record your address or any other contact details that you provide for any other purpose other than to respond to your application.

As an applicant, you have a right of access to personal information concerning yourself that is held by the Council under section 14 of the Privacy and Personal Information Protection Act 1998 (PPIPA). There is a separate application form to gain access.

- The Council may refuse to process this application in part or in whole if:
- there is an exemption to section 13 of the PPIPA; or
  - a Code of Practice may restrict the operation of section 14.

Enquiries concerning this matter can be addressed to:





**Appendix 2: Application under section 14 of the Privacy And Personal Information Protection Act 1998: For access to Applicant’s Personal Information**

**Personal information held by the Council**

I, <sup>(1)</sup> \_\_\_\_\_

of <sup>(2)</sup> \_\_\_\_\_

Hereby request that the <sup>(3)</sup> \_\_\_\_\_

Provide me with:

1) insert full name  
2) insert address  
3) insert name of Council

- (a) access to all personal information held concerning myself; or
  - (b) access to the following personal information only (**LIST INFORMATION REQUIRED BELOW**):
- \_\_\_\_\_

My address for response to this application is:

\_\_\_\_\_

\_\_\_\_\_

State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Note to applicants

As an applicant, you have a right of access to personal information concerning yourself that is held by the Council under section 14 of the Privacy and Personal Information Protection Act 1998 (PPIPA).

You are entitled to have access without excessive delay or cost.

Council may refuse to process your application in part, or in whole, if:

- the correct amount of fees has not been paid;
- there is an exemption to section 14 of the PPIPA; or
- a Code of Practice may restrict disclosure.

Enquiries concerning this matter can be addressed to:

\_\_\_\_\_

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### Appendix 3: Application under section 15 of the Privacy and Personal Information Protection Act 1998: For alteration of Applicant's Personal Information

#### **Personal information held by the Council**

I, <sup>(1)</sup> .....  
of <sup>(2)</sup> .....  
Hereby request that the <sup>(3)</sup> .....  
.....

1) insert full name  
2) insert address  
3) insert name of Council

alter personal information regarding myself in the following manner:

- I propose the following changes: .....
- The reasons for the changes are as follows: .....
- The documentary bases for those changes is as shown on the attached documents .....

#### Note to Applicants:

You have a right to request appropriate amendments are made (whether by way of corrections, deletions or additions) to ensure that the personal information held by the Council

- (a) is accurate, and
- (b) having regard to the purpose for which the information was collected (or is to be used) and to any purpose that is directly related to that purpose, is relevant, up-to-date, complete and not misleading.

If Council is not prepared to amend the personal information in accordance with a request by you, Council must take such steps as are reasonable to attach to the information in such a manner as is capable of being read with the information, any statement provided by you.

If your personal information is amended, you are entitled under the Privacy and Personal Information Protection Act 1998 (PPIPA), if it is reasonably practicable, to have recipients of that information notified of the amendments made by Council.

Council may refuse to process your application in part, or in whole, if:

- there is an exemption to section 15 of the PPIPA; or
- a Code of Practice may restrict alteration.

Enquiries concerning this matter can be addressed to: .....

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**Submission  
to the  
Draft Code  
Of  
Meeting Practice**

**R [REDACTED] Khoury**

**[REDACTED] Colo Vale**

3 January 2024

(Total of 5 pages, including this cover sheet)

Page 1 of 5

## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025**

### **1) Procedural Matter**

The draft Code of Meeting Practice was presented at the Ordinary Meeting of 20 November 2024.

The purpose of placing the draft Code on the agenda was ‘To seek Council’s endorsement to place on public exhibition...’

The two Officer’s Recommendations were:

- a) Firstly, for Council to endorse the draft Code for public exhibition in order to seek community feedback, and
- b) Secondly, that a report based on community feedback be submitted to the 19 February 2025 meeting.

Both recommendations were centred around community engagement and feedback. Prima facie, it appears that a Council officer/s believed that the community should be engaged in this decision-making process. This submission applauds this initiative for engaging the community in Council affairs.

However, before the draft Code went on public exhibition, Councillors moved, seconded, discussed and carried motion MN 2024/342 to clauses 3.1 and 4.1 of the draft Code. In doing so, community engagement and feedback was negated for these two clauses.

Regardless, this submission will nonetheless address clauses 3.1 and 4.1 as they are linked to, but not limited, to clauses 4.7, 18.1, 18.2 and 18.3.

### **2) Clause 3.1**

The original draft Code proposed changing the commencement time of meetings from 3.30 pm to 1.30 pm. The rationale for this change was so it ‘...better suits the newly elected Council’.

However, prior to the draft Code being placed on public exhibition, most of the Councillors (7 for, 2 against) voted against the proposed 1.30 pm commencement time, favouring to remain at 3.30 pm ie MN 2024/342.

Although now superfluous, a brief survey of nearby Councils shows that their commencement times are:

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<b>Council</b>	<b>Commencement Time of Meetings</b>
Upper Lachlan Shire Council	1.30 pm
Hilltops Council	4.30 pm
Kiama Municipal Council	5.00 pm
Shoalhaven City Council	5.30 pm
Oberon Council	5.30 pm
Goulburn Mulwaree Council	6.00 pm
Shellharbour City Council	6.00 pm
Blayney Shire Council	6.00 pm
Wollondilly Shire Council	6.00 pm
Wollongong City Council	6.00 pm
Campbelltown City Council	6.30 pm
Camden Council	6.30 pm
Penrith City Council	7.00 pm
Blue Mountains City Council	7.30 pm

**Suggestion #1:** While acknowledging MN 2024/342, the commencement times of nearby Councils could be of future interest.

**3) Clauses 3.2, 3.8, 3.11, 3.24, 5.13, 5.18 to 5.23, 8.1, 11.6, 13.9, 20.6 and 20.23**

These changes appear to enhance the Code.

**Suggestion #2:** That all the above clauses for insertion and amendment to the Code be supported.

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### 4) Clause 4.1

The proposed amendment of clause 4.1 is inextricably related to clause 3.1. If the Council meeting commencement time had changed to 1.30 pm, then the public forum commencement time also had to alter.

The original proposal, before MN 2024/342 was carried, was to change the public forum to the Tuesday prior to the Council meeting, commencing at 4.30 pm. The rationale for the 4.30 pm was ‘...to allow greater access by the public’.

Most of the Councillors (7 for, 2 against) voted against this proposal before it went on public exhibition (MN 2024/342). Therefore, the public forum remains at 3.00 pm prior to the Council meeting at 3.30 pm.

Although now superfluous, a brief survey of nearby Councils shows that the following Councils have the public forum on the same day as the Council meetings:

- a) Hilltops Council
- b) Shoalhaven City Council
- c) Shellharbour City Council
- d) Blayney Shire Council
- e) Campbelltown City Council
- f) Penrith City Council
- g) Blue Mountains City Council.

Kiama Municipal Council has the public forum on the day prior the Council meeting, as was proposed in the draft Code.

Wollondilly Shire Council refers to its public forums as community forums. The community forums are held one week prior to the Council meeting.

**Suggestion #3:** While acknowledging MN 2024/342, the public forum days of nearby Councils could be of future interest.

### 5) Clause 4.7

The proposed amendment of clause 4.7 to the draft Code is that the number of speakers at the public forum be increased to 2 for the motion, and 2 against the motion, making a total of 4 speakers.

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The adoption of clause 4.7 does not limit the number of speakers to only 4. This is because clause 4.9 allows an increase in the number more speakers, pending the approval of the Mayor and General Manager.

This is a positive amendment, for as the rationale states, it allows the Councillors ‘...to hear a diversity of views’.

**Suggestion #4:** That clause 4.7 is supported, as clause 4.9 does not limit the number of speakers to only 4.

However, clause 4.7 needs to read in conjunction with clauses 4.1 and 4.12. Clause 4.1 only allows 30 minutes for the public forum, and clause 4.12 allows each speaker 5 minutes to address Council.

On the assumption there are 2 people speaking for and 2 against an agenda item, a total time of 20 minutes (4 speakers x 5 minutes) is required. Then, if Councillors under clause 4.15 were to ask a question, and the speakers were to respond, the time allocation of 30 minutes would expire.

Therefore, a single agenda item which involves 4 speakers and questions from Councillors, would use up the entire 30 minute public forum time. Therefore, there would be no time for a second agenda item to be heard in the public forum.

**Suggestion #5:** Clause 4.7 needs to be read in conjunction, but not limited, with clauses 4.1, 4.9, 4.12, 4.15 and 4.17. It is presented that 30 minutes for the public forum is insufficient for 4 speakers (2 for, 2 against) to address more than one agenda item, and suggests a review of the 30 minute limit.

**6) Clauses 18.1 to 18.3**

Clauses 18.1 to 18.3 are inextricably linked to clause 3.1.

However, before the draft Code went on public exhibition, Councillors moved, seconded, discussed and carried motion MN 2024/342 to clause 3.1 of the draft Code.

In doing so, clauses 18.1 to 18.3 in the original draft Code became void.



## Code of Meeting Practice



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WINGECARRIBEE SHIRE COUNCIL

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
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Code of Meeting Practice - Draft for Adoption.docx

**LEADERSHIP**

Wingecarribee Community Strategic Plan 2041 -

1.1 Ethical and trusted levels of government that work together in the best interests of the Shire.

<b>Document Type</b>	Council Code
<b>Document Reference No.</b>	[Governance to insert] (example: 2020/001)
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# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025



## 1 INTRODUCTION

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

The Model Meeting Code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

## 2 MEETING PRINCIPLES

### 2.1 Council and committee meetings should be:

*Transparent:* Decisions are made in a way that are open and accountable.

*Informed:* Decisions are made based on relevant, quality information.

*Inclusive:* Decisions respect the diverse needs and interests of the local community.

*Principled:* Decisions are informed by the principles prescribed under Chapter 3 of the Act.

*Trusted:* The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.

*Respectful:* Councillors, staff and meeting attendees treat each other with respect.

*Effective:* Meetings are well organised, effectively run and skilfully chaired.

*Orderly:* Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

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## 3 BEFORE THE MEETING

### Timing of ordinary council meetings

- 3.1 Ordinary meetings of the council will be held on the following occasions:

On the third Wednesday of each month between February and November and the second Wednesday in December commencing at 3.30pm at the Civic Administration Building, Council Chambers, Elizabeth Street, Moss Vale.

- 3.2 Council may by resolution alter the ordinary meeting date of any given meeting as determined in Clause 3.1 provided the alternative meeting date is within the same month as previously set and provided due notice is given in accordance with Clause 3.6.

**Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.**

### Extraordinary meetings

- 3.3 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

**Note: Clause 3.3 reflects section 366 of the Act.**

- 3.4 The Mayor, in consultation with the general manager, or the general manager, in consultation with the mayor, may call an extraordinary meeting without the need to obtain the signature of two (2) councillors to consider urgent business.

For the purpose of clause 3.4, urgent business is any matter that, in the opinion of the mayor or the general manager, requires a decision by the council before the next scheduled ordinary meeting of the council.

### Notice to the public of council meetings

- 3.5 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

**Note: Clause 3.5 reflects section 9(1) of the Act.**

- 3.6 For the purposes of clause 3.5, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be

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published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

- 3.7 For the purposes of clause 3.5, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

- 3.8 The general manager must send to each councillor, at least seven (7) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

**Note: Clause 3.8 reflects section 367(1) of the Act.**

- 3.9 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

Where all councillors are provided with secure facilities to access material electronically, the notice, agenda and business papers will only be given to councillors in electronic form.

**Note: The first sentence of Clause 3.9 reflects section 367(3) of the Act.**

Notice to councillors of extraordinary meetings

- 3.10 Notice of less than seven (7) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

**Note: Clause 3.10 reflects section 367(2) of the Act.**

Giving notice of business to be considered at council meetings

- 3.11 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted prior to the close of business at 4.30pm **ten (10)** business days before the meeting is to be held.
- 3.12 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.13 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion

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with the business papers for the meeting at which the notice of motion is to be considered by the council.

- 3.14 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:
- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or
  - (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

### Questions with notice

- 3.15 A councillor may, by way of a notice submitted under clause 3.11, ask a question for response by the general manager about the performance or operations of the council.
- 3.16 A councillor is not permitted to ask a question with notice under clause 3.15 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.
- 3.17 The general manager or their nominee may respond to a question with notice submitted under clause 3.15 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

### Agenda and business papers for ordinary meetings

- 3.18 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.19 The general manager must ensure that the agenda for an ordinary meeting of the council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
  - (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
  - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
  - (d) any business of which due notice has been given under clause 3.11.
- 3.20 Nothing in clause 3.19 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.

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- 3.21 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.22 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
  - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

**Note: Clause 3.22 reflects section 9(2A)(a) of the Act.**

- 3.23 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

### Statement of ethical obligations

- 3.24 Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.

### Availability of the agenda and business papers to the public

- 3.25 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

**Note: Clause 3.25 reflects section 9(2) and (4) of the Act.**

- 3.26 Clause 3.25 does not apply to the business papers for items of business that the general manager has identified under clause 3.22 as being likely to be considered when the meeting is closed to the public.

**Note: Clause 3.26 reflects section 9(2A)(b) of the Act.**

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- 3.27 For the purposes of clause 3.25, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

**Note: Clause 3.27 reflects section 9(3) of the Act.**

- 3.28 A copy of an agenda, or of an associated business paper made available under clause 3.25, may in addition be given or made available in electronic form.

**Note: Clause 3.28 reflects section 9(5) of the Act.**

### Agenda and business papers for extraordinary meetings

- 3.29 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.
- 3.30 Despite clause 3.29, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:
- (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 3.31 A motion moved under clause 3.30(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.32 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.30(a) can speak to the motion before it is put.
- 3.33 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.30(b) on whether a matter is of great urgency.

### Pre-meeting briefing sessions

- 3.34 Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.
- 3.35 Pre-meeting briefing sessions will only be closed to the public if they meet the relevant provisions of the Local Government Act 1993 (as set out at Part 14 of this code) and any guidelines issued by the Office of Local Government.
- 3.36 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.
- 3.37 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-

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making must be left to the formal council or committee meeting at which the item of business is to be considered.

- 3.38 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

#### 4 PUBLIC FORUMS

##### Holding a Public Forum

- 4.1 The council may hold a public forum, commencing at 2.30pm, prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.
- 4.2 Public forums are to be chaired by the mayor or their nominee.

##### Speakers

- 4.3 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by close of business (4.30pm) two (2) business days before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 4.4 A person may apply to speak on no more than one (1) item of business on the agenda of the council meeting and if approved must be physically present in the Council Chamber during the public forum to address the item of business.
- 4.5 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.6 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 4.7 No more than two (2) speakers 'for' and two (2) speakers 'against' are permitted for each item of business on the agenda for the council meeting
- 4.8 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to



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nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.

- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.
- 4.10 Only approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no less than two (2) business days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.
- 4.11 The general manager or their delegate is to determine the order of speakers at the public forum.
- 4.12 Each speaker will be allowed five (5) minutes to address the council. This time is to be strictly enforced by the chairperson.
- 4.13 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.14 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.15 Speakers are under no obligation to answer a question put under clause 4.14. Answers by the speaker to each question are to be limited to one (1) minute.
- 4.16 Speakers at public forums cannot ask questions of the council, councillors, or council staff.
- 4.17 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to two (2) minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.18 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.



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- 4.19 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- 4.20 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.19, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.21 Clause 4.20 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
- 4.22 Where a speaker engages in conduct of the type referred to in clause 4.19, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.

### Publication of Written, Visual or Audio Material

- 4.23 Subject to copyright, any written, visual or audio material presented at the public forum will be published on the council's website.

### Conflicts of Interest

- 4.24 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

## 5 COMING TOGETHER

### Attendance by councillors at meetings

- 5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

**Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.**

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- 5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.
- 5.3 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.
- 5.4 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.
- 5.5 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.
- 5.6 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.
- Note: Clause 5.6 reflects section 234(1)(d) of the Act.**
- 5.7 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

### The quorum for a meeting

- 5.8 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.
- Note: Clause 5.8 reflects section 368(1) of the Act.**
- 5.9 Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.
- Note: Clause 5.9 reflects section 368(2) of the Act.**
- 5.10 A meeting of the council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
  - (b) within half an hour after the time designated for the holding of the meeting, or
  - (c) at any time during the meeting.

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- 5.11 In either case, the meeting must be adjourned to a time, date, and place fixed:
- (a) by the chairperson, or
  - (b) in the chairperson's absence, by the majority of the councillors present, or
  - (c) failing that, by the general manager.
- 5.12 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.
- 5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.14 Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.3 or 3.4.

Entitlement of the public to attend council meetings

- 5.15 Everyone is entitled to attend a meeting of the council and committees of the council (i.e. those established by Council in accordance with clause 20.2 of this Code). The council must ensure that all meetings of the council and committees of the council are open to the public.

**Note: Clause 5.15 reflects section 10(1) of the Act.**

- 5.16 Clause 5.15 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

- 5.17 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

- (a) by a resolution of the meeting, or
- (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

**Note: Clause 5.17 reflects section 10(2) of the Act.**

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### Webcasting of meetings

- 5.18 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.
- 5.19 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:
- (a) the meeting is being recorded and made publicly available on the council's website, and
  - (b) persons attending the meeting should refrain from making any defamatory statements.
- 5.20 The recording of a meeting is to be made publicly available on the council's website:
- (a) at the same time as the meeting is taking place, or
  - (b) as soon as practicable after the meeting.
- 5.21 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.
- 5.22 Clauses 5.20 and 5.21 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.
- Note: Clauses 5.18 – 5.22 reflect section 236 of the Regulation.**
- 5.23 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

### Attendance of the general manager and other staff at meetings

- 5.24 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.
- Note: Clause 5.24 reflects section 376(1) of the Act.**
- 5.25 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.
- Note: Clause 5.25 reflects section 376(2) of the Act.**
- 5.26 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.
- Note: Clause 5.26 reflects section 376(3) of the Act.**

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- 5.27 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.

## 6 THE CHAIRPERSON

### The chairperson at meetings

- 6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

**Note: Clause 6.1 reflects section 369(1) of the Act.**

- 6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

**Note: Clause 6.2 reflects section 369(2) of the Act.**

### Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.
- 6.4 The election of a chairperson must be conducted:
- (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
  - (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.
- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
  - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

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- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

### Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:
- (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
  - (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

## 7 MODES OF ADDRESS

- 7.1 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A council officer is to be addressed by their official designation or as Mr/Ms [surname].

## 8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

- 8.1 The general order of business for an ordinary meeting of the council shall be:
- 1. Opening meeting
  - 2. Acknowledgement of country
  - 3. Statement of Ethical Obligations
  - 4. Apologies and applications for a leave of absence by councillors
  - 5. Confirmation of minutes of previous meetings
  - 6. Disclosures of interests
  - 7. Mayoral minute(s)
  - 8. Adoption of matters by exception
  - 9. Reports to council
  - 10. Notices of motions /Notices of Rescission motions
  - 11. Questions with notice
  - 12. Confidential matters
  - 13. Conclusion of the meeting
- 8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

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- 8.3 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.2 may speak to the motion before it is put.

### 9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

#### Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
- (a) unless a councillor has given notice of the business, as required by clause 3.11, and
  - (b) unless notice of the business has been sent to the councillors in accordance with clause 3.8 in the case of an ordinary meeting or clause 3.10 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the council, or
  - (b) is the election of a chairperson to preside at the meeting, or
  - (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
  - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
- (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

#### Mayoral minutes

- 9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.

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- 9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.
- 9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.
- 9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.

### Staff reports

- 9.11 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

### Reports of committees of council

- 9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- 9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

### Questions

- 9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.11 and 3.15.
- 9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.16 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.

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- 9.17 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.18 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

### 10 RULES OF DEBATE

#### Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

#### Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.11 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.11 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- (a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
  - (b) the chairperson may defer consideration of the motion until the next meeting of the council.

#### Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.

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- 10.8 Any motion, amendment, or other matter that the chairperson has ruled out of order is taken to have been lost.

Motions requiring the expenditure of funds

- 10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

Amendments to motions

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Foreshadowed motions

- 10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.

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- 10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

### Limitations on the number and duration of speeches

- 10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than three (3) minutes at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than three (3) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
  - (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.
- 10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.

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- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

### 11 VOTING

#### Voting entitlements of councillors

- 11.1 Each councillor is entitled to one (1) vote.  
**Note: Clause 11.1 reflects section 370(1) of the Act.**
- 11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.  
**Note: Clause 11.2 reflects section 370(2) of the Act.**
- 11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

#### Voting at council meetings

- 11.4 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- 11.5 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.
- 11.6 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

#### Voting on planning decisions

- 11.7 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the

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decision.

- 11.8 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.9 Clauses 11.7–11.8 apply also to meetings that are closed to the public.

**Note: Clauses 11.7–11.9 reflect section 375A of the Act.**

**Note: The requirements of clause 11.7 may be satisfied by maintaining a register of the minutes of each planning decision.**

## 12 COMMITTEE OF THE WHOLE

- 12.1 The council may resolve itself into a committee to consider any matter before the council.

**Note: Clause 12.1 reflects section 373 of the Act.**

- 12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

**Note: Clauses 10.20–10.30 limit the number and duration of speeches.**

- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.
- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

## 13 DEALING WITH ITEMS BY EXCEPTION

- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the

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chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.

- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.2.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.
- 13.8 That prior to Council determining those items on the business paper to be determined by exception the Chairperson offer the General Manager the opportunity to bring to Council's attention those reports that should be dealt with individually and not by exception on the basis that such reports are:
  - (a) of significant public interest,
  - (b) had speakers that addressed Council,
  - (c) is a new policy or a substantial amendment to a current policy,
  - (d) is a new matter of such importance that the community should be made aware,
  - (e) is a report where new information has become available since the report was provided, or
  - (f) is a report that has significant budgetary implications for Council.

### 14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

#### Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
  - (a) personnel matters concerning particular individuals (other than councillors),
  - (b) the personal hardship of any resident or ratepayer,
  - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,

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- (d) commercial information of a confidential nature that would, if disclosed:
  - (i) prejudice the commercial position of the person who supplied it, or
  - (ii) confer a commercial advantage on a competitor of the council, or
  - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of the council's code of conduct.

**Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.**

- 14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

**Note: Clause 14.2 reflects section 10A(3) of the Act.**

Matters to be considered when closing meetings to the public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
  - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

**Note: Clause 14.3 reflects section 10B(1) of the Act.**

- 14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:
- (a) are substantial issues relating to a matter in which the council or committee is involved, and
  - (b) are clearly identified in the advice, and
  - (c) are fully discussed in that advice.

**Note: Clause 14.4 reflects section 10B(2) of the Act.**

- 14.5 If a meeting is closed during the discussion of a motion to close another part of the





meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

**Note: Clause 14.5 reflects section 10B(3) of the Act.**

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
  - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
  - (ii) cause a loss of confidence in the council or committee.

**Note: Clause 14.6 reflects section 10B(4) of the Act.**

14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

**Note: Clause 14.7 reflects section 10B(5) of the Act.**

Notice of likelihood of closure not required in urgent cases

14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.22 as a matter that is likely to be considered when the meeting is closed, but only if:

- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
- (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
  - (i) should not be deferred (because of the urgency of the matter), and
  - (ii) should take place in a part of the meeting that is closed to the public.

**Note: Clause 14.8 reflects section 10C of the Act.**

Representations by members of the public

14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.



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### **Note: Clause 14.9 reflects section 10A(4) of the Act.**

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.22 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by close of business (4.30pm) two (2) business days prior to the meeting at which the matter is to be considered.
- 14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13 No more than two (2) speakers are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.
- 14.15 The general manager (or their delegate) is to determine the order of speakers.
- 14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than two (2) speakers to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed one (1) minute to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

### Expulsion of non-councillors from meetings closed to the public

- 14.18 If a meeting or part of a meeting of the council or a committee of the council is closed

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to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.

- 14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

### Information to be disclosed in resolutions closing meetings to the public

- 14.20 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
- (a) the relevant provision of section 10A(2) of the Act,
  - (b) the matter that is to be discussed during the closed part of the meeting,
  - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

**Note: Clause 14.20 reflects section 10D of the Act.**

### Resolutions passed at closed meetings to be made public

- 14.21 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.22 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.21 during a part of the meeting that is webcast.



## 15 KEEPING ORDER AT MEETINGS

### Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

### Questions of order

- 15.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

### Motions of dissent

- 15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

### Acts of disorder

- 15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:



- (a) contravenes the Act, the Regulation or this code, or
- (b) assaults or threatens to assault another councillor or person present at the meeting, or
- (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
- (d) insults, makes unfavourable personal remarks about, or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
- (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

**Note: Clause 15.11 reflects section 182 of the Regulation.**

- 15.12 The chairperson may require a councillor:
- (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a), (b), or (e), or
  - (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
  - (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.11(d) and (e).

**Note: Clause 15.12 reflects section 233 of the Regulation.**

How disorder at a meeting may be dealt with

- 15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

- 15.14 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.
- 15.15 Clause 5.14 does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.
- 15.16 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent



any other action from being taken against the councillor for the act of disorder concerned.

**Note: Clause 15.16 reflects section 233(2) of the Regulation.**

- 15.17 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.18 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.19 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.20 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.21 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.22 Without limiting clause 15.17, a contravention of clause 15.21 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.17. Any person who contravenes or attempts to contravene clause 15.21, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.23 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

16 CONFLICTS OF INTEREST

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council and pre-meeting briefings (as described in clause 3.34) code of conduct. All declarations of conflicts of interest and how the



conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

## 17 DECISIONS OF THE COUNCIL

### Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

**Note: Clause 17.1 reflects section 371 of the Act**

- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

### Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.11.

**Note: Clause 17.3 reflects section 372(1) of the Act.**

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

**Note: Clause 17.4 reflects section 372(2) of the Act.**

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.11.

**Note: Clause 17.5 reflects section 372(3) of the Act.**

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

**Note: Clause 17.6 reflects section 372(4) of the Act.**

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

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**Note: Clause 17.7 reflects section 372(5) of the Act.**

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

**Note: Clause 17.8 reflects section 372(7) of the Act.**

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.12 with the consent of all signatories to the notice of motion.

- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than 4.30 pm the following business day after the meeting at which the resolution was adopted.

- 17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

**Note: Clause 17.11 reflects section 372(6) of the Act.**

- 17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

- (a) a notice of motion signed by three councillors is submitted to the chairperson, and
- (b) a motion to have the motion considered at the meeting is passed, and
- (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

- 17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.

- 17.14 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

Recommitting resolutions to correct an error

- 17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:

- (a) to correct any error, ambiguity or imprecision in the council's resolution, or
- (b) to confirm the voting on the resolution.

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- 17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.
- 17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.
- 17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.
- 17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

### 18 TIME LIMITS ON COUNCIL MEETINGS

- 18.1 Meetings of the council and committees of the council are to conclude no later than 7.30pm.
- 18.2 If the business of the meeting is unfinished at 7.30pm, the council may, by resolution, extend the time of the meeting. Where an extension of time is approved the meeting must conclude no later than 8.00pm.
- 18.3 If the business of the meeting is unfinished at 7.30pm and the council does not resolve to extend the meeting, the chairperson must either:
  - (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
  - (b) adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.4 Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must:
  - (a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
  - (b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied

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is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

### 19 AFTER THE MEETING

#### Minutes of meetings

- 19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

**Note: Clause 19.1 reflects section 375(1) of the Act.**

- 19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

- (a) details of each motion moved at a council meeting and of any amendments moved to it,
- (b) the names of the mover and seconder of the motion or amendment,
- (c) whether the motion or amendment was passed or lost, and
- (d) such other matters specifically required under this code.

- 19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

**Note: Clause 19.3 reflects section 375(2) of the Act.**

- 19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

- 19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

**Note: Clause 19.5 reflects section 375(2) of the Act.**

- 19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

- 19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

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### Access to correspondence and reports laid on the table at, or submitted to, a meeting

- 19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

**Note: Clause 19.8 reflects section 11(1) of the Act.**

- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

**Note: Clause 19.9 reflects section 11(2) of the Act.**

- 19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

**Note: Clause 19.10 reflects section 11(3) of the Act.**

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

### Implementation of decisions of the council

- 19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

**Note: Clause 19.12 reflects section 335(b) of the Act.**

## 20 COUNCIL COMMITTEES

### Application of this Part

- 20.1 This Part only applies to committees of the council whose members are all councillors.

### Council committees whose members are all councillors

- 20.2 The council may, by resolution, establish such committees as it considers necessary.
- 20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.
- 20.4 The quorum for a meeting of a committee of the council is to be:

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- (a) such number of members as the council decides, or
- (b) if the council has not decided a number – a majority of the members of the committee.

### Functions of committees

- 20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

### Notice of committee meetings

- 20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least seven (7) days before each meeting of the committee, a notice specifying:
- (a) the time, date and place of the meeting, and
  - (b) the business proposed to be considered at the meeting.
- 20.7 Notice of less than seven (7) days may be given of a committee meeting called in an emergency.

### Attendance at committee meetings

- 20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:
- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
  - (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.
- 20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

### Non-members entitled to attend committee meetings

- 20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:
- (a) to give notice of business for inclusion in the agenda for the meeting, or
  - (b) to move or second a motion at the meeting, or
  - (c) to vote at the meeting.

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### Chairperson and deputy chairperson of council committees

- 20.11 The chairperson of each committee of the council must be:
- (a) the mayor, or
  - (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
  - (c) if the council does not elect such a member, a member of the committee elected by the committee.
- 20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.
- 20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.
- 20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

### Procedure in committee meetings

- 20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.
- 20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.
- 20.17 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

### Closure of committee meetings to the public

- 20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.
- 20.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting

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or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

- 20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.19 during a part of the meeting that is webcast.

### Disorder in committee meetings

- 20.21 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

### Minutes of council committee meetings

- 20.22 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:

- (a) the names of councillors attending a meeting
- (b) details of each motion moved at a meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this code.

- 20.23 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

- 20.24 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.

- 20.25 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

- 20.26 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

- 20.27 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

- 20.28 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing

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unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

## 21 IRREGULARITIES

21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:

- (a) a vacancy in a civic office, or
- (b) a failure to give notice of the meeting to any councillor or committee member, or
- (c) any defect in the election or appointment of a councillor or committee member, or
- (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
- (e) a failure to comply with this code.

**Note: Clause 21.1 reflects section 374 of the Act.**

## 22 Council Workshops

- 22.1 Council may hold workshops for the purpose of conducting in-depth discussions on certain topics. A workshop may involve councillors, council staff and invited participants. Workshops are to be open to the public unless the General Manager is satisfied that grounds exist to exclude members of the public. Workshops provide an opportunity to:
- explore more important or complex issues in detail
  - develop a commitment to working together
  - provide an opportunity for professional development
- 22.2 Formal decisions are not made at workshops. Workshops should not be used for detailed or advanced discussions where agreement is reached, and/or a de-facto decision is made. Any detailed discussion or exchange of views on an issue, and any policy decision should be left to the open forum of a formal council or committee meeting.
- 22.3 Council workshops will be minuted. Minutes will provide a record of attendance and proceedings in brief. Minutes will be reported to the Council meeting following the workshop.

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**DEFINITIONS**

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including

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	the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2021</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

Version Control

Version	Adoption Date	Notes
1.0	12 June 2019	Initial adoption
1.1	27 November 2019	Clause 5.5 amended in accordance with Council resolution MN 550/19 to reflect that the speakers on a Visitor Item are allowed five minutes to speak
1.2	24 March 2021	Clause 3.1 amended in accordance with Council resolution MN 98/21 to amend the meeting frequency from two meetings each month to one a month on the second Wednesday of the month, excluding January
1.3	28 July 2021	Adoption following public exhibition period MN 224/21. Amendments to clause 8.1 to hold Public Forums outside of the Council meeting and section 21 on Workshops to clarify they are not decision-making forums and open to the public unless the General Manager is satisfied that grounds exist to exclude members of the public.
1.3.1	16 February 2022	Council resolution MN 23/22 to amend the meeting frequency to be held on the third Wednesday of the month.
1.4	15 June 2022	Following Council resolution MN 2022/121. Amendments to Section 8 'Order of Business at Ordinary Council Meetings' of the Code of Meeting Practice removing the 'Opening

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**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**



		Prayer'. Has been replaced with 'Statement of Ethical Obligations
<b>1.5</b>	29 May 2024	Following Council resolution MN 2024/154. Inclusion of additional Clauses 13.8 and 13.9 regarding items to be determined by exception and amendments to Clauses 4.4 and 4.10 regarding speakers at a Public Forum.

**25. Attachments**

There are no attachments to this policy

**Approved by**

**Wingecarribee Shire Council**  
date

DRAFT

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# Quarterly Progress Report

1 October 2024 – 31 December 2024

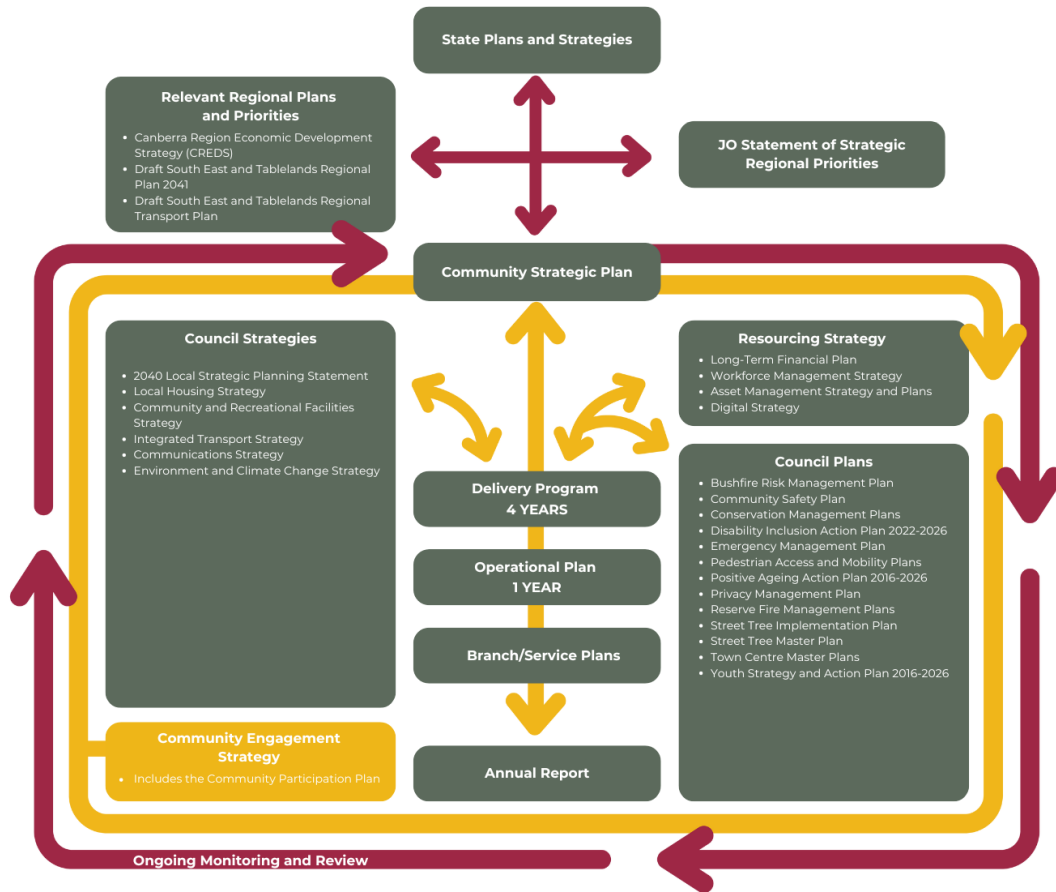


Wingecarribee  
SHIRE COUNCIL

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# Integrated Planning and Reporting Diagram



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## 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 51 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 provides outcomes against Council’s Delivery Program and Operational Plan 2024/25 for the December 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.

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## Service Area and Principal Activities



**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 – Corporate Systems  
 ·Information and Communication Technology - Operations  
 ·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  
 ·Place Management  
 ·Communications and Engagement



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



**Project Delivery**  
 ·Project Management  
 ·Roads and Drainage Projects



**Development Assessment and Regulation**  
 ·Development Assessment (Including Fast Track and Portal Support)  
 ·Development Engineering Services  
 ·Compliance and Regulation



**Shire Presentation**  
 ·Customer Service and Business Support  
 ·Fleet  
 ·Civil Construction  
 ·Specialist Engineering  
 ·Parks and Open Spaces  
 ·Open Space and Buildings  
 ·Infrastructure Maintenance



**Environment and Sustainability**  
 ·Sustainability Services  
 ·Natural Resources Management  
 ·Bushland and Biosecurity



**Water Services**  
 ·Depot and Maintenance Operations  
 ·Treatment  
 ·Water Network Operations  
 ·Wastewater Network Operations



**Resource Management and Waste**  
 ·Resource Recovery  
 ·Waste Services



**Business and Property**  
 ·Southern Regional Livestock Exchange  
 ·Property Services  
 ·Outside School Hours Care Service  
 ·Tourism and Events  
 ·Animal Shelter



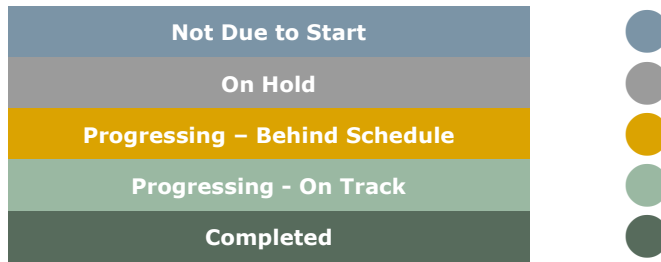
**Strategic Outcomes**  
 ·Economic Development  
 ·Strategy and Place  
 ·Strategic Policy

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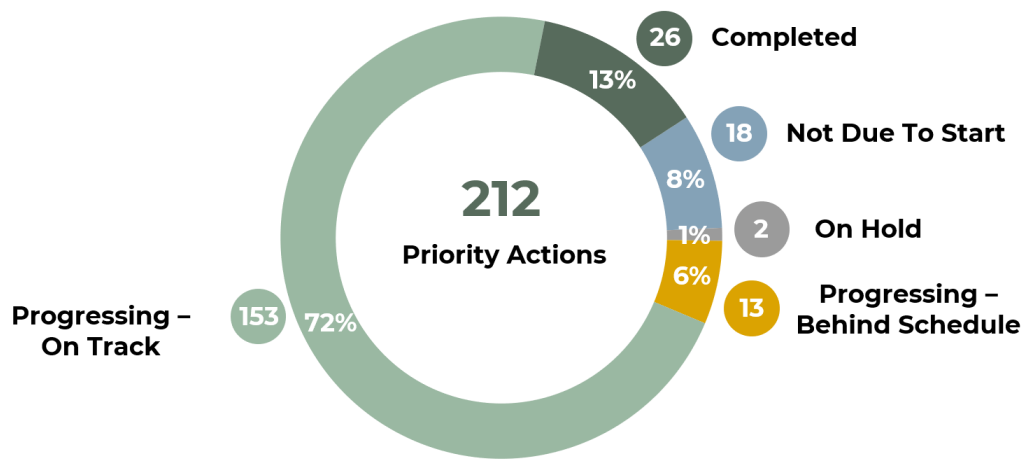
## Summary of Progress

Each Priority Action progress is traffic lighted by the following status icons:



As at the end of the December Quarter of the 212 Priority Actions. 18 were 'Not Due to Start', 2 were 'On Hold', 13 were 'Progressing - Behind Schedule', 153 'Progressing - On Track', and 26 were completed.

## Priority Action Overall Performance



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## Leadership



## Newly Elected Council



## **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. They are:

1. The General Manager's Office and Executive Leadership Team
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 Highlight**

Implementation of Council strategic priorities has continued in line with adopted plans. Service review of 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.

### Operational Plan Priority Actions

Code	Action	Status	Progress
1.1 PA1	Develop a 12-month program for the onboarding and professional development of Councillors	●	The implementation of our comprehensive 12-month onboarding and professional development program is underway and is being well-received. A highlight was a session led by Alicia Mckay on strategic public leadership, which provided valuable insights and tools for effective governance. Additionally, a bus tour of council sites offered councillors a firsthand look at ongoing projects and operations, enhancing their understanding of the council's scope of responsibilities and strategic priorities.
1.1 PA2	Continue to implement the Horizon 1 actions within the Organisational Road Map	●	Much like in the previous quarter, our focus remained steadfast on service reviews and advancing our Organisational Resourcing Strategy. These efforts are critical in ensuring that we are not only maintaining momentum but also aligning our resources and services with the strategic objectives outlined in the Road Map.
1.1 PA3	Continue to advocate the priorities outlined in 'Shire Priorities 2023'	●	Focusing on necessary updates and adjustments for the upcoming 2025 edition of the Shire Priorities document. This process involves not only updating and removing items already successfully funded but also enhancing the document with more data-driven evidence to support advocacy efforts more effectively. This strategic update aims to refine our focus and strengthen our case for funding and support, ensuring that our priorities remain aligned with current needs and opportunities within the Shire.
1.1 PA4	Work collaboratively with the Canberra Region Joint Organisation to achieve mutually beneficial outcomes	●	The October CRJO Board meeting focussed on the onboarding of the new Councillors following the September Council elections. The December Board meeting was focussed on hearing about the opportunities for the Region in the Export market, with a focus on Canberra Airport. Following this meeting contact has been made with the Department of Foreign Affairs and Trade and Canberra Airport with the aim of exploring opportunities to show case local producers.

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**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**



Quarterly Progress Report | December 2024

Code	Action	Status	Progress
1.1 PA5	Partner with TAFE to pilot innovative programs for cadets, apprentices, trainees and people transitioning to retirement (WMS)		As of 10 January 2025, we currently have 25 trainee, apprenticeship, and cadetship roles, with 16 positions filled, representing 3.03% of the current establishment. We are collaborating with the People and Culture team to explore innovative strategies to attract applications for the roles currently advertised. Additionally, a meeting with TAFE is being scheduled to discuss programs aimed at supporting employees transitioning to retirement.
1.1 PA6	Develop and implement a Health and Wellbeing Plan (4-year Plan) (WMS)		A draft plan is currently under review, focusing on evaluating existing wellbeing initiatives, such as Access EAP and Fitness Passport with the aim to ensure all staff are aware of these benefits and are confident in accessing and utilising.
1.1 PA7	Develop and implement, the Employee Reward and Recognition Program (WMS)		Successfully launched and rolled out the WSC Annual Staff Awards Program, with a nomination review committee formed following an EOI process. The program received >95 nominations across the various categories and awards were presented at the all -staff end of year celebration.



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**Civic Functions and Councillor Support**

**Quarterly Highlight**

Held the following Civic Functions: Civic Reception for New Council and their families on 9 October 2024, Civic Reception for Rotary District Peace Pole Unveiling on 25 October 2024, Citizenship Ceremony on 6 November 2024, Illawarra Academy of Sport Presentation on 29 November 2024, Volunteer Thank you Morning Tea on 3 December 2024. Continued to provide ongoing support to Mayor and Councillors.

**Operational Plan Priority Actions**

Code	Action	Status	Progress
1.2 PA1	Prepare a program of Civic events in consultation with the Mayor and Councillors		In the December Quarter, the Civic Events Calendar was finalised and implementation commenced alongside the new Council commencing, ensuring all scheduled events are aligned with the Council's objectives and community expectations. This proactive approach facilitates seamless event execution, enhances community engagement, and supports the Council's commitment to fostering a vibrant community atmosphere.



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## **Financial Services**

Our service works to ensure that the Council is financially sustainable into 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.



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## Procurement and Contracts

**Quarterly Highlight**

Council continues to enhance its monitoring and review processes for all procurement activities to ensure strict compliance with legislative requirements, policies, guidelines, and procedures. We are committed to maintaining all statutory documentation and registers in full compliance with applicable laws. This includes keeping registers updated with all necessary information and adhering to disclosure requirements, such as those outlined in the Government Information (Public Access) (GIPA) Act. Under this legislation, Council must disclose every contract exceeding \$150,000 (inclusive of GST), ensuring full transparency in meeting its legislative obligations.

### Operational Plan Priority Actions

Code	Action	Status	Progress
2.1 PA1	Continue to explore options to better engage with local business		On 28 November 2024, the Council conducted a Procurement Workshop. There were 15 participants from various industries who provided their feedback during this session. Feedback from the session is currently being reviewed, and preparations for a follow-up workshop, scheduled for May 2025, will commence soon.
2.1 PA2	Deliver the outcomes of the Finance Service Review conducted in the 2023/24 Financial year		Closure of all 2024/25 Service Review targets progressing as planned and align to the Technology 1 upgrade.



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**Revenue**

**Quarterly Highlight**

During the December Quarter, notices for the 2nd instalment were issued, both by post and electronically, by the 31 October deadline required by the legislation. Water meters were read and charges generated so that notices could be issued in January 2025 for the 2nd billing period of the 2024/25 financial 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 excellent 4.8% collection rate achieved for the 2023/24 financial year, which easily surpassed the 10% benchmark set by the Office of Local Government for rural and regional Councils like Wingecarribee.

These efforts contribute to the Council's financial stability.

**Operational Plan Priority Actions**

Code	Action	Status	Progress
2.2 PA1	Develop a program to systematically review all property categorised for rating purposes as Farmland		A review of Farmland properties including implementation of any schedule cannot be commenced until such time as the new Farmland Policy has been adopted by Council. It is anticipated that the draft Policy will be presented to Council in March 2025 for consideration for public exhibition.
2.2 PA2	Develop a program to systematically review all property categorised for rating purposes as Non-rateable		A review of non-rateable properties was completed during the 2nd quarter of the 2024/25 financial year. Adjustments are to be finalised, and a review process implemented by March 2025.

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## Financial Services

### Quarterly Highlight

In the December Quarter, Council received an unmodified audit opinion on the 2023/24 financial statements, which was presented to Council in November.

Additionally, Payroll services has maintained timeliness and compliance, ensuring that Council's staff receive their pay in accordance with 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.

### Operational Plan Priority Actions

Code	Action	Status	Progress
2.3 PA1	Review Council's Long-term Financial Plan (LTFP)* to ensure Council's ongoing financial sustainability		The LTFP is regularly reviewed in conjunction with the Quarterly Budget Review Statements (QBRs), with recommendations provided to Council to support the ongoing management and sustainability of the annual budget and LTFP. A comprehensive review will be completed alongside the 2025/26 budget.
2.3 PA2	Complete the Annual Financial Statements ready for audit within 8 weeks after year end		Annual Financial Statements have been completed for the 2023/24 Financial Year.
2.3 PA3	Implement Technology One, Ci Anywhere financial module as outlined in the ICT Digital Roadmap (DS)*		This project is tracking updated financial ledger due to go Live in January 2025. The Procure to Pay systems will be upgrade and completed by the end of the financial year.
2.3 PA4	Proactively seek grant funding opportunities that align to Council's Operational Plan or unfunded initiatives (LTFP)		During the quarter, Council was successful in receiving \$365,131 relating to three grant applications and was notified of 9 unsuccessful grant applications totalling \$9.01 million. There are currently twenty-three grant applications pending at the end of the quarter valued at \$28.2 million.
2.3 PA5	Deliver the outcomes of the Finance Service Review conducted in the 2023/24 financial year		Actions from the Financial Year 2024/25 Service Review are on track, with some items completed. Finance Structure refinements have been finalised, while other areas, including financial reporting, legacy system integration and procurement processes are progressing as expected.



## **Governance and Corporate Performance**

Our service works to ensure that the Council is well-governed and operating 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. They are;

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 Highlight**

Work continued on the Community Strategic Plan after receiving the draft plan from the Canberra Region Joint Organisation with the final draft expected to be placed on Public Exhibition during the March 2025 Quarter. The revised CSP will then set the foundation for the entire suite of Integrated Planning and Reporting (IP&R) documents as required under the Local Government Act 1993. In the December 2024 Quarter, combined IP&R and Budget workshops were held with Managers to identify service area priorities and work plans for the 2025/26 year.

The Annual Report and State of our Shire Report were presented to the November 2024 Council Meeting and endorsed by Council within legislative timeframes. The State of our Shire Report also identified future focus areas to assist the new Council in preparing the new Delivery Program.

The monthly corporate KPI reporting process continued throughout the reporting period and good progress was made on the Strategies and Plans review project with actions from key strategic documents being uploaded into Pulse for responsible officer review.

The service review for Shire Presentation which includes Infrastructure Maintenance, Civil Construction, Parks & Open Spaces, Facilities and Tree Management has been scoped with the intention to commence the review in the March 2025 quarter.

### Operational Plan Priority Actions

Code	Action	Status	Progress
3.1 PA1	Prepare the State of Our Shire report as part of the review of the Community Strategic Plan	●	The State of the Shire Report was completed within necessary timeframes and was presented to the November 2024 Council Meeting as an appendix to the Annual Report in accordance with IP&R Guidelines. The report highlighted future focus areas for consideration by Council when developing 2025-2029 Delivery Program priorities.
3.1 PA2	Develop Council's Resourcing Strategy, Delivery Program 2025-2029 and Operational Plan and Budget 2025/26	●	Work continued on the Community Strategic Plan which is guiding the preparation work for the entire suite of Integrated Planning and Reporting (IP&R) documents including the Resourcing Strategy, Delivery Program and Operational Plan and Budget. Combined IP&R and Budget workshops were held during the December quarter to identify service area priorities and work plans with key staff.
3.1 PA3	Work with the Canberra Region Joint Organisation to develop the Regional Community Strategic Plan	●	The draft Regional Community Strategic Plan (CSP) and the engagement report was received in October 2024 and further work was completed to progress the Wingecarribee CSP throughout the quarter including engagement with community and industry partners and the new Councillors. It is expected that the CSP will be finalised in the March 2025 quarter which will then support the development of the Delivery Program and Operational Plan.

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**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**



Quarterly Progress Report | December 2024

Code	Action	Status	Progress
3.1 PA4	Facilitate a program of Service Reviews to achieve best value services for the community		The service review for Shire Presentation which includes Infrastructure Maintenance, Civil Construction, Parks & Open Spaces, Facilities and Tree Management has been scoped with the intention to commence the review in the March 2025 quarter. Council also completed an EOI to find out more about the Service Review in a Box program being offered by Local Government Professionals in late Financial Year 2024/25.



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## Governance

### Quarterly Highlight

During the second quarter there were three (3) Ordinary Meeting and one (1) Extraordinary Meeting of Council. All agendas and minutes for these meetings were distributed in accordance with the Code of Meeting Practice.

The GIPA Act 2009 provides members of the public with the right to access information held by Council. There were six (6) formal GIPA applications and 159 informal access to information requests referred to the Governance team during the reporting period.

There was one (1) Ordinary Meeting of the ARIC held the reporting period. The agenda and minutes were distributed in accordance with the ARIC Terms of Reference. A report for the internal audit in relation to Contract Management Processes is being finalised and will be presented to the March ARIC meeting.

All registers maintained by Governance were updated accordingly.

Council's Code of Conduct Complaint Statistics for the period 1 September 2023 to 31 August 2024 were reported to the December 2024 Council meeting and submitted to the Office of Local Government.

### Operational Plan Priority Actions

Code	Action	Status	Progress
3.2 PA1	Prepare for and facilitate the September 2024 local government elections	●	Completed during first quarter.
3.2 PA2	Develop and deliver the Councillor induction program	●	The Councillors commenced their onboarding on Tuesday 8 October. Ten onboarding sessions have since been held providing an overview of Governance, Code of Meeting Practice, Integrated Planning and Reporting Framework, legal and ethical responsibilities and risk management, Local Government financial processes and management, decision making and strategic planning. Formal onboarding will continue until May 2025.
3.2 PA3	Develop and deliver a professional development program for Councillors	●	As part of the onboarding program, a professional development session has been held with the Councillors in relation to integrated planning and reporting.  All Councillors have completed an individual learning and development survey which will be used to inform the professional development sessions for each Councillor to be held in 2025.

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**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**



Quarterly Progress Report | December 2024

Code	Action	Status	Progress
3.2 PA4	Undertake reviews of the relevant statutory policies including - <ul style="list-style-type: none"> <li>• Councillor and Staff Interaction Policy</li> <li>• Code of Meeting Practice</li> <li>• Code of Conduct</li> <li>• Expenses and Facilities for the Mayor and Councillors Policy</li> </ul>		Completed the review of the Code of Meeting Practice. An updated draft was presented to the November Council meeting and subsequently placed on public exhibition. A report addressing any matters raised during public exhibition will be submitted to the Council early in 2025. The review of the Code of Conduct has commenced with a view to report to Council for adoption prior to October 2025 noting the current Office of Local Government review.
3.2 PA5	Review delegations to ensure accountability and responsibility across the organisation		Prepared delegation documentation for new staff and those changing or acting in different roles. Completed the transfer of delegations to the Pulse system for review by Executive.



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## Integrated Risk Management

**Quarterly Highlight**

The refresh of Council's strategic risks was initiated with the assistance of KPMG at the start of the year. As part of this project, meetings were scheduled with all of the Executive Management leadership to discuss identified key risks, document action plans, assign action owners and set due dates. As part of implementation of quarterly review process with the risk action owners, meetings have been setup to discuss updates. Final report will be added to the ARIC agenda for review and discussion.

The purpose of the Risk Management Framework is to set out how Risk Management is embedded across Council for all operations and decision-making. The framework outlines the relevant components and arrangements that enable Council to design, implement, monitor, review and continually improve Risk Management across the Council. Council has requested KPMG to review the draft Risk Management Framework in line with the draft Risk Management Policy, which has already been through an internal review process, been presented to ARIC and gone through the consultation process, to ensure the documents are consistent with the Australian Risk Management Standard and Council's approach to Risk Management.

### Operational Plan Priority Actions

Code	Action	Status	Progress
3.3 PA1	Continue to implement actions to comply with the SafeWork NSW Enforceable Undertaking	●	All actions relating to the SafeWork NSW Enforceable Undertaking have been completed and evidence submitted to the Verifying Inspector. Council awaits a response from the Verifying Inspector post review.
3.3 PA2	Deliver projects identified in the StateCover Action Plan 2024	●	The WHS self-audit was completed in 2024, and an incentive payment was received in December 2024 for reinvestment in workplace safety initiatives.
3.3 PA3	Participate in the StateWide Mutual Continuous Improvement Pathway	●	Council is actively involved in StateWide Mutual's Continuous Improvement Pathway program and is waiting for the self-assessment tasks for the 2024-25 financial year to be assigned.
3.3 PA4	Continue to implement the Integrated Risk Roadmap and Action Plan	●	During Q2, WHS training was delivered with a focus on incident reporting and investigation. WHS Policy and Procedure reviews were undertaken and finalised as part of improving processes. The requirements under the Enforceable Undertaking were finalised, with community safety programs delivered in this quarter.



## 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.



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Information and Communication Technology – Corporate Systems

**Quarterly Highlight**

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. Recent examples are the Bin Day app and soon to be released, on-line certificate registration.

Operational Plan Priority Actions

Code	Action	Status	Progress
4.1 PA1	Commence implementation of the Enterprise Resource Planning Solution according to the Information Communication Technology (ICT) Roadmap (DS)		The New Chart of Accounts is in the testing phase with go-live scheduled February 2025. The Tender was endorsed by Council and the Projects (Strategic Assets Management, Assets and Workorders and Procure to Pay) commenced in December 2024.
4.1 PA2	Investigate integrated mapping resources to enhance how the community receives information. (DS)		Exploration of additional functionality to enhance the collection and publication of GIS data in the field is underway, as well as its presentation on our website. These new tools will streamline the process and improve efficiency for future map requests intended for website display for the community.
4.1 PA3	Review current setup of Technology One modules for efficiencies through automation (DS)		Collaboration is under way with the Development Assessment (DA) teams to automate various processes within the Property & Rating system and the Planning Portal. Changes to clearance sheets during the pre-lodgement review have been completed, and efficiencies have been implemented in the assessment process to enable DA teams to work more effectively within these systems.



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## Information and Communication Technology – Operations

### Quarterly Highlight

In the second quarter, Council continued maintaining a reliable and secure IT environment. Council officers continued strengthening and improving cybersecurity with additional server and network upgrades. 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. 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.

### Operational Plan Priority Actions

Code	Action	Status	Progress
4.2 PA1	Implement, manage and test Council's Backup and Disaster Recovery (DR) Solution in line with business continuity requirements		Council's Disaster Recovery Solution implemented. Disaster Recovery failover testing is scheduled for January 2025. Knowledge transfer and team awareness training is scheduled for January 2025.
4.2 PA2	Design, implement and maintain reliable and resilient network infrastructure		Council's core network infrastructure currently relies on wireless technology. Planning and works underway to move this to Fibre services for improved performance, resilience and reliability. Delays have been experienced with the NBN rollout which has slowed down the progress although this is still on track.
4.2 PA3	Centralise Councils CCTV environment to support community safety and security		CCTV Video Management System (Genetec) is on track. Hardware procured from central server. Servers and Genetec software have been installed and configured. Migration of existing cameras are currently underway.
4.2 PA4	Implement efficiencies and automated solutions to streamline processes and improve upon internal services (DS)*		Implementation of dynamic distribution groups to streamline email management by automatically updating group memberships based on predefined criteria, such as department, location, or job role has been implemented. This automation minimises manual effort and ensures groups remain accurate and up to date.

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**Corporate Information**

**Quarterly Highlight**

Council have been maintaining accurate records, focusing on Enterprise Content Management (ECM) and guiding staff through our Business Partners with enhancing correct procedures with Subject Index's for sentencing of documents. Council remains committed to prioritising & effectively managing workloads.

External digitisation continues of Development Applications with another 500 boxes shipped offsite total boxes now 1000, with digital versions now been returned and uploaded into ECM this enables increased access and security of records.

**Operational Plan Priority Actions**

Code	Action	Status	Progress
4.3 PA1	Continue sentencing and digitisation of hardcopy files to improve access to data and record keeping		This is an ongoing project with an estimated horizon of 3 years to fully complete. This quarter a further 280 boxes of physical council records were sent offsite for storage awaiting digitisation and return to Council for registering into the Electronic Content Management System (ECM). At time of reporting, 132 boxes of physical records had been scanned, digitised, returned to Council and uploaded into ECM.
4.3 PA2	Cleanse migrated DataWorks documents in Enterprise Content Manager (ECM)		Migration of data from the legacy Dataworks record management system demands attention. Council remains committed to prioritising and effectively managing our workloads.



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## Facilities and Bookings

**Quarterly Highlight**

Council provided ongoing support to the 355 Management Committees in accordance with the Procedures Manual. This included delivering orientation and training, attending meetings, ensuring compliance with governance and reporting requirements, and advising on facility improvements. Support was managed weekly, adhering to established timelines. The review of the 355 Manual was placed on hold, with minor revisions planned for the June Quarter to enhance readability and clarify responsibilities.

Facility bookings for halls, community centres, sports grounds, and recreational reserves continued to be promoted and supported. The Terms and Conditions of Hire were under review, with key areas identified for feedback and discussions initiated with Risk and Insurance to ensure compliance. Council's online booking system was maintained daily, ensuring efficient operation.

### Operational Plan Priority Actions

Code	Action	Status	Progress
4.4 PA1	Continue implementation of an online booking system (Bookable) to support hirers of community facilities (DS)		The Online Booking Management system has been operational for over a full year and is being used by community members to hire and book their events in council-owned halls and facilities. We continue to update and enhance the system based on user requirements.



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## Customer Experience

### Quarterly Highlight

Council is in the process of finalising phase one, of the online payment platform which includes Rates Certificates and Special Water Meter Readings. Applicants will be able to lodge and make payment for certificates via the Council website at any time, offering improved convenience. This service will become available via Council's website in the coming Quarter.

Council was recognised as the Winner of the Customer Experience Team of the Year awarded by an independent panel, the selection was based on key performance indicators, recent initiatives and the team's positive culture, out of 6 finalists, the council stood out for its commitment to improving processes, overcoming challenges, fostering teamwork and enhancing community service.

Council has also made significant advancements in how it measures data, particularly regarding first - contact resolution. At the front counter, 98% of the enquiries were successfully resolved during the initial interaction, thanks to improved systems and processes, this achievement demonstrates the teams ongoing dedication to efficiency and exceptional customer experience.

### Operational Plan Priority Actions

Code	Action	Status	Progress
4.5 PA1	Review, implement and monitor the Customer Experience Charter		Council continues to monitor adherence to the Customer Experience Charter and Standards at a departmental level, with regular reporting provided to Managers and the Executive team.
4.5 PA2	Establish a Concierge Visitor Management System to provide an initial point of contact for the customer and assist with wayfinding		Staffing the Concierge Desk at the Civic Centre during peak periods has resulted in a 98% first-contact resolution rate for face-to-face interactions. Over the last five weeks of the quarter, statistics show that 100 individuals utilised the concierge services.
4.5 PA3	Deliver accessible and convenient services including online payments		Council is in the process of implementing the online payment platform. Once launched, this will enable the lodgement and payment of certificates and related applications via the Wingecarribee Shire Council website. Phase one of the project will include Rates and Special Water Meter Read Certificates, significantly reducing wait times and offering an accessible 24/7 secure option to the community.
4.5 PA4	Enhance the efficiency and effectiveness of resolving customer issues during initial interaction with the Customer Experience team		Council's Customer Experience Team continues to maintain a first contact resolution rate of well over 85 percent. The team are able to effectively service phone, email and face-to-face enquiries with the support of the digital knowledgebase. Regular toolbox talks and interdepartmental information sharing sessions are held to assist and plan.

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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 Highlight**

During the reporting period, the People and Culture team has been actively involved supporting all staff in the management of their employment and conditions.

Council has launched the e-recruitment and learning management systems in Pulse, with the final touches being applied to the onboarding module. In late 2024, Council commenced work with Pulse on the performance management module which is expected to be launched in the second quarter of 2025. The introduction of these modules will streamline processes which will benefit internal and external customers.

Council has been successful in obtaining funding for two apprentice positions as part of the NSW Government’s Fresh Start for Local Government program. Recruitment for the Apprentice Civil Construction Plant and Apprentice Landscaper was undertaken during December/January. Council will continue to apply for funding under future stages of this program, with a focus on succession planning in some of our hard to fill positions.

People and Culture provide advice and support to our leadership in managing and supporting employee performance according to their role responsibilities. To further enhance this process, People and Culture has reviewing or development a number of Operational Management Standards focusing on Probation, Leave Provisions, Recruitment Selection, Higher Grade Duties and Transition to Retirement. This helps ensure our employees are equipped for success, contributing positively to the council's goals.

**Operational Plan Priority Actions**

Code	Action	Status	Progress
5.1 PA1	Review and update Human Resources policies and procedures	●	The Operational Management Standard (OMS) review program related policies and procedures is in process. Probation, Leave Provision, Higher Duties OMS have been reviewed, consulted and approved by Executive. Development of the training material and training roll out in these is underway.
5.1 PA2	Implement the Workforce Strategy with a focus on attracting and retaining skilled staff	●	Council continues to focus on following the Workforce Strategy in following recruitment and selection process and procedures to ensure we are attracting and retaining skilled staff. The Strategy is being reviewed ahead of June 2025.
5.1 PA3	Roll out training and education to support staff in the implementation of both current and new policies and procedures (WMS)	●	Training activities continue to be provided to staff, with fresh data obtained from the recent annual review process to inform the upcoming training calendar. The Learning and Development OMS is being developed and the Pulse LMS module (digital platform) has been launched.

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**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**



Quarterly Progress Report | December 2024

Code	Action	Status	Progress
5.1 PA4	Continue to provide apprenticeship, trainee and cadet roles to encourage youth employment and broader workforce participation (WMS)		Council currently has 12 Trainees /Apprentices/ Cadets. Council submitted a grant application for four Trainee/Apprentice/Cadets through the NSW Government Funding to support increasing our numbers in this area. Funding was approved for two positions - Landscaper and Civil Construction. Further funding will be sought in future rounds.



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**Policy and Strategy Human Resources**

**Quarterly Highlight**

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 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.

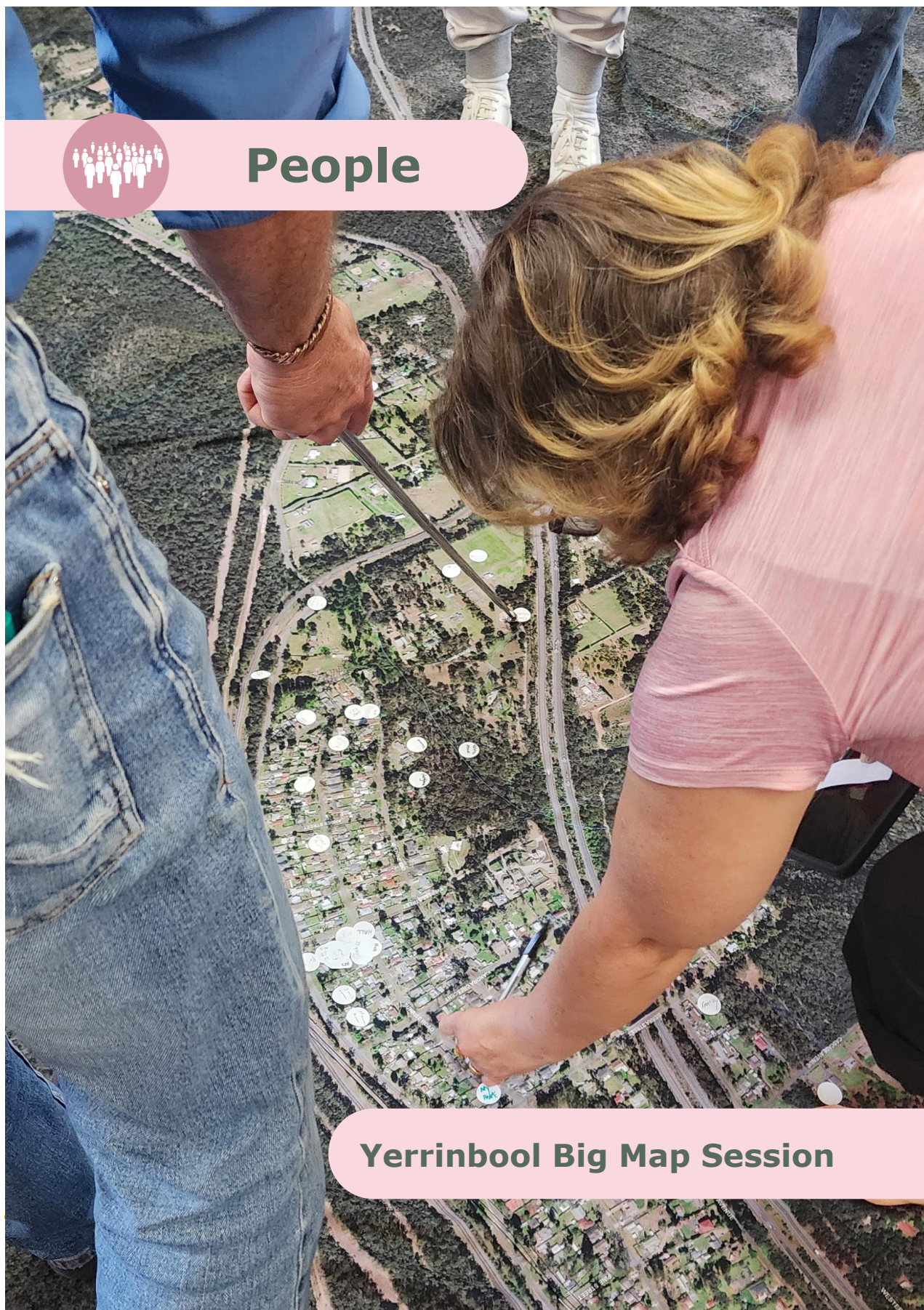
**Operational Plan Priority Actions**

Code	Action	Status	Progress
5.2 PA1	Identify Learning and Development Opportunities that support the ongoing implementation of our Workforce Strategy (WMS)		The training matrix is 100% complete identifying each position within Council and the required training of job holders within those positions. The training calendar for 2024-25 has been published and the 2025-26 calendar is being drafted. Training is also identified through the annual Performance Feedback Development Program which is undertaken annually between June and August. Some of the popular requests include compliance, desirable, leadership development and project management training.
5.2 PA2	Develop a Diversity Workforce Management Plan (WMS)		Development of the Diversity Inclusion Plan has been delayed, however is now due for completion prior to 30 June 2025. The Plan will look at how Council will manage and promote its diverse workforce into the future.



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## People

## Yerrinbool Big Map Session





## **Community Life and 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. They are:

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.

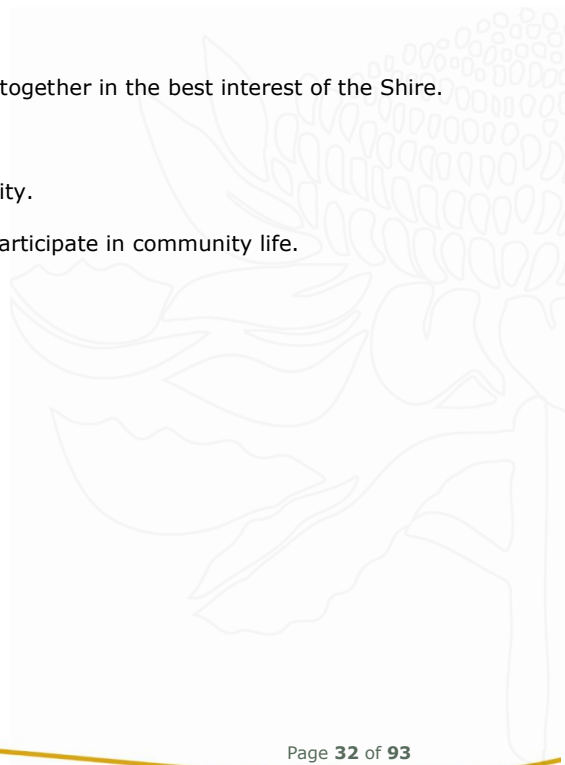
Goal 1.3 A leading community.

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.



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## Community Development

### Quarterly Highlight

This quarter saw a wide range of community engagement and cultural initiatives. Highlights included the delivery of the Spring School Holiday Program funded by ORY, planning for Youth Week 2025, and workshops under the EmpowerED program offering free training for young people. Events such as "Froctober" showcasing sustainable fashion, the SHYAC youth theatre production, and the Atrium Arts Trail Hub engaged hundreds of participants and enhanced local creativity. Consultations for the Seniors Festival 2025 are underway, and the RAP Workplace Barometer is being analysed for future action.

In resilience and planning, the Resilient Towns Initiative hosted Big Maps sessions, and work continues on village-level community-led resilience plans under the Protecting Our Communities program. Engagement for the Community Safety Plan captured diverse perspectives, and collaboration with local artists for a Welcome Night and cards for new residents began. Data from the Youth Plan consultations is being synthesised for action, and progress on inclusive sports training and Nepalese Festival planning highlights partnerships. Additionally, updates to directories for seniors and dementia care ensure valuable resources reach the community.

### Operational Plan Priority Actions

Code	Action	Status	Progress
6.1 PA1	Develop the Community Safety Plan to identify and address key areas of community concern	●	Engagement strategy completed and an online community survey was conducted for three weeks with 11 participants sharing their thoughts and insights on Community Safety. Further consultation was undertaken at the Kaleidoscope Festival where a range of community views on safety were captured to feed into the development of this Plan. Key stakeholders identified in the engagement strategy will be consulted in the next reporting period alongside the plan's development.
6.1 PA2	Investigate opportunities to welcome new residents and promote inclusivity in partnership with the Mittagong Welcome Centre	●	The Welcome Night, to new residents as a test event at the Mittagong welcome centre, will be held in quarter four. Collaboration with Southern Tablelands Arts has begun with an Expression of Interest for local artists to design welcome cards will begin in quarter three.
6.1 PA3	Implement the Reconciliation Action Plan (RAP)	●	RAP activity continues, with the next RAP Working Group meeting scheduled for February. The RAP Workplace Barometer was administered to participating staff and are in the process of analysing the results. These will be fed back to the organisation and RAP Working Group in the next reporting period.

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# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025



Quarterly Progress Report | December 2024

Code	Action	Status	Progress
6.1 PA4	Review and prepare a new Arts and Culture Strategy		Feedback from Council's Arts and Culture Strategy engagement was collated and shared at a Roundtable event at Ngununggula with local creative professionals. Key themes from consultations, including input from industry professionals, audiences, First Nations creatives, and the public, were presented. A collaborative creatives' network is being established as a priority action identified during the roundtable discussion. Writing of the plan has begun.
6.1 PA5	Deliver activities that support and promote diversity of inclusion in sport and recreation		The first working group meeting was facilitated in December, representing major sports codes, disability services, inclusive sports specialists and local health services. Feedback was gained for the delivery of training in 2025, and a snapshot engagement was run to measure project success.
6.1 PA6	Support implementation of priority activities from the South Western Sydney Primary Health Network "Deep Dive Report" to improve outcomes for Seniors		Council has been distributing information about Dementia and Palliative Care (Directory created by South Western Sydney Primary Health Network) and continued promoting services on our website and the My Shire Community Directory. Council has met with the new contractor in charge of delivering the Stepping On program in 2025, with a view to promoting these services when they're available locally.
6.1 PA7	Commence investigation and planning for an emergency services hub in the Wingecarribee Shire		Completed
6.1 PA8	Complete the update of the Youth Strategy and Action Plan to improve outcomes in key areas including access to housing and wellbeing		Final Youth Plan community engagement activities were completed in November 2024. The data from all youth engagement (online survey, in person activities, the Youth Forum, school holiday feedback, Careers @ Council etc.) from May - November has now been compiled into one document to allow overall data analysis. Key themes from consultations have been identified, and the Youth Action Plan is being drafted, alongside an Engagement Summary.
6.1 PA9	Deliver an event with the local Nepalese community that supports and celebrates social cohesion		This quarter Council welcomed the Hon. Consulate of Nepal to NSW, Non-Resident Nepali Association (NRNA) and members of the Nepalese Southern Highlands community to Corbett Gardens, Bowral where the vision and logistics of the event were confirmed. This community-led Nepalese Festival is now set to take place Saturday 1 March 2025.

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**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
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Quarterly Progress Report | December 2024

Code	Action	Status	Progress
6.1 PA10	Support Southern Highlands Jazz to provide a jazz event in the villages of Yerrinbool, Canyonleigh, Balmoral Village, Penrose and Burrawang		As part of Councils financial commitment to deliver Jazz across the villages, a Penrose Jazz event in the village Hall was held on 10 November. Council will continue to support the Southern Highlands Jazz group which will see further performances in the remaining four villages.
6.1 PA11	Investigate programs that support communities in the new living areas, including Ashbourne Estate		Initial activities include engaging with new landowners and the developer regarding planning pathway options for developing their individual sites. An engagement program for new owners/residents is being developed focusing on community connection.



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## Library Services

### Quarterly Highlight

The library continues to provide information, recreation and educational opportunities for everyone living in the shire. These lifelong learning skills are developed through the many programs, collections and the use of the safe and inclusive spaces at each of our branches. It has been a busy quarter with the introduction of the Tech Savvy Seniors program, HSC Study Space and Holiday activities. Projects nearing completion include the new Library Webpage and the refit of the new Mobile Library.

The library promoted Grandparents Day through a number of events and challenged customers with an online trivia competition. The library had submitted a Public Library Infrastructure Grant application in October 2024 for the project Local Studies @ the Library which would create a Local Studies space and area within the Bowral Branch Library including the digitization of some of the more well used local studies collections. 34,747 people visited the facilities this quarter with the number of borrowers that are members of the library increasing to 27,941.

There have been 170 people register to be a library member online since the migration to the new Library Management System in June 2024.

### Operational Plan Priority Actions

Code	Action	Status	Progress
6.2 PA1	Investigate, review, develop and customise the functions and features of the new Integrated Library Management System (ILMS)		Enhancements to the Integrated Library Management System has included instructions and training in reassigning book club groups, adding images to catalogue records, rearranging returns screen configuration, merging records, damaged and lost item rules and guide. Staff have been promoting the new SMS feature to customers for reservations commencing January 2025.
6.2 PA2	Prepare a Public Library Infrastructure Grant 2024-2025 application to digitise the Local Studies Collections		A \$235,000 application for a Public Library Infrastructure Grant was submitted at the end of October 2024. If successful, the creation of a dedicated Local studies area within the Bowral Library will be realised including the digitisation of at-risk collections within the current Local Studies Collection. The results of the grant submission will be released in April-June 2025.
6.2 PA3	Develop options on suitable locations for the Wingecarribee Public Libraries Local Studies collections		Suitable locations for the Local Studies Collection the Library Infrastructure Grant application. Plans have been developed for the housing and relocation of local studies material.
6.2 PA4	Develop and deliver outreach activities to encourage broader participation in Library programs		Activities included the Taronga Zoomobile, author visits, craft afternoons, online animal trivia and adult social club activities. Staff participated at the Moss Vale and Bundanoon Public School Parent Expo's, celebrated Grandparents Day and special Christmas Storytimes. Christmas Craft afternoons included craft kits for children using the mobile library.

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**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**



Quarterly Progress Report | December 2024

Code	Action	Status	Progress
6.2 PA5	Upgrade and promote the new Mobile Library to encourage broad community participation		Project milestones and actions include reviewing mobile library vehicles, creating a scope of works and procurement plan, finalising technology requirements. A request for quote was issued in December 2024.
6.2 PA6	Develop and deliver a program of Community Development activities to be run through the Mobile Library		A collaborative program between the Library and Community Business Units are planned for the third and fourth quarters in 2025
6.2 PA7	Upgrade and promote the Library website to increase community participation and improve accessibility		The library, community and communication teams have developed a project scope, parameters, design, sitemap and other requirements for the upgrade and promotion of a new library website. A Request For Quote will be distributed in early 2025.



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## Place Management

### Quarterly Highlight

This quarter featured several successful community initiatives and events. Penrose hosted a highly successful Jazz in the Villages event, with continued Council support enabling further performances in four other villages. Consultation for a new Colo Vale park garnered strong engagement through various channels, and the Hill Top Railway Park opening. Yerrinbool toilets were installed, and the Bundanoon Place Plan consultation progressed. The Yerrinbool Resilient Towns Initiative led to plans for further resilience workshops in February 2025, in partnership with Red Cross and the NSW Reconstruction Authority.

Council allocated 12 Village Christmas Grants to support festive community events, fostering collaboration and strengthening local partnerships. Ongoing communication with village associations facilitated projects such as the Yerrinbool toilet delivery, Colo Vale playspace consultation, and Medway swing set requests. St Vincent DePaul's Creative Space program adopted a place-based model, establishing regular weaving groups in Yerrinbool and tailored programming for Hill Top. With village place profiles completed, Council will begin collaborating with communities to develop action plans for short- and medium-term placemaking experiments, advancing tailored initiatives and activities in the next reporting period.

### Operational Plan Priority Actions

Code	Action	Status	Progress
6.3 PA1	Prepare Place Profiles for Berrima, Penrose and Colo Vale		Place Plans are available on Councils Participate page. The next stage of this place making initiative is reported against 6.3 PA3 'Collaborate with Strategic Outcomes and the community to develop a program of place-based activities'
6.3 PA2	Engage with Villages to identify potential collaborative, community-based projects and resourcing opportunities		St Vincent DePaul's 'Creative Space' program has transitioned to a place-based delivery model across the Wingecarribee including recent programs in Yerrinbool and Wingello Villages. Weaving groups are now ongoing in Yerrinbool and Creative Space have also begun programming based on Hill Top community needs.
6.3 PA3	Collaborate with Strategic Outcomes and the community to develop a program of place-based activities		Place profiles have been completed for all Wingecarribee villages. Council will collaborate with communities to develop action plans which will outline short and medium-term placemaking initiatives tailored to each village's needs and opportunities.

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## Communications and Engagement

**Quarterly Highlight**

Wingecarribee Shire Council is committed to open, transparent, and effective communication with residents. Through channels such as its website, social media, printed materials, and the Monthly Mayoral Minute video, Council provides timely updates on services, projects, and initiatives, fostering trust and transparency.

The new Communications Strategic Framework outlines clear objectives for the next four years, focusing on themes like sustainability and trust to enhance communication and community engagement. Council collaborates with local media and stakeholders to promote projects, milestones, and initiatives through news articles, radio interviews, podcasts, and community newsletters, ensuring broad reach and impact.

Community involvement in decision-making is actively supported through initiatives like the "Participate Wingecarribee" platform, drop-in sessions, forums, and workshops. Recent engagements include the Colo Vale Railway Park upgrades and draft master plans for Bowral South New Living Area and the Southern Highlands Innovation Park, with feedback informing project outcomes.

Staff engagement training has strengthened Council's capabilities, with two team members achieving IAP2 certification and others receiving training in the Participate Wingecarribee platform to improve outreach. The draft Community Engagement Strategy, reviewed after public exhibition, is undergoing further consultation and will be revised into a combined Communications and Engagement Strategy by April 2025.

By prioritising clear communication and meaningful engagement, Wingecarribee Shire Council is fostering a connected, informed, and empowered community.

### Operational Plan Priority Actions

Code	Action	Status	Progress
6.4 PA1	Review the Council's Community Engagement Strategy		The draft Community Engagement Strategy was placed on public exhibition. At the December meeting the Strategy was considered, however, has been deferred for further community consultation and a strategic session with Councillor's, with a targeted adoption being April 2025.
6.4 PA2	Undertake an evaluation of Council's Communication Strategy and develop a new framework to guide communications and engagement		Review of key communications strategies has commenced with a Milestone of April 2025 targeted for adoption.
6.4 PA3	Implement the Communications Strategy with a focus on using clear and accessible language across all Council communication channels		Clear, accessible language, simple sentences, visuals, images, and videos are used to improve communication. Council's website offers features like ReadSpeaker for audio descriptions and translation in eight languages.
6.4 PA4	Implement community engagement training for staff to develop in-house skills and improve engagement and communications outcomes		Training for staff included two Social Pinpoint sessions, enhancing skills in using Participate Wingecarribee, (Council's digital engagement platform). Two staff obtained International Association for Public Participation (IAP2) engagement certification.

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## Places



## Mittagong Street Renewal Project



## **Assets**

We work to ensure that our critical infrastructure including parks, buildings, roads, and drainage are sustainable, effective and supporting 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. They are:

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.



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## Parks and Buildings Asset Management

### Quarterly Highlight

In this quarter, Council has continued to progress in managing and monitoring the delivery of its Parks and Buildings Capital Works Program. Design refinements have been made to David Wood Sporting Fields Playspace to enable award of the construction contract and there has been further liaison with RFS for the delivery of ember protection works to several RFS buildings.

Council continues to manage the portfolio of cemeteries in accordance with licence. Masterplans are currently being prepared for Bowral, Bundanoon and Berrima Cemeteries - to ensure the yield and function of the facilities is maximised.

Masterplans are currently in preparation for Hampden Park Robertson and Bundanoon Oval Bundanoon, with public exhibition of the draft Masterplans anticipated for Q3.

Council also continues to work with various community groups in assessing, approving, and completing numerous Approval To Carry Out Work on Council (ATCOW) owned land, as well as providing letters of support for grant funding opportunities.

### Operational Plan Priority Actions

Code	Action	Status	Progress
7.1 PA1	Update of Lackey Park Masterplan		Update of Lackey Park Masterplan will commence after completion of strategic projects currently in progress of Hampton Park Masterplan, Bundanoon Oval Masterplan, Sportsfield Lighting Plan and Open Space & Playspace Strategy. Anticipated to commence late Quarter 3.
7.1 PA2	Prepare business cases for a Regional Aquatics Centre and Multipurpose Indoor Sports Centre		Public exhibition of Aquatics Plan, Business Case for Regional Aquatics Facility and Business Case for Multipurpose Indoor Sporting Centre has been completed. Submissions received are being reviewed and it is anticipated that the matter will return to Council for determination in Quarter 3.
7.1 PA3	Deliver new playspaces at Centennial Park and Colo Vale Railway Park		Hill Top Railway Park is complete. Contract award for Colo Vale Railway Park is anticipated for February 2025 Council Meeting.
7.1 PA4	Update the accuracy and accessibility of Council's building asbestos register		Council is currently in the process of updating its register by collecting and collating information regarding any present asbestos in its buildings, internally and/or externally. After the register has been refined, onsite QR codes will be installed to enable easy access to the register.
7.1 PA5	Complete Masterplans for three cemeteries		Draft masterplans have been prepared; March 2025 Council Meeting targeted for endorsement for public exhibition.
7.1 PA6	Review and update the Public Toilet Plan to ensure levels of service are appropriate to the needs of the community		Update of Public Toilet Plan currently in progress, with connection to Buildings Asset Management Plan and Open Space Strategy being further refined to eliminate overlap and potential contradictions.

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## Roads and Drainage Asset Management

**Quarterly Highlight**

This quarterly report is based on our work on roads and drainage asset management.

Asset Management Maturity is a key priority. Recognition of asset attributes from IMG road condition inspections is updated in the systems. To reduce the backlog, a four-year renewal program is developed, and the implementation of the 2024/25 renewal program is underway. The team is providing necessary support to the project delivery team and shire presentation team in relation to the queries for the delivery of these projects.

The development of a framework for the consistent assessment of road categorisation and hierarchy is underway. Recognition of missing assets is ongoing and recorded when identified during any inspection or implementation of any maintenance or capital works programs.

The requests received for flood certificates and DA assessment related to flooding have been completed. The Wildes Meadow culvert assessment project is complete; the Bowral Floodplain Risk Management Study and Plan (FRMSP) is currently in progress.

Scheduled Traffic committee meetings are conducted, and traffic committee reports prepared to address traffic management matters across the shire.

Five grant applications were submitted to the Get NSW Active Program on 25 November 2024. Three applications were submitted to the Australian Government Black Spot Program on 13 December 2024.

### Operational Plan Priority Actions

Code	Action	Status	Progress
7.2 PA1	Develop a framework for consistent assessment of road categorisation and hierarchy, which will determine the subsequent service standard (AMS)		For the development of road hierarchy and the associated level of service, shire roads have been classified into Urban and Rural classes. Lower order roads are under review regarding their definition and conditions. A report is underway to establish a framework for the consistent assessment of road categorisation and hierarchy, which will determine the subsequent service standard (AMS).
7.2 PA2	Implement the 2024/25 Road Safety program including the child restraint program, seniors safer driving sessions, and U-Turn the Wheel school events		Projects funded under the Local Government Road Safety Program for 2024/2025 are progressing as planned. There are five funded projects: 1) The second learner driver workshop was held on 27 October. 2) A logbook run was held on 10 November. 3) Two over 65 workshops were held for Bargo Probus and Bowral Stepping On. 4) Mini Coffee with a Cop event occurred on 15 December. 5) The child restraint fitting program is running well, with 23 seats fitted during September, October, and November.

*We're with you*

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**



Quarterly Progress Report | December 2024

Code	Action	Status	Progress
7.2 PA3	Undertake inventory data collection of drainage assets in Yerrinbool, Colo Vale and Hill Top		The desktop assessment (using Google and Near maps images) for asset inventory has been completed. Data checking and field verification are currently in progress. Updates to the asset database and final reporting are expected to be completed by February 2025.
7.2 PA4	Formalise New Berrima, Bundanoon and Hill Top Drainage Masterplans to inform future development and grant funding opportunities		RFQ has been completed and preferred consultant selected. Awaiting return of signed contract, after which design work will commence. Expected completion within FY.
7.2 PA5	Seek and apply for 2024/25 grant funding for the following: •Get NSW Active Program •Floodplain Management Program		Five grant applications were submitted to the Get NSW Active program on 25 November. Grants related to the Floodplain Management Program are not open yet.



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## Water Assets

### Quarterly Highlight

Council is actively working on several important projects to improve essential services for the community now and into the future.

This includes assessing the condition of critical water mains. Previously mains in the northern villages were scheduled for assessment this year, however Council has re-prioritised and is focusing on critical asbestos cement mains in Exeter this year.

Council is continuously updating and improving its Geographic Information System (GIS) 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.

In the last quarter, Water and Wastewater Assets team successfully submitted the annual performance reporting to Department Planning and Environment, implemented mapping and data collection layers for the sewer vent shaft inspection program commencing in 2025 and engaged contractors to collect sewer flow and rainfall data in Mittagong and Robertson as part of sewer modelling program.

### Operational Plan Priority Actions

Code	Action	Status	Progress
7.3 PA1	Undertake sewer flow and rainfall gauging for Mittagong Sewerage catchment		Contract commenced in late September, with 12-week study period due to complete by 23 December. Due to limited rainfall events during the 12-week period, Council decided to extend the contract by 4 weeks hoping to record further rainfall events in January. Project completion expected by 23 January 2025 with reporting to follow (2-4 weeks).
7.3 PA2	Commence 2051 Master Planning for Mittagong sewerage catchment to inform future development and cater for population growth		RFQ for selected consultants received 23 October and Contract awarded to preferred consultant with project kick-off meeting held on 25 November. Model build/updates commenced, plus data review of flow/rainfall gauging data.
7.3 PA3	Review and update the the Water Supply Resilience Plan		Draft project specification developed for internal review this quarter. Expecting to go out to market via RFQ in February 2025.
7.3 PA4	Implement Strategic Assets module in TechOne for water and wastewater assets to enable analysis, scenario building and modelling (AMS)		Initial scoping meetings held with Tech1 migration consultant (Charter Tech) in November. Implementation of Strategic Assets module dependent on completion of Tech1 system upgrade by Information Services.
7.3 PA5	Undertake network inspections in areas where high levels of stormwater (inflow) and groundwater (infiltration) are entering the wastewater system		Sewer main inspections contract completed. 23 sections (1,075m) found in poor condition which will be added to the renewal program. In addition, we have commenced discussions with Compliance team regarding enforcement of defect rectification for illegal stormwater connections into the sewer.

*We're with you*



## **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.

The Project Delivery Service consists of 2 Principal Activity Areas. They are:

1. Project Management
2. Project Delivery - Roads and Drainage

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 Management**

**Quarterly Highlight**

Key initiatives for the FY24/25 period are progressing steadily, including significant upgrades to the Bowral and Moss Vale Sewer Treatment Plants, the installation of a Bowral-to-Moss Vale water main to enhance water efficiency, and the development of the Mittagong Sewer Treatment Plant design. Additionally, substantial progress is being made on seeking approvals and finalising designs for the Welby Landfill closure, the Southern Highlands Regional Animal Shelter, and the construction of the Moss Vale SES facility. Further, Council has completed the construction of a new 100,000L water tank in Wingello to boost the regions firefighting capabilities. These projects mark Council's dedication to enhancing local infrastructure.

Council is equally committed to maintaining active community engagement throughout these initiatives. Ongoing consultation is integrated into both the design and construction stages, ensuring projects align with community priorities while adhering to timelines and budgets.

**Operational Plan Priority Actions**

Code	Action	Status	Progress
8.1 PA1	Commence Welby Landfill remediation inclusive of enabling works for future mountain biking provisions		The Development Application has been lodged and is being assessed by Council. Liaison with the CEO of the Aboriginal Land Council is being undertaken to address the extent of work encroaching on Aboriginal land adjacent to the landfill. All milestones as per the license are being met. Construction cannot commence until Development approval has been granted and owners consent has been obtained (this may prevent construction commencing by 30 June 2025).
8.1 PA2	Complete construction of the Animal Shelter and State Emergency Services Building (SES)		Work is progressing on the project. There have been many challenges, and this has extended the project completion date. Council is working collaboratively with the Contractor to find measures to be taken to deliver the Project without any further delays.
8.1 PA3	Complete the design for Bowral to Moss Vale 710mm duplication water main - Stage 1		The Principal Consultant has been engaged through a tender process. The detailed design of the project has commenced.
8.1 PA4	Deliver the Bowral Sewage Treatment Plant Upgrade		55% Concrete works complete for Stage 1. Mechanical and Electrical fit out for Stage 1 progressing. Planning underway for Stage 1 commissioning and cut over.
8.1 PA5	Commence construction of the Moss Vale Sewage Treatment Plant		15% Adverse site conditions resulting from extensive asbestos contamination have been resolved. Bulk earthworks for the main process structures are substantially complete. Concrete works commenced on Bioreactor and Clean Backwash Tank.

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**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**



Quarterly Progress Report | December 2024

Code	Action	Status	Progress
8.1 PA6	Complete the design of the Mittagong Sewer Treatment Plant		Detailed design works continuing to progress towards 50% stage and REF process continuing. Discussions regarding Section 60 approval and licencing requirements has commenced.
8.1 PA7	Update the Project Management Framework to provide a consistent, and well governed approach to Council run projects		The Project Management Framework has been endorsed by Executive and the Audit, Risk and Improvement Committee. Training sessions have been delivered to Council staff members. An audit on the use of the Project Management Framework is being undertaken.



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## Roads and Drainage Projects

### Quarterly Highlight

Projects are at various stages ranging from survey to design to construction depending on programming. Most projects are on tracking well and two new drainage projects have been added for design in the current financial year. Work on these is expected to start in February.

Significant construction progress has been on Sunninghill Ave with all stormwater drainage works complete. Road reconstruction and kerb and gutter construction are well advanced and are expected to be completed by Christmas.

Construction of the new bridge at Priestley St and associated creek bank and bed protection have been completed. Completion of the road pavement and footpath are expected early in the new year.

Robinson Street Mittagong creek crossing upgrade is complete. A significant upgrade to the creek crossing has been constructed, providing flood immunity, road restoration and road safety improvements. The road has been closed since February 2022 due to major flood damage and is now reopened to traffic and provides an alternative route for residents.

Construction of Penrose Streetscape improvements commenced in November and is well underway with the kerb and gutter and footpath works completed. Landscaping and bus shelter installation are to follow shortly. The Penrose Community Association are very happy with the progress.

### Operational Plan Priority Actions

Code	Action	Status	Progress
8.2 PA1	Design and construct the Capital Works Program for roads and drainage		Projects are at various stages ranging from survey to design to construction depending on the programming. Most projects are on track with the exception of two that require design rework due to unforeseen problems. Two drainage projects have also been added for design in the current financial year. Work on these is expected to start in February.
8.2 PA2	Construct Sunninghill Avenue, Burradoo drainage		Significant construction progress has been made with all stormwater drainage works complete. The road reconstruction and kerb and gutter construction are well advanced.
8.2 PA3	Deliver Priestley Street, Mittagong creek crossing		The bridge construction and creek bank and bed protection, road reconstruction and footpath construction have been completed.
8.2 PA4	Deliver Robinson Street, Mittagong creek crossing		The Robinson Street Mittagong creek crossing upgrade is complete. A significant upgrade has been completed providing flood immunity, road restoration and road safety improvements. The road was closed since February 2022 due to major flood damage and is now reopened to traffic and provides an alternative route for residents. The project is funded by Council and NSW Disaster Recovery Fund.

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**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**



Quarterly Progress Report | December 2024

Code	Action	Status	Progress
8.2 PA5	Complete Penrose bus shelter and footpath		Construction commenced in November and is well underway with the kerb and gutter and footpath works completed. Landscaping and bus shelter installation are to follow shortly.



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## **Development and Regulatory Services**

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 Development and Regulatory Service consists of 3 Principal Activity Areas. They are:

1. Development Engineering Services
2. Development Assessment (Including Fast Track and Portal Support)
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.



*We're with you*



**Development Assessment (Including Fast Track and Portal Support)**

**Quarterly Highlight**

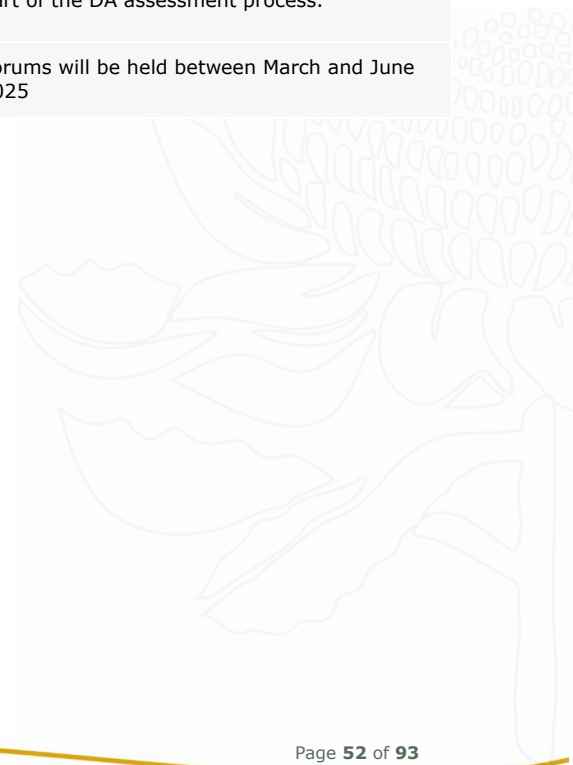
The Development Assessment teams assess Development Applications in accordance with the relevant legislation and to ensure we are meeting our statutory obligations and responsibilities within the state's land use planning framework.

Significant recruitment has occurred in the Development Assessment Teams to provide timely development assessment services.

The average assessment time for DAs has been reduced from 321 days in July 2024 to 239 days in December 2024.

Operational Plan Priority Actions

Code	Action	Status	Progress
9.1 PA1	Review and streamline development application conditions of consent	●	Reviews of individual conditions are undertaken in response to concerns from the community, applicants, staff and legislative changes. Ongoing review will occur in preparation for the Development Assessment Service Review scheduled for 2025/26.
9.1 PA2	Provide efficient, timely development assessment services, including pre-DA support	●	Business improvements actions are underway and will continue for development assessment services.
9.1 PA3	Undertake a heritage assessment of all development applications relating to heritage items or conservation	●	Heritage matters are considered in accordance with the relevant legislation and controls as part of the DA assessment process.
9.1 PA4	Conduct two community information forums per annum	●	Forums will be held between March and June 2025



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## Development Engineering Services

**Quarterly Highlight**

Applications were processed and determined under s138 of the Roads Act 1993. Applications were processed, assessed and determined under s.68 of the Local Government Act 1993. Technical advice was provided on development proposals through the referral process in order to appropriately manage impacts on communities and places. Recruitment of key engineering roles, including a Graduate Engineer that has already commenced with the team and a Senior Water and Sewer Engineer that will start in early 2025. Assessment timeframes improved for all application types in this reporting period.

Operational Plan Priority Actions

Code	Action	Status	Progress
9.2 PA1	Provide efficient, timely assessments of applications		Assessment timeframes improved for all application types in this reporting period.



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## Compliance and Regulation

**Quarterly Highlight**

Compliance and Regulation are just short of one Ranger as per Councils structure. We will be working towards solutions for the change in legislation for parking fines and commence proactive work around sediment and erosion controls on building sites. Also, the development of policies for Compliance and Keeping of Animals.

Operational Plan Priority Actions

Code	Action	Status	Progress
9.3 PA1	Implement an inspection regime to ensure satisfactory operation of on-site sewage management systems for the maintenance of public and environmental health	●	A draft inspection register has been developed which once launched will inform licence holders of the need to renew Section 68 approvals for installation of on-site sewage.
9.3 PA2	Implement a program of food inspections	●	Council's inspection program includes shops being re-inspected until they pass. The program includes inspections of childcare centres, complaints investigation, and educational initiatives. The 'Scores on Doors' program assures the community of food safety, previous data indicating 92% of shops receive excellent to good ratings.
9.3 PA3	Implement a swimming pool inspection program	●	The program includes ongoing inspections for tourist and visitor accommodation, inspections by request of property owners, investigation of swimming pool related complaints and regulatory action. Community awareness and education is conveyed through website content and a seasonal media release.
9.3 PA4	Undertake proactive ranger patrols in order to meet the needs of the community and council	●	Proactive parking patrols are undertaken daily. Dog off leash patrols is conducted as resourcing allows.

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## 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.

The Shire Presentation Service consists of 7 Principal Activity Areas. They are:

1. Customer Service and Business Support
2. Fleet
3. Civil Construction
4. Specialist Engineering
5. Parks and Open Spaces
6. Open Space and Buildings (Including Aquatic and Tree Management Services)
7. Infrastructure Maintenance

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.

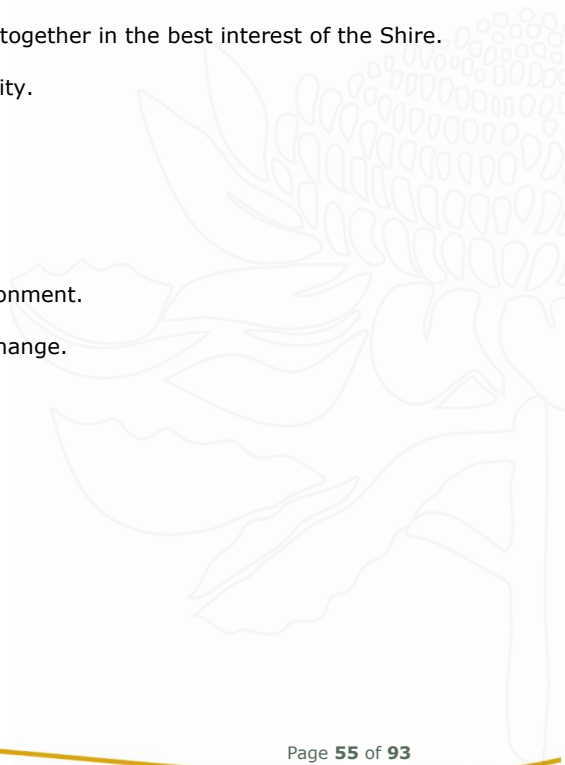
Goal 3.1 A physically and digitally connected Shire.

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.



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## Customer Service and Business Support

**Quarterly Highlight**

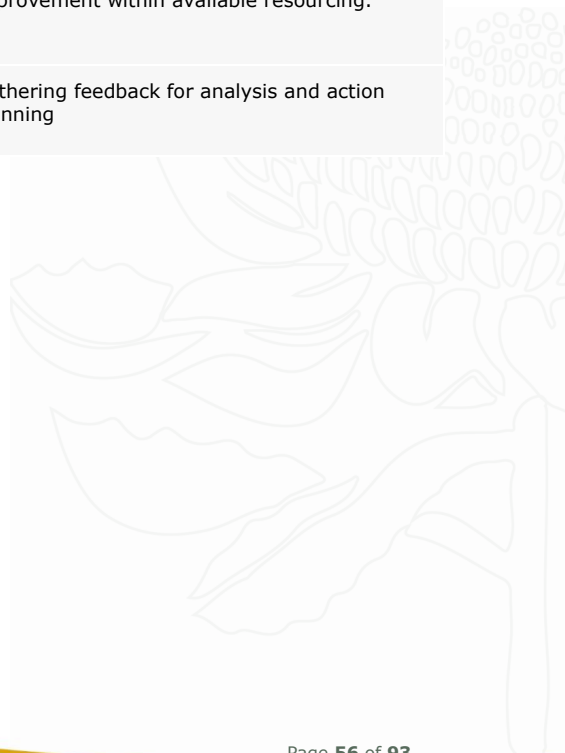
Over the past quarter we have seen steady response rates from the Parks and Open Spaces and Customer Experience survey.

The Survey designed to capture the community's feedback in relation to the maintenance of the Shire's Parks and Open Space areas has provided the opportunity for the parks and open Spaces team to proactively undertake maintenance issues with the view to reducing the number of Customer Requests and developing improvements in our maintenance processes.

This information is beneficial in providing a customer centric focus to ensure our community benefits from work undertaken across the areas.

### Operational Plan Priority Actions

Code	Action	Status	Progress
10.1 PA1	Complete analysis of QR code data for Parks and Open Spaces to identify key areas of community concern	●	Ongoing review of QR codes highlighting areas of concern to Parks and Open Spaces Coordinator.
10.1 PA2	Coordinate development of key performance indicators to link team and individual progress against key strategic priorities	●	KPI's for the quarter are being achieved. Customer Experience Survey Overall Satisfaction 6.82 and CRM completion rate for Q2 - 75.5%
10.1 PA3	Undertake customer surveys to understand and improve the level of customer satisfaction with our services	●	Areas are being identified from the surveys for improvement within available resourcing.
10.1 PA4	Continue to refine and improve internal processes to improve the customer experience	●	Gathering feedback for analysis and action planning



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**Fleet**

**Quarterly Highlight**

Over the last quarter, Fleet has enhanced service delivery across Council's operational departments, a result of our strategic efforts to improve scheduling and streamline data collation processes. This ongoing commitment is reflected in the progress of our light fleet replacement program, which is advancing smoothly.

Additionally, Fleet is continuing to develop specifications and requesting quotations for the heavy plant replacement, marking another step toward maintaining a modern and efficient fleet. Throughout this process Fleet has been consulting with all operation teams to ensure maximised utilisation of the heavy plant and that they are fit for purpose.

Fleets after-hours breakdown support for all fleet vehicles is consistently provided by the call team. Outlying our commitment to ensure all Council operations go with minimum delay to meet service delivery.

In summary, Fleet's achievements in the past quarter and its continued focus on advancing fleet management practices highlight our dedication to operational excellence. We remain committed to providing top-tier service to Council's operational departments while strategically improving our fleet.

Operational Plan Priority Actions

Code	Action	Status	Progress
10.2 PA1	Deliver Council's Plant replacement program to ensure operational departments are able to meet service level agreements		Specification documentation is being developed in consultation with operational departments, and quotations are being requested. Plant replacement continues to track behind.
10.2 PA2	Undertake apprentice recruitment to support local employment and a succession plan for Council's workshop		Currently employ one apprentice
10.2 PA3	Develop workshop service level agreements to meet industry benchmarks and improve financial viability		Fleet has implemented the information provided by local workshops into our internal system with a review of the data to follow in quarter 3.
10.2 PA4	Improve Plant utilisation by reviewing and rationalising plant allocation and costing across all operational areas		Fleet continues to review plant utilisation looking for areas of improvement across our operations departments.

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**Civil Construction**

**Quarterly Highlight**

As the Stabilisation contract/panel could only be approved in the last council meeting it has set back a significant part of the program, being road rehabilitation's. The utilisation of many contractors in the next quarter should see the program back on track.

Operational Plan Priority Actions

Code	Action	Status	Progress
10.3 PA1	Continue to deliver the roads capital works program to improve mobility across the Shire, including but not limited to: <ul style="list-style-type: none"> <li>•Elizabeth Street, Moss Vale</li> <li>•Railway Parade, Mittagong</li> <li>•Orchid Street Colo Vale</li> </ul>		The December Quarter has seen the finalisation of the procurement for the stabilisation contract, which is a critical operation for Reconstruction/Rehabilitation works. Other investigations, service locations, and preparation works are also being organized/undertaken, to ensure optimum usage of Council budget in line with a level of service. Utilisation of a number of stabilisation contractors should see the program return to being per program.
10.3 PA2	Implement two significant drainage projects within Willow Vale as part of the Capital Works Program		The December quarter has seen both projects designed and preconstruction activities commencing. The Gascoigne St project is to commence next quarter with the Drapers Road Project in the last quarter.



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## Specialist Engineering

**Quarterly Highlight**

Administration of natural disaster claims has progressed, including 'close off' of several phases of claims submissions. Completion of asphalt renewals and bitumen resealing have been delivered throughout the period

### Operational Plan Priority Actions

Code	Action	Status	Progress
10.4 PA1	Commence delivery of Essential Public Asset Reconstruction Works on flood damaged transport infrastructure	●	Completed in September quarter.
10.4 PA2	Secure reimbursement of costs incurred during Emergency Response and Reconstruction of Infrastructure damaged during the 2022 flood	●	We have had several successful reimbursement applications approved and payments received. This is an ongoing process and will require continued effort to submit claims and process replies to queries from TfNSW.



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## Parks and Open Spaces

**Quarterly Highlight**

During the Quarter, Council diligently 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.

### Operational Plan Priority Actions

Code	Action	Status	Progress
10.5 PA1	Maintain safe and accessible open space for recreational activities to encourage broad community participation		Progressing on schedule. Illegal dumping and graffiti response times have shortened providing a faster service to the community
10.5 PA2	Incorporate priorities from community surveys into the open space maintenance schedules to ensure the service is responsive to community needs		Council has responded to maintenance priorities from the community surveys which were undertaken and are continuing to be reviewed and prioritised for response.



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**Open Space and Buildings (Including Tree Management Services)**

**Quarterly Highlight**

Council is advancing its Tree Management initiatives, aligning key projects with strategic and planning objectives. This includes launching the Significant Tree Register and creation of a Tree Donation program. Maintenance and cleaning efforts remain on schedule, ensuring service expectations are met.

Operational Plan Priority Actions

Code	Action	Status	Progress
10.6 PA1	Develop a Tree Management Policy and Strategy		The engaged contractor has finalized the draft framework for the Urban Tree Management Strategy. Concurrently, Council is consolidating data to assess the current tree canopy coverage percentage within urban environments against established targets. Additional efforts are focused on revitalising the Significant Tree Register and implementing a Tree Donation Program to enhance service levels for residents while supporting the growth and management of the Shire's tree assets.
10.6 PA2	Protect our canopied spaces to minimise urban heat		Council is addressing canopy loss concerns within its comprehensive Urban Tree Management Strategy. Council has commenced implementing educational programs and community group sessions focused on tools such as TreePlotter. These initiatives aim to raise awareness among residents about the importance of canopy cover and the preservation of the Shire's natural tree assets.
10.6 PA3	Attract investment for tree planting programs to help achieve net zero emission targets including grants and partner funding with volunteer groups and other government agencies		The Council has prioritised the creation of the Urban Tree Management Strategy, Policy, and website updates to establish a clear direction for grant applications and any collaborations with third-party agencies. Once a clear vision for the future is achieved and with community consultation, we will explore financial opportunities to support the implementation of our action plans including, planting and funding partnerships with Bushcare and other volunteer agencies.
10.6 PA4	Attract funding via grants and volunteers' groups to ensure prioritised Council owned buildings are meeting code and compliance the relevant legislative standards		By working closely with internal teams, Council is efficiently managing compliance and maintenance costs by ensuring expenses are accurately allocated to the appropriate lessor, 355 committee, or licensed parties in accordance with existing agreements.

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**Infrastructure Maintenance**

**Quarterly Highlight**

WSC Roads Maintenance, in an on-going capacity manage the Shire's roads and drainage network focused primarily on the safety of road users.

Council coordinates the reactive maintenance of the Shires approximately 1200km of road and drainage network, primarily in response to ongoing customer requests.

Council continue to implement corporate strategic direction in the delivery of works in the Shire's roads and drainage network. Pursuing operational efficiencies, that will deliver improved condition of the roads and drainage network across WSC.

Operational Plan Priority Actions

Code	Action	Status	Progress
10.7 PA1	Establish a Governance Framework to improve policies, procedures and service delivery across the Shire		Maintenance will work with the Assets team over the next quarter to combine the draft Road Maintenance policy into the Asset Management Strategy.



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# Environment



## Robertson Seeds of Change





## 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 Environment and Sustainability 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.



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**Sustainability Services**

**Quarterly Highlight**

The Electric Vehicle Charging Stations on Public Land Policy was adopted by Council on 20 November 2024.

The Sustainable Us program, funded by the Environment Levy, continued to empower the community with highlights in the December quarter including the Froctoher series of events, aimed at engaging the community about fast fashion and strategies to reduce the amount of textiles ending up in landfill. The program delivered textile upcycling workshops in partnership with Vinnies, a clothing restyling session and discussion facilitated by Nina Gbor from The Australia Institute, a display of upcycled textile artworks and information in the Civic Centre Atrium, screenings of the film 'Fashion Re-Imagined', and a clothes swap for the community. Council also held a tour of the Wingecarribee Water Treatment plant for community members during November.

The Earth Flix Cinema 4 Change project screened the film "Flyways", with 145 attendees to align with the Aussie Bird Count and included a panel discussion with experts from WIRES, and NSW Department of Climate Change, Energy, the Environment and Water.

Monitoring of Council's energy consumption continues, which feeds into greenhouse gas emissions reporting. Greenhouse gas reporting for the 2023/2024 year was completed showing total emissions of 9,912 TCO<sub>2</sub>-e which is a 57% reduction from the 2015/2016 baseline year of 23,095 TCO<sub>2</sub>-e. Council's use of 100% renewable electricity continues to have a significant impact on reducing Council's greenhouse gas emissions. During this quarter Council was invited to attend the Australian Power Quality Research Centre (APQRC) Research Innovation Showcase held at Wollongong Universities' Sustainable Building Research Centre, to hear about power quality and the evolving world of renewable energy systems.

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. Council was invited to speak at the Local Government Procurement Conference in October, on its Revolving Energy Fund (RE Fund).

**Operational Plan Priority Actions**

Code	Action	Status	Progress
11.1 PA1	Deliver the Sustainable Us community education campaign to increase knowledge about sustainable living in the face of climate change		During the December Quarter, Council ran the Froctoher-Resetting Fashion series of events. There was a screening of "Fashion Re-imagined", an upcycled textile art exhibition in the Civic Centre Atrium, a presentation and clothing restyle session with Nina Gbor, textile upcycling workshops with Vinnie's and a clothes swap. Earthflix screened "Flyways" in October. The November and December screenings were postponed until 2025 due to scheduling and availability of films and speakers.
11.1 PA2	Conduct drinking water sampling to ensure quality compliance with NSW Health guidelines		Council collects water samples for chemical and microbiological analysis. 121 Samples were analysed during the quarter, meeting the requirements of NSW Health.

*We're with you*

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025



Quarterly Progress Report | December 2024

Code	Action	Status	Progress
11.1 PA3	Provide solar and battery promotion programs to improve uptake in the Shire	●	Council continues to host the Sunspot Solar Calculator on the website. Promotion of Sunspot was carried out in Councils E-newsletter in October and current energy efficiency subsidies are promoted through the Sustainable Us-Energy Efficiency website page.
11.1 PA4	Support the increase in electric vehicle charging facilities across the Shire through grant applications and community support	●	The Electric Vehicle (EV) Charging Stations on Public Land Policy was adopted on 20 November 2024. Grant funding opportunities and collaborate with third party providers to install EV charging are now guided by the Policy. Two collaboration proposals with third party provides is currently being considered.
11.1 PA5	Deliver the Project Green schools sustainability education program including the delivery of Schools Environment Day	●	Council's engagement program with local Schools continued to be implemented during the Quarter. This includes a regular newsletter to promote programs, grants, and other support that Council provides to schools. The next Schools Environment Day will be held in March 2025.
11.1 PA6	Monitor and report on Council's greenhouse gas emissions	●	Annual greenhouse gas emissions reporting for the 2023/24 financial year was completed in this quarter. Calculated emissions for the 2023/24 were a reduction of 47% based on the baseline year of 2015/2016. Fugitive emissions (methane, NOx etc) from wastewater treatment account for 67% of the emissions total and remain similar to 2015/2016 levels. All other emissions amount to 3,982 which is a 74% reduction from the 2015/216 baseline.
11.1 PA7	Scope and deliver energy efficiency and solar improvements to Council infrastructure	●	Council continued to work with the Canberra Region Joint Organisation (CRJO) 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.
11.1 PA8	Support community sustainability activities with grants delivered through the Community Assistance Scheme	●	Community Assistance grants in the environment and sustainability category for the 24/25 year were provided to Win Zero to assist with funding a Virtual Energy Network (VEN) Pilot, and to Southern Highlands Australian Plant Society to assist with a Phytophthora awareness campaign.
11.1 PA9	Implementation of the Community Emissions Action Plan	●	The Community Emissions Action Plan implementation is continuing with consultation across the Environment and Sustainability Branch including research/benchmarking of projects of other similar Councils. Further engagement with Council staff and the community will be required to develop the actions in the plan.

*We're with you*

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## Natural Resources Management

### Quarterly Highlight

Implementation of management actions within the Plan of Management for Natural Areas (Bushland and Watercourse) commenced.

Species-specific projects aiming to protect and conserve local wildlife, including koalas, platypus, and eastern long-necked turtles, and plants such as the Paddys River Box (*Eucalyptus macarthurii*) have been actively engaged in. Council's Future-proofing Southern Highlands Koalas was winner of Division B in the Local Government NSW Excellence in the Environment Awards.

Council commenced work on the Southern Highlands Shale Forest and Woodland Conservation Project, with an initial staff planting day at Jordan's Crossing Bundanoon held.

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.

Planning and hazard reduction burns were completed to address bushfire risk, following the Bush Fire Risk Management Plan. Council is dedicated to preserving the local environment and is making steady progress in this important endeavour. The community were invited to tour the three Aboriginal Cultural Burn sites within Gibbergunyah Reserve with Aboriginal fire practitioners and knowledge holders.

### Operational Plan Priority Actions

Code	Action	Status	Progress
11.2 PA1	Plan and implement conservation actions for the Southern Highlands Shale Woodland (SHSW) including rehabilitation and new plantings		Site inspections were held in Bundanoon and Burradoo and a staff planting day held at Jordan's Crossing Bundanoon. Over 560 plants were planted. A condition assessment method for restoration sites were tested in the field at Mansfield Reserve with DCCEE staff. A website and draft fact sheets have been developed.
11.2 PA2	Support existing Land for Wildlife members and encourage new registrations by holding field days and promotion of community events		Three Land for Wildlife electronic newsletters were prepared and delivered and cross-promotion of Landcare events included. LfW was promoted in the Kangaloon koala drone survey news article. Members were supported through the spring seedling giveaway.
11.2 PA3	Support existing Habitat for Wildlife members and encourage new registrations by holding field days and promotion of community events		The updated and refreshed Backyard Habitat Planting Guide has been distributed to new Habitat for Wildlife members and is available on Council's website.

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Code	Action	Status	Progress
11.2 PA4	Implement key actions from the NSW Koala Strategy Regional Partnership including: <ul style="list-style-type: none"> <li>•Maintain the Roadkill Mitigation Program</li> <li>•Koala Habitat Mapping Project</li> </ul>		Two Variable Message Signs have been deployed and moved every six weeks on priority roads. Customers calling Council will hear about how they can reduce koala and other wildlife roadkill during the breeding season. Large Koala Zone banners were deployed and hung on fences at seven public schools. The Koala Club was launched at two pop ups in bushland reserves with 58 members joining. Koala habitat mapping project is progressing with co-variates determined for the koala occupancy map.
11.2 PA5	Deliver education and training to Bushcare volunteers such as: plant ID Workshops, Apps training and Bushcare techniques		Bushcare volunteers continue to learn bush regeneration techniques through on the job training at working bees and at the community nursery. A civic thank you morning tea was provided to all Council volunteers at Renwick Community Centre in December 2024.
11.2 PA6	Deliver biodiversity education and support to the community including: <ul style="list-style-type: none"> <li>•What's Killing Our Trees information Session</li> <li>•Schools Environment Day</li> <li>•Turtle and Frog Tours at Lake Alexandra</li> <li>•Bird Count</li> <li>•Pollinator week</li> <li>•Bioblitzes</li> </ul>		The annual Aussie Bird Count was promoted and a breakfast and bird counting event held in Jellore Flora Reserve. Designs for the Turtle Tour signs were finalised.
11.2 PA7	Implement biodiversity actions from Plans of Management to protect natural habitats		NSW Police have been undertaking compliance education and enforcement actions to reduce illegal activities within bushland reserves. Biodiversity monitoring (motion cameras) of fauna has occurred in several bushland reserves. Council worked with Landcare Australia to undertake drone surveys (targeting koalas) within the southern section of Greater Mount Alexandra Reserve. An updated field maps app will enable staff to record threatened species sightings.
11.2 PA8	Implement priority actions from the Bush Fire Risk Management Plan to keep the Shire safe		Asset Protection Zones maintenance and arborist tree removal and trimming has occurred at several sites including the PCYC in Mittagong. Work has commenced to repair Gib West Fire Trail and the first section of Wonson's Fire Trail near Drapers Road Colo Vale. Staff prepared a report and attended the Wollondilly Wingecarribee Bush Fire Management Committee and sub-committee meetings.
11.2 PA9	Implement cultural burns in Council bushland reserves to minimise bushfire risk		A community cultural burn tour was held with 25 attendees at Gibbergunyah Reserve.

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## Bushland and Biosecurity

### Quarterly Highlight

The WSC Biosecurity Weed Control Program 2024-2029 has been adopted by council in the first quarter.

During the December quarter, Council's environmental efforts remained strong, with 738.5 hours devoted to bush regeneration in natural reserves to maintain their ecological function and beauty. This is despite impacts from having less staff due to vacancies. The dedicated Bushcare Volunteers contributed 196.5 hours across 19 working bees, showcasing the community's commitment to environmental preservation. 107 work sessions in natural areas and the community nursery were conducted to ensure the vitality of our green spaces.

Council staff have performed 180 high risk site inspections and 168 private property 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, 810 kilometres of roadsides were inspected as important risk pathways for biosecurity weeds and Council's roadside spraying program continued.

### Operational Plan Priority Actions

Code	Action	Status	Progress
11.3 PA1	Supply local plants for use in Council reserve revegetation works and community projects	●	The Bushland Field staff have produced and provided 740 plants which were planted within council owned and managed bushland reserves.
11.3 PA2	Investigate a model for expanding the bushcare program and increase the number of volunteers	●	In the past quarter 67 volunteers attend bushcare working bee's totalling 197 hours over 19 working bee's.
11.3 PA3	Increase the capacity and skills of volunteers assisting the Bushcare Program	●	In the past quarter 67 volunteers attend bushcare working bee's totalling 197 hours over 19 working bee's. Volunteering opportunities remain high and recruitment campaigns for additional volunteers continues.
11.3 PA4	Undertake biosecurity weed inspections along high-risk pathways and sites	●	Biosecurity surveillance for the year to date includes a total of 168 private land inspections and 180 High Risk Sites. 810kms of high-risk pathways were inspected this quarter, The program is on track to achieve annual targets.
11.3 PA5	Complete weed control in high environmental value bushland reserves	●	Council's Bushland Field Team has implemented weed control activities across 31 sites, conducting 739 hours of bush regeneration activities in these high value bushland reserves.



## **Waste and Resource Management**

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.

The Waste and Resource Management Service consists of 2 Principal Activity Areas. They are:

1. Resource Recovery
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.



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## Resource Recovery

**Quarterly Highlight**

Mobile Community Recycling Centre (CRC) operation collecting recyclable material from the villages and localities across the shire. For the Oct- Dec period Mobile CRC has collected 2.36 tonne of household problem waste across the villages. The Soft Plastic recycling trial continues with 2.8 tonnes of material collected in the last 3 months combined with 4.28 tonne of PVC plastic recovered and recycled.

### Operational Plan Priority Actions

Code	Action	Status	Progress
12.1 PA1	Deliver Resource Recovery Centre (RRC) Masterplan projects including: <ul style="list-style-type: none"> <li>•Wayfinding</li> <li>•Centre design and Development Application</li> <li>•Waste / litter reduction infrastructure</li> <li>•Site security- CCTV</li> </ul>		Implementation of the Masterplan continues. Items actioned included the completion of site security CCTV cameras and installation of portable solar lights July 2024. Continue to litter pick internal and external boundaries to reduce windblown litter.
12.1 PA2	Investigate equipment to improve material recovery and efficiency		Plant and equipment mobility and efficiency opportunities have been identified. Some opportunities have been implemented through work methods whilst others will be explored further upon individual plant and equipment items being replaced.
12.1 PA3	Implement operational changes to support the new disposal/ processing contract to ensure no adverse impacts to service levels		Kerbside waste collection of organics material direct delivery to Veolia Spring farm facility. Bulky waste (kerbside clean up) material volume of 226.20 tonne received recovered 10 tonnes. 2.16 tonne sent to Veolia Spring Farm for additional processing and recovery.
12.1 PA4	Identify opportunities to increase the percentage of waste diverted from landfill		Project 24 waste disposal contract commenced in September 2024. This will increase Resource Recovery Centre diversion from landfill by 50%, combined with RRC recovery of 4.28 tonne of PVC plastics, 133 tonnes of timber, 24 tonne of E-Waste and 6.9 tonne of textiles.
12.1 PA5	Identify resale opportunities and processing partners for recovered material to increase profitability		The Soft Plastic recycling trial continues with 2.8 tonnes of material collected in the last 3 months. The Upcycle Centre successfully diverts valuable resources from the waste stream and back into the local economy. On average the centre diverts 1 tonne of material a day from the waste stream. Recovery and resale of car batteries 5.24 tonnes, paper and cardboard 60.62 tonne combined with 271.66 tonne of non-ferrous metals.





## Waste Services

### Quarterly Highlight

The Domestic Waste Collection Contract continues to operate within expected Key Performance Indicators (KPIs). Demand for bulky waste services remains high, and negotiations are underway to implement contract modifications aimed at further improving service delivery.

Education programs have been slower this quarter due to the repurposing of education spaces at the Resource Recovery Centre as part of Project Reinvigorate. Despite this, Council successfully delivered the "Froctober - Resetting Fashion" series, which featured a screening of Fashion Re-imagined, an upcycled textile art exhibition at the Civic Centre Atrium, a presentation and clothing restyle session with Nina Gbor, textile upcycling workshops in collaboration with Vinnie's, and a community clothes swap.

Positive progress continues, with 1,192 tonnes of material diverted from landfill during the December Quarter, averaging 13 tonnes per day. Under the Local Government Act, service expansion has been successfully completed, adding approximately 650 new residents to Council's waste collection services. Further expansion has been included in the Collections Tender process.

Council remains committed to enhancing waste management and sustainability initiatives to better serve the community.

### Operational Plan Priority Actions

Code	Action	Status	Progress
12.2 PA1	Deliver the Waste Educational Plan including at key community events		Council visited local community groups representing 115 local residents. The Environmentor (waste education workshops) visits locals' school to facilitate interactive workshops, approx. 350 students were engaged in term 4. Our operations team visits several childcare centres with the Mobile CRC to collect problem waste and engage a younger audience.
12.2 PA2	Transition the Waste disposal/processing services to new provider		Council's Project 24 Contract is in place and offering deferral rates in line with expected outcomes. Council continues to explore opportunities to decrease material which are sent to landfill.
12.2 PA3	Develop a contract transition plan for the new kerbside collection contract to ensure services are not adversely impacted		Due to start once the Domestic Waste Tender is accepted by Council, scheduled for the March 2025 meeting.
12.2 PA4	Investigate and develop a plan for procurement of waste collection/disposal services for beyond 2029		A meeting of the Project 24 contract holder occurred in December. There was a mutual agreement from the participants of the group that the current arrangement offers mutual benefit, and a Project 29 group should be considered. The Project 29 group would secure waste processing contract at the end of the Project 24 contract.

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Code	Action	Status	Progress
12.2 PA5	Operate the community's reuse and upcycling centre; diverting waste from landfill and providing resalable items to the community		Mobile Community Recycling Centre is continuing to be supported by local communities. The Upcycle Centre continues to offer an alternative to landfilling un-wanted items
12.2 PA6	Upgrade the reuse and upcycling centre to improve the customer experience and create a community space		<p>The Upcycle centre has grant funding to construct a community space. The scoping and delivery of the project is being managed by Councils Assets and Projects teams. This space will allow for community activities as well as Council led programs. The delivery for the space is expected to be by late 2025.</p> <p>There has been a focus on recruiting staff to work in the Upcycle Centre, offering high quality customer service.</p>
12.2 PA7	Identify and review potential additional waste facility locations within the Shire for both collections and community drop offs		The mobile Community Recycling Centre (CRC) schedule was reviewed creating a change where the CRC will visit two locations in a day and for a longer period of time to increase accessibility to remote residents.



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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.

We do this through the management and maintenance of water networks, the treatment of potable water and the delivery of sewage and wastewater services.

We also work closely with the community, including local business and industry, to better protect our water supply as a precious natural resource.

The Water Services Service consists of 4 Principal Activity Areas. They are:

1. Depot and Maintenance Operations
2. Treatment
3. Water Network Operations
4. Wastewater Network Operations

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.



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## Depot and Maintenance Operations

### Quarterly Highlight

During the reporting period, Water department's electrical and mechanical maintenance teams have carried out preventive maintenance on headworks assets, adhering to the schedule. This activity is very important to ensure the continuity of water and wastewater services for the community.

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 assets and network renewal programs are proceeding on time and within allocated budget. These programs are critical for maintaining and improving the infrastructure that delivers these vital services to the community, ensuring their reliability and sustainability.

### Operational Plan Priority Actions

Code	Action	Status	Progress
13.1 PA1	Inspect and replace worn out pumps in wastewater pumping stations to ensure reliable service delivery		New pumps procurement process has been completed. We have already received 9 pumps, out of them 6 has been installed in the wastewater pumping stations.
13.1 PA2	Inspect and replace worn out pumps in water pumping stations to ensure reliable service delivery		Procurement activity for the Werai pumping station upgrade is under progress.
13.1 PA3	Refurbish clear water pump No 1 at Wingecarribee Water Treatment Plant		Clear water pump 3 has been refurbished. Installation and commissioning have been completed.
13.1 PA4	Upgrade Supervisory Control and Data Acquisition (SCADA) hardware at water reservoirs to monitor our water and wastewater systems		This project was completed in the September Quarter.

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## Treatment

### Quarterly Highlight

During the reporting period, water and sewer headworks teams have successfully treated drinking water and received effluent to appropriate regulatory standards. This activity is essential to ensure the health of the community and local environment.

Water headworks are progressing through the dam inspection and maintenance plan to comply with dam safety regulations and progressing through a reservoir cleaning and inspection schedule to maintain the integrity of potable water infrastructure during distribution.

Sewer headworks are processing and disposing of biosolids created during the sewer treatment process as per the appropriate guidelines. Trade waste continue to monitor and inspect local businesses with discharge approvals to ensure they are compliant within the inspection timeframe.

These services are critical to safeguard community health and the wellbeing of our local waterways.

### Operational Plan Priority Actions

Code	Action	Status	Progress
13.2 PA1	Upgrade the water quality monitoring system and ensure compliance with Council's Drinking Water Management System, through the introduction of an online turbidity meter at the Wingecarribee Water Treatment Plant		Turbidity meters are being trialled currently.
13.2 PA2	Inspect and replace water plant filter media as required to ensure high quality standards of treatment are maintained		Completed
13.2 PA3	Undertake regular reservoir cleaning to ensure compliance with legislation		Cleaning Schedule on track as indicated by inspection program.
13.2 PA4	Upgrade the fluoridation system of Wingecarribee Water Treatment Plant		Quotes received, contractors to be engaged
13.2 PA5	Complete chlorination system upgrades in reservoirs to enhance water quality		Unit is fabricated, concrete construction in progress
13.2 PA6	Support sustainable resource management by processing biosolids for beneficial reuse		All biosolids sent for beneficial reuse in Gunning, NSW.
13.2 PA7	Inspect and adjust daily operations based on laboratory results, and in-house testing to ensure ongoing compliance.		This is a process that is completed on an ongoing basis at both water and wastewater treatment plants. WSC has reached out for assistance from DCCEEW where required.
13.2 PA8	Upgrade Robertson Sewer Treatment Plant inlet screen		This project is in procurement phase.

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Code	Action	Status	Progress
13.2 PA9	Complete the Robertson re-use dam walkway to minimise work, health and safety risks		Completed



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## Water Network Operations

**Quarterly Highlight**

Water Network Operations are conducted in alignment with the organisation's Environment and Climate Change Strategy, as well as the Asset Management Strategy. These activities are designed to ensure sustainable practices, minimise environmental impact, and support long-term infrastructure resilience.

### Operational Plan Priority Actions

Code	Action	Status	Progress
13.3 PA1	Prioritise emerging defects to ensure the reliability of the water network		Water Network approach involves identifying, assessing, and addressing defects based on their potential impact on service delivery, public health, and environmental compliance.



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## Waste Water Network Operations

**Quarterly Highlight**

During the reporting period, Council has been dedicated to ensuring the continuity of wastewater services for the community. Council officers 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 environmental 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 identifying 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.

### Operational Plan Priority Actions

Code	Action	Status	Progress
13.4 PA1	Complete annual sewer vent shaft renewal program to ensure air is continually introduced into the network, supporting drainage to flow effectively	●	Vent shafts to be inspected for condition, access requirements and evaluate if stack is required to remain operational if network is vented via private drainage systems.
13.4 PA2	Identify and prioritise sewer main defects needing repair	●	Identified network defects are being repaired to continue efficient operation.
13.4 PA3	Perform ongoing maintenance on the wastewater network drainage systems and respond to customer requests for drainage issues i.e. blockages and overflows	●	Customer request attendance is ongoing. Overflows are being reported as required. Preventative maintenance on known reportable overflow locations in the network are being actioned. MH inspections are identifying and preventing future blockages/overflows and being added to preventative maintenance list as required. CCTV surveys are being completed.

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## **Economy**



### **Mittagong Kaleidoscope Festival**



## 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.

The Strategic Outcomes Service consists of 3 Principal Activity Areas. They are;

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.

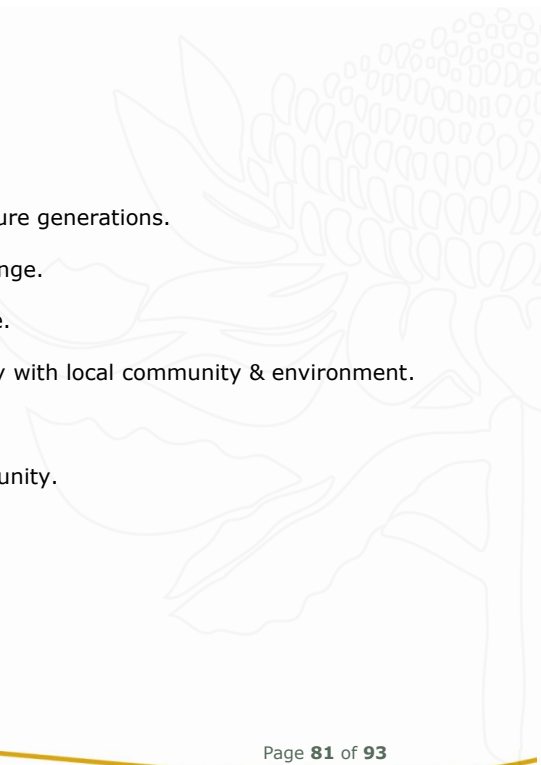
Goal 4.4 A resilient Shire that takes action on climate change.

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.



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## Economic Development

### Quarterly Highlight

Council's commitment to economic development remains strong as we continue to drive key initiatives forward. The Southern Highlands Innovation Park Master Plan and Governance Strategy have successfully completed the public exhibition phase, and planning for the Servicing Strategy is actively progressing, marking critical steps in shaping our region's future.

The Coordinator Tourism & Events, in consultation with the Visitor Economy Advisory Panel, is actively working on an action plan to bolster our visitor economy, and the development of the Economic Development Strategy Integrated Action Plan is making steady progress. These efforts reflect our strategic focus on delivering tangible outcomes that will foster a vibrant and thriving local business environment.

The foundation of our economic development strategy is built on strong partnerships with key stakeholders, including joint organisations, local businesses, surrounding councils, other levels of government, and Regional Development Australia. These collaborations are essential to driving sustainable growth, leveraging shared resources, and aligning our efforts to support the economic vitality of the Southern Highlands.

### Operational Plan Priority Actions

Code	Action	Status	Progress
14.1 PA1	Prepare the Economic Development Strategy Integrated Action Plan		Council officers are developing the Economic Development Strategy Integrated Action Plan, which will set the strategic economic development objectives for the next 10 years. Officers will collaborate with incoming Councillors to align these objectives with the 2025-2029 Delivery Plan, ahead of community engagement on the strategy and development of the detailed action plan in Q2 2025.
14.1 PA2	Prepare the Southern Highlands Innovation Park Servicing Delivery Strategy		The Southern Highlands Innovation Park Servicing Delivery Strategy will commence upon securing funding and following the adoption of the SHIP Master Plan and Governance Strategy in Q1 2025. Council is investigating funding sources for the SHIP Servicing Delivery Strategy.
14.1 PA3	Implement the Southern Highlands Innovation Park Master Plan and Governance Strategy		Council is actively monitoring grant opportunities and engaging in strategic advocacy to raise awareness of funding requirements for key infrastructure at the Southern Highlands Innovation Park (SHIP), with the Moss Vale Bypass and Berrima Road Deviation among the top five priorities. This project will commence following adoption of the SHIP masterplan and governance strategy

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## Strategy and Place

### Quarterly Highlight

Council is continuing to actively work towards implementing a better place-based and community-centric planning framework, which aligns with priority actions identified in the Local Strategic Planning Statement (LSPS) and Local Housing Strategy (LHS). This transition is to ensure that both the current and future needs and aspirations of the community are addressed in a sustainable, collaborative and innovative way.

Council's Place-Making Continuum was presented at the Ordinary Meeting of Council 15 May 2024 and has been developed to further guide the delivery of a holistic place-based framework for our towns and villages across the Shire. Bowral was the first town centre to undergo this place-based planning process, and the adopted Master Plan was developed through an iterative process in partnership with the community and stakeholders. An implementation monitor has been developed post adoption in order to guide the delivery of short-term initiatives. Two (2) key actions have since been implemented, including the installation of branded smart bins, as well as the development of slow traffic zones along Bong Bong Street to increase safety and pedestrian experience. The implementation of other initiatives is intended to be realised via detailed engineering designs, subject to securing funding.

Post the adoption of the Bowral Town Centre Master Plan, the initiation of Master Plans for Moss Vale and Mittagong Town Centres are expected to commence subject to securing funding.

Community-led village Place Plans are being developed concurrent to the development of Master Plans for our three (3) main town centres. The Robertson Village Place Plan was adopted by Council on 17 April 2024 and is currently in the implementation phase. Council's internal working group are continuing to liaise with the community and stakeholders to guide the delivery of short-term Place Initiatives. A number of key actions have since progressed, such as Council's Bushland Field Team engaging with Robertson Public School to educate students on the importance of biodiversity conservation for the Robertson Rainforest, as well as the development of the draft Hampden Park Concept Master Plan which is on public exhibition from 13 December 2024 to 10 January 2025.

The Village Place Plan Program identifies Bundanoon as the next village to undergo this place-based planning process. Extensive external consultation is being conducted as part of the first phase of the project, with engagement opportunities including an online survey and visioning word cloud activity, a youth drawing activity and a Cheese and Wine consultation workshop, which was held on 06 December 2024. All feedback received as part of the first round of engagement will inform the development of the draft vision and place initiatives.

Long-term housing and employment planning in the Shire has reached an important milestone, with the Draft Master Plan and supporting documents for the Bowral South New Living Area and Southern Highlands Innovation Park, being refined as part of the post-exhibition review process. Extensive consultation with internal departments, as well as agencies, the community and key stakeholders was conducted as part of the formal exhibition of both projects, and a review of the submissions received during this time is currently underway. Feedback received will directly inform the subsequent review of both projects, respectively.

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## Operational Plan Priority Actions

Code	Action	Status	Progress
14.2 PA1	Prepare the Bundanoon Place Plan		The preparation of a Place Plan for Bundanoon aligns with the endorsed Village Place Plan Program. An internal project working group has been established to ensure Council alignment. External consultation also commenced in Q4 2024 to engage key community stakeholders. A Wine & Cheese Night was held on 6 December 2024 to explore community ideas and generate interest in the emerging Place Plan. Engagement opportunities are ongoing, including an online survey and youth drawing activity.
14.2 PA2	Prepare the Mittagong Town Centre Master Plan		At the Ordinary Meeting of Council 16 August 2023, Council approved a works program of key strategic planning projects to implement priority actions as outlined in the Wingecarribee Local Strategic Planning Statement and Local Housing Strategy. This schedule commits Council to the development of Master Plans for the three (3) main town centres of the Shire. The preparation of a Master Plan for the Mittagong Town Centre is subject to securing funding.
14.2 PA3	Prepare the Moss Vale Town Centre Master Plan		At the Ordinary Meeting of Council 16 August 2023, Council approved a works program of key strategic planning projects to implement priority actions as outlined in the Wingecarribee Local Strategic Planning Statement and Local Housing Strategy. This schedule commits Council to the development of Master Plans for the three (3) main town centres of the Shire. The preparation of a Master Plan for the Moss Vale Town Centre is proposed to commence in 2025/26, subject to securing funding.
14.2 PA4	Commence a Planning Proposal for the Bowral South New Living Area and implement its Master Plan		The initiation of a Planning Proposal to seek the rezoning of the identified Bowral South New Living Area, will commence post the adoption of the Master Plan and Servicing Strategy and the preparation of a site-specific Development Control Plan and Contributions Plan. The Draft Master Plan and Servicing Strategy were formally exhibited and a review of submissions received during this time is currently underway. Feedback is expected to inform the review of this strategic body of work.

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Code	Action	Status	Progress
14.2 PA5	Implement the Bowral Town Centre Masterplan		An internal working group has been established to guide the delivery of short-term initiatives identified in the adopted town centre Master Plan. Two initiatives have since been implemented, including the installation of branded smart bins and vehicle slow zones on Bong Bong St to enhance pedestrian experience and safety. Further implementation of place-based initiatives in Bowral will be realised via detailed engineering designs and are to commence subject to securing funding.



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## Strategic Policy

### Quarterly Highlight

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 to achieve this goal have now been completed, including adoption of the Robertson Place Plan, the Bowral Town Centre Master Plan, the Low and Medium Density Residential Development Controls Studies and the Wingecarribee Community Heritage Study. In addition, exhibition of the Draft Master Plan & Governance Strategy for the Southern Highlands Innovation Park has been completed and a review of submissions is underway. The revised Draft is anticipated to be presented to Council Q3 2024/25. A post-exhibition report on the Draft Wingecarribee Integrated Transport Strategy is also being prepared.

In parallel with these projects, Council has also commenced implementation of the Wingecarribee Local Housing Strategy, to deliver housing supply and diversity in conjunction with essential infrastructure. Public exhibition of the Bowral South New Living Area, as identified in the Housing Strategy, has ended and submissions are being reviewed.

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 also 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 transport and community interests.

### Operational Plan Priority Actions

Code	Action	Status	Progress
14.3 PA1	Undertake a Planning Proposal to include Heritage Items and Conservation Areas from the adopted Community Heritage Study into Schedule 5 of WLEP 2010 with associated mapping updates		The Planning Proposal has been prepared and submitted to the Department of Planning, Housing & Infrastructure for a Gateway Determination.
14.3 PA2	Prepare a comprehensive Development Control Plan to guide development across the Shire		A report will be provided in the first quarter of 2025 with a strategy to bring this project back on track.

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## **Business and Property**

Business and Property Services is responsible for the management of Council's property portfolio and local child care services.

We 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 into the long term through timely and considered investments.

The Business and Property Service consists of 5 Principal Activity Areas. They are;

1. Southern Regional Livestock Exchange
2. Property Services
3. Outside School Hours Care Service
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.

*We're with you*





## Southern Regional Livestock Exchange

### Quarterly Highlight

The Southern Regional Livestock Exchange (SRLX) continues to provide facilities for the management of livestock from across the shire including those surrendered or affected by and occurrence of nature. Weekly livestock sales continue to be delivered in accordance with required legislation.

Livestock sales for the quarter have continued to hold strong numbers of head per week, a continuation from high sale numbers at the start of the financial year. Cattle prices are holding, and pasture remains healthy despite concerns of drought conditions.

Upgrade works to the SRLX have either been completed during the quarter or prepared for completion in the next quarter including the Berrima Road gate upgrades and Canteen Renovation project.

### Operational Plan Priority Actions

Code	Action	Status	Progress
15.1 PA1	Upgrade Saleyard Software Systems and IT infrastructure to improve and streamline processes	●	Saleyard software systems and technology infrastructure have been upgraded, and this item is now considered closed.
15.1 PA2	Refurbish the Berrima Road exit gate to improve safety and accessibility	●	Quotes have been obtained and a contractor engaged to carry out the works on the Berrima Road exit gate. Works have been booked for January 2025 and will take 2 weeks to complete. The work will lead to improved accessibility to the site and eliminate the need for heavy vehicles traversing through light vehicle and pedestrian areas when entering and exiting site.
15.1 PA3	Undertake works at the sale yard including: Complete the canteen refurbishment to enable lease of the commercial area Replace half gates in the selling pen area to improve the safety of animals and workers Complete internal painting of walls and floors in the Saleyard auditorium	●	The sale yard canteen contract has been awarded with works due to commence early in 2025 with completion no later than April 2025. A lease arrangement is in discussion with the incumbent operator of the mobile canteen at the sale yards. A solution has been found for the half gates which will be put into action in January 2025, if successful this should be a cost-effective fix to the current issue. Internal painting of the auditorium will be scoped in February 2025.
15.1 PA4	Progress recommendation from the agribusiness report to increase usage and opportunities through education programs at the SRLX.	●	Partnership with Shore school in Sydney to incorporate tours of the SRLX and has been formalised into a structured training day for students as a pilot. Hosted 100 year 9 students and 5 teachers across a two-week period. This will inform a future formalised program offering for other schools and groups.



## Property Services

### Quarterly Highlight

Commitment to effective property management remains our primary focus, 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 by legislation.

The leasing and licensing of Council properties are managed in a timely manner and in accordance with legislative requirements.

Coordination and administration of land dealings, including easements, subdivisions and consolidations continue to be undertaken in accordance with legislative requirements, providing timely reporting to Council as required.

Road closure applications continue to be received and processed in line with legislative and reporting requirements.

Land acquisitions and disposals are managed strictly adhering to legislation in as timely a manner as possible. Council is dedicated to delivering support to residents and reports to Council, as required. Statutory time frames for acquisition are adhered to ensuring efficient and responsibility property management.

### Operational Plan Priority Actions

Code	Action	Status	Progress
15.2 PA1	Complete a review and analysis of the Mount Gibraltar telecommunications tower to improve operations and community outcomes	●	A drone audit of the tower has been undertaken. This information is being collated and will be used in conjunction with an audit climb of the tower. Redundant equipment has been identified and will be removed in the New Year.
15.2 PA2	Complete a review of surplus roads to reduce the need to maintain unformed roads and generate additional income (LTFP, AMS)*	●	Property Services are undertaking a review of surplus roads to reduce the need to maintain unformed roads and to generate additional revenue. Each town within the Shire is being reviewed to identify surplus roads that may be available for future sale. The sale of unformed road at Meryla Road Bowral has been progressed with offer to purchase made by the adjoining owner for \$600,000.
15.2 PA3	Develop a Property Investment Portfolio to support Council's financial and asset management goals (LTFP, AMS)	●	Property Investment Portfolio will be developed in alignment with the Property Strategy once adopted in 2025.
15.2 PA4	Develop a Property Strategy to ensure assets are being appropriately managed for the long_x0002_term benefit of the community (LTFP,AMS)	●	Draft Property Strategy has been prepared and is to be presented to 2025 Council meeting to place on public exhibition.

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## Outside School Hours Care Service

**Quarterly Highlight**

The Wingecarribee Outside of School Hours (WOOSH) service continues to provide affordable outside school hours care services that meet market demand and support families. WOOSH has continued to grow in both revenue and occupancy numbers however there has been a reduction in occupancy of before school services with customer feedback indicating that the cost of living is a reason for reducing the use of the service in the mornings.

The WOOSH has continued working with another local school, St Michaels, and an agreement put in place for students from that school to join the current program at Mittagong Public Schools to provide a service for St Michaels students whilst utilising the current set up at Mittagong. This is a significant achievement for the WOOSH and increases the input into children's services to the community by council.

### Operational Plan Priority Actions

Code	Action	Status	Progress
15.3 PA1	Investigate options to increase the number of Out of School Hours care services	●	St Michaels Catholic School has now joined with the Mittagong Public School service following extensive correspondence and logistical planning. 7 St Michaels School families are enrolled for 2025 which increases the occupancy of the existing service without increasing the operational costs.
15.3 PA2	Deliver activities for Out of School Hours Educators Day	●	Educators Day took place in Quarter 1 2024, and this is now completed.



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## Tourism and Events

### Quarterly Highlight

The 2024 Tulip Time festival, including the Tulips After Dark and the Tulip Time Garden Party activations, ran from 12 September to 6 October and achieved record-breaking attendance, attracting over 70,000 visitors - the highest in the festival's history.

The Southern Highlands Arts Trail, held across two weekends in November, successfully showcased the works of over 50 local artists, generating more than 11,000 studio visits and in excess of \$200,000 in direct sales of artwork.

Destination Southern Highlands strengthened strategic partnerships with key events, including the Bundanoon Folk Festival, Bowral Classic, Bong Bong Picnic Races, and A Day on the Green. A key initiative involved the revitalisation of the Visit Southern Highlands social media presence, with a focus on dynamic video content creation highlighting the region's natural beauty, local tourism-focused businesses, and signature events to drive broader audience engagement and interactivity.

Bowral Memorial Hall continued to host local and national touring artists resulting in 26 bookings and over \$42,000 in revenue for the Quarter.

### Operational Plan Priority Actions

Code	Action	Status	Progress
15.4 PA1	Establish a Visitor Economy Advisory Panel (VEAP) to provide expert advice on tourism and events		The Visitor Economy Advisory Panel has been established. Meeting proposed for Q3 to determine workplan and review current visitation data to inform plan.
15.4 PA2	Review signature events for the Southern Highlands in consultation with the Visitor Economy Advisory Panel (VEAP)		Event review scheduled for March 2025.
15.4 PA3	Undertake upgrades to the Visitor Information Centre to improve the customer experience and sense of place		Visitor Information Centre review on hold due to funding prioritisation.
15.4 PA4	Investigate development of a local produce brand to promote Southern highlands producers		Website Refresh Project now in development with option of incorporation of an online shop for local products.
15.4 PA5	Introduce volunteering opportunities at the Visitor Information Centre		To be actioned upon adoption of Council's Volunteer Management policy and in concert with implementation of Volunteer Management Framework.
15.4 PA6	Prepare a program for Bowral Memorial Hall that promotes community, commercial and cultural events and maximises utilisation		Utilisation of the venue by local and professional performing arts groups continues resulting in 26 bookings earning \$42,406.59 in revenue for the Quarter.
15.4 PA7	Continue implementation of findings from the Destination Southern Highlands Servicing Review		Volunteer support at Visitor Centre to be aligned with updated Volunteer Management Framework. Upgrades to Visitor Centre facility on hold pending funding allocation. Visitor Economy Advisory Panel established.

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## Animal Shelter

**Quarterly Highlight**

The Wingecarribee Animal Shelter (WAS) continues to conduct activities required under the Companion Animals Act and returns companion animals to rightful owners whilst rehoming as many companion animals as possible.

Work continues to prepare for moving to the new animal shelter with revision and updating of policies and procedures and transition plans being created for a smooth process to reduce as much stress on animals within the care of WAS.

### Operational Plan Priority Actions

Code	Action	Status	Progress
15.5 PA1	Establish operations at the new Animal Shelter in Moss Vale		The new animal shelter is due to open in the first quarter 2025. Operational Management Systems, procedures, and policies are being written to ensure best practice operation of the shelter. Regular meetings are being held with key stakeholders for the final detail on the building interiors.
15.5 PA2	Deliver community education programs on responsible pet ownership including desexing, microchipping and registration		Community education programs are being developed in conjunction with the ranger's team and Friends of the Wingecarribee Animal Shelter. The programs will look to provide outreach opportunities to deliver microchipping and registration in areas of the Shire that have the greatest number of animal intakes.



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**Quarterly Progress Report | December 2024**

Version v2 20250211

**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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## **Quarterly Budget Review Statement**

**2024/25**  
DECEMBER QUARTER  
**STATUTORY REPORTS**



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WINGECARRIBEE SHIRE COUNCIL

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**WINGECARRIBEE SHIRE COUNCIL  
QUARTERLY BUDGET REVIEW STATEMENT**  
for the 2024/25 financial year

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**WINGECARRIBEE SHIRE COUNCIL**  
**QUARTERLY BUDGET REVIEW STATEMENT**  
for the 2024/25 financial year

**Introduction**

Clause 203(1) of the Local Government (General) Regulation 2021 (the Regulation) requires Council's Responsible Accounting Officer to prepare and submit a Quarterly Budget Review Statement (QBRS) to Council. The QBRS must show, by reference to the estimated income and expenditure that is set out in the Operational Plan, a revised estimate of income and expenditure for the year.

Council's Operational Plan sets out the achievements, goals and revenue policy, including estimates of income and expenditure. The QBRS plays an important role in monitoring Council's progress against the plan and ongoing management of the annual budget.

The QBRS is the mechanism whereby Councillors and the community are informed of Council's progress against the Operational Plan (original budget) and the recommended changes and reasons for major variances.

The QBRS is composed of the following Statements:

- 1 Responsible Accounting Officer Statement
- 2 Income and Expenses Budget Review Statement
- 3 Capital Budget Review Statement
- 4 Cash and Investments Budget Review Statement
- 5 Service Activity Statements
- 6 Budget Review Contracts and Other Expenses

A standard set of budget review statements 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 statements are set out below.

**WINGECARRIBEE SHIRE COUNCIL**  
**QUARTERLY BUDGET REVIEW STATEMENT**  
for the 2024/25 financial year

**1. Responsible Accounting Officer Statement**

The Regulation requires that a budget review statement must include or be accompanied by a report as to whether or not the Responsible Accounting Officer believes that the QBRS indicates that Council's financial position is satisfactory, having regard to the original estimate of income and expenditure. If Council's financial position is considered by the Responsible Accounting Officer to be unsatisfactory, then recommendations for remedial action must be included.

**2. Income and Expenses Budget Review Statement**

This statement sets out the details of variations between Council's revised operating budget and the proposed budget as part of the December 2024 Quarterly Budget Review.

**3. Capital Budget Review Statement**

This statement sets out the details of variations between Council's revised capital budget and the December 2024 Quarterly Budget Review.

**4. Cash and Investments Budget Review Statement**

This statement shows the original budgeted cash and investment position and projected year-end position. This statement also includes detail on the transfers to and from Council's reserves.

**5. Budget Review Contracts and Other Expenses**

Councillors are provided with information regarding tenders in the Annual Report. However, Councillors should be made aware of other material contracts entered into by Council and details of other expenses that are of particular interest. To this end a contract listing and details of legal fees and consultancy expenses are included in the QBRS.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**WINGECARRIBEE SHIRE COUNCIL**  
**QUARTERLY BUDGET REVIEW STATEMENT**  
for the 2024/25 financial year

**1. Responsible Accounting Officer Statement**

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

The following statement is made in accordance with clause 203(2) of the Local Government (General) Regulation 2021.

It is my opinion that the Quarterly Budget Review Statement for Wingecarribee Shire Council for the quarter ending 31 December 2024 indicates that Council's projected financial position at 30 June 2025 will be satisfactory, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Name: Pav Kuzmanovski  
Responsible Accounting Officer, Wingecarribee Shire Council

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2024/25 financial year

### Income & Expenses Budget Review Statement Budget Review for the Quarter ended 31 December - Financial Year 2024/25 Income & Expenses - Council Consolidated

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actuals Expenditure 2024/25
<b>Income</b>							
Rates & Annual Charges	99,465,038	-	20,000	99,485,038	458,442	99,943,480	85,871,293
User Charges & Fees	26,166,233	-	(940,000)	25,226,233	(85,586)	25,140,647	11,387,981
Interest & Investments Revenue	8,400,000	-	-	8,400,000	72,077	8,472,077	5,940,321
Other Revenues	3,453,616	111,143	160,965	3,725,724	(319,422)	3,406,302	2,166,289
Grants & Contribution - Operating	11,718,705	167,071	(1,214,090)	10,671,686	-	10,671,686	2,148,063
Grants & Contribution - Capital	36,816,298	2,267,411	1,950,517	41,034,226	307,148	41,341,374	14,368,305
<b>Total Income</b>	<b>186,019,889</b>	<b>2,545,625</b>	<b>(22,608)</b>	<b>188,542,906</b>	<b>432,659</b>	<b>188,975,565</b>	<b>121,882,252</b>
<b>Expenses</b>							
Employee Costs	50,395,602	-	(1,450,093)	48,945,509	204,018	49,149,527	24,546,832
Borrowing Costs	730,272	-	-	730,272	-	730,272	211,112
Materials & Contracts	56,427,316	1,653,075	2,208,156	60,288,546	(2,227,133)	58,061,413	27,322,534
Depreciation	50,719,652	-	-	50,719,652	-	50,719,652	26,241,637
Other Expenses	3,579,183	-	189,737	3,768,920	-	3,768,920	2,085,102
<b>Total Expenses</b>	<b>161,852,025</b>	<b>1,653,075</b>	<b>947,800</b>	<b>164,452,900</b>	<b>(2,023,115)</b>	<b>162,429,785</b>	<b>80,407,217</b>
<b>Net Operating Result</b>	<b>24,167,864</b>	<b>892,550</b>	<b>(970,408)</b>	<b>24,090,007</b>	<b>2,455,774</b>	<b>26,545,781</b>	<b>41,475,035</b>
<b>Net Operating Result before Capital Income</b>	<b>(12,648,434)</b>	<b>(1,374,861)</b>	<b>(2,920,925)</b>	<b>(16,944,219)</b>	<b>2,148,626</b>	<b>(14,795,593)</b>	<b>27,106,730</b>
<b>Staff Establishment</b>							
Budgeted Full Time Equivalents (excluding Casuals)	491.3						
Headcount (excluding casuals)	497.0						
<b>Notes:</b>							
1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200							
2. Revised Budget = Original Budget +- approved budget changes in previous Quarterly Budget Reviews							
3. Projected Year End Result = Revised Budget +- recommended changes for Council resolution as part of this Quarterly Budget							
<b>Reconciliation to Budget</b>							
Net Operating Result for the year (as above)	24,167,864	892,550	(970,408)	24,090,007	2,455,774	26,545,781	41,475,035
<b>Less:</b>							
Capital Purchases	105,252,461	15,951,136	914,001	122,117,598	(3,505,339)	118,612,259	37,744,093
Loan Principal Repayments	2,082,269	-	-	2,082,269	-	2,082,269	(233,038)
Transfer to Reserve	71,606,693	-	(1,751,000)	69,855,693	-	69,855,693	16,858,594
<b>Add:</b>							
Disposal Assets	-	-	-	-	-	-	-
Proceeds from Sale of Assets	2,078,900	-	-	2,078,900	-	2,078,900	-
Transfers from Reserve	81,454,347	15,058,586	133,409	96,646,342	(5,961,113)	90,685,229	156,773
New Borrowings	20,575,000	-	-	20,575,000	-	20,575,000	1,820,467
Depreciation Contra (Non Cash)	50,719,652	-	-	50,719,652	-	50,719,652	26,241,637
<b>Budget Surplus/Deficit Result</b>	<b>54,340</b>	<b>-</b>	<b>-</b>	<b>54,340</b>	<b>-</b>	<b>54,340</b>	<b>15,324,263</b>

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2024/25 financial year

### Income & Expenses Budget Review Statement Budget Review for the Quarter ended 31 December - Financial Year 2024/25 Income & Expenses - Council Consolidated

This statement sets out the details of variations between Council's Revised Budget and the Projected Year End Result as part of the Quarterly Budget Review.

Note that for budgetary changes: **F** = favourable budget change, **U** = unfavourable budget change, **NA** = not applicable.

<u>Income</u>	Budget Change	
	\$	F/U
<b>Rates &amp; Annual Charges</b>		
<u>A net increase of Rates &amp; Annual Charges due to:</u>	458,442	F
\$458K Increase in rate revenue, adjusted to YTD actuals.		
<b>User Charges &amp; Fees</b>	(85,586)	U
<u>A net decrease in User Charges and Fees due to:</u>		
\$81K Decrease in forecast facilities rental income from Country Golf Club.		
\$4K Decrease in forecast facilities rental income from Sutton Forest Hall.		
<b>Interest &amp; Investments Revenue</b>	72,077	F
<u>A net increase of Interest &amp; Investments Revenue due to:</u>		
\$72K Increase in interest revenue, adjusted to YTD actuals.		
<b>Other Revenues</b>	(319,422)	U
<u>A net decrease in Other Revenues due to:</u>		
\$18K Increase in expected Work Health and Safety Rebate		
\$12K Decrease in forecast lease revenue - 71 Station St Bowral Rental.		
\$87K Decrease in forecast lease revenue - Mittagong Caravan Park Lease		
\$28K Decrease in forecast lease revenue - Sutton Forest Hall Lease Income.		
\$17K Decrease in forecast lease revenue - Lease Country Golf Club		
\$24K Decrease in forecast lease revenue - Highlands Golf Club Lease		
\$1K Decrease in forecast lease revenue - Licence to Pump Water LT3 Burradoo Kwong		
\$1K Decrease in forecast lease revenue - RD Reserve Kangaloon/Horderns Lease		
\$4K Decrease in forecast lease revenue - SH Taxi Mt Gibraltar Bowral		
\$1K Decrease in forecast lease revenue - Highlands Media Mt Gibraltar Bowral		
\$12K Decrease in forecast lease revenue - Endeavour Energy Mt Gibraltar Bowral		
\$7K Decrease in forecast lease revenue - Berrima Coaches Mt Gibraltar Bowral		
\$13K Decrease in forecast lease revenue - Metwide Communications Mt Gibraltar		
\$1K Decrease in forecast lease revenue - H&D Roofing Part Loftus St Bowral		
\$98K Decrease in forecast lease revenue - WIN Television NSW Mt Gibraltar Bowral		
\$16K Decrease in forecast lease revenue - Vodafone Hutchinson Mt Gibraltar		
\$1K Decrease in forecast lease revenue - Lease Pt Nicholson St Berrima		
\$12K Decrease in forecast lease revenue - Southcoast Broadcasting Mt Gibraltar		
\$1K Decrease in forecast lease revenue - Lease Income Groundwater Monitoring Sites.		
<b>Grants &amp; Contribution - Operating</b>	-	NA
No adjustments to Grants & contributions - Operating		
<b>Grants &amp; Contribution - Capital</b>	307,148	F
<u>A net increase in Capital Grants &amp; Contributions is due to:</u>		
\$7K Contribution from HTCA for Play Space Renewal Program.		
\$100K Increase in TfNSW Black Spot grant - Nowra Road Safety Improvements.		
\$100K Increase in TfNSW Black Spot grant - Old Hume Hwy Widening.		
\$100K Increase in income for RFS Ember Protection Works.		

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2024/25 financial year

### Income & Expenses Budget Review Statement Budget Review for the Quarter ended 31 December - Financial Year 2024/25 Income & Expenses - Council Consolidated

This statement sets out the details of variations between Council's Revised Budget and the Projected Year End Result as part of the Quarterly Budget Review.

Note that for budgetary changes: **F** = favourable budget change, **U** = unfavourable budget change, **NA** = not applicable.

<b>Expenses</b>	<b>Budget Change</b>	
	<b>\$</b>	<b>F/U</b>
<b>Employee Costs</b>	<b>204,018</b>	<b>U</b>
<u>A net increase in Salaries and Wages is due to:</u>		
5 \$288K Reduction in salary vacancy factor (credit).		
2 \$80K Decrease in salary costs, reallocated to Materials & Contracts.		
# \$4K Decrease due to projected salary costs.		
<b>Borrowing Costs</b>	<b>-</b>	<b>NA</b>
No budget adjustments proposed for Borrowing Costs.		
<b>Materials &amp; Contracts</b>	<b>(2,227,133)</b>	<b>F</b>
<u>A net decrease in Materials and Contracts due to:</u>		
# \$18K Increase in materials and expenditure to align with projected actuals, offset by increased WHS rebate.		
2 \$46K Increase for Bowral South New Living Area Flood Impact and Risk Assessment.		
9 \$80K Increase for Jigsaw - Offsite Scanning Project.		
# \$17K Increase for Audit Risk Committee as per council resolution 19.06.24.		
# \$33K Increase in Property Services to recognise carryover funds from last year, not included in the original budget.		
# \$24K Increase for legal costs and subscription.		
# \$26K Increase to recognise carryover funds for Public Cemeteries.		
# \$13K Increase for Vietnam War Memorial & Cherry Tree Walk - Carryover funds.		
# \$54K Increase for Community & Recreational Facilities Strategy - Carryover funds (\$25K transferred from internal).		
# \$20K Decrease for Pavement Management Software Data Collection.		
# \$18K Increase for Floodplain Management Program - Carryover funds.		
# \$30K Increase for Stormwater Quality Improvement Devices - Carryover funds.		
# \$3.04M Decrease for Welby Rehabilitation - Phased to 2025/26.		
# \$5K Decrease for Moss Vale Depot Security Upgrade.		
# \$106K Increase for Fleet Operations Expenditure funded from fleet reserve (no net impact)		
# \$5K Decrease in Open Space Maintenance, reallocated to Depot Security Upgrades (no net impact).		
# \$15K Decrease, transferred to Corporate Information CAPEX for Depot Security Upgrades.		
# \$40K Increase for Depot & Maintenance Operations, funded from reserve (no net impact) (Drum Maintenance)		
# \$27K Increase for Local Studies - Reclassified from CAPEX to OPEX (no net impact).		
# \$9K Increase for Community Sustainability - Carryover funds.		
# \$150K Increase for Koala Habitat Mapping - Grant funded (no net impact).		
# \$74K Increase for Bushland Restoration and Weed Management, funded from the environment levy (no net impact).		
# \$95K Reclassification from CAPEX to OPEX for Cyber Security Penetration Testing (net saving - budget reduction).		
<b>Depreciation</b>	<b>-</b>	<b>NA</b>
No proposed budget adjustments to depreciation.		
<b>Other Expenses</b>	<b>-</b>	<b>F</b>
No proposed budget adjustments to other expenses.		

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2024/25 financial year.

### 2.2 Income & Expenses Budget Review Statement Budget Review for the Quarter ended 31 December - Financial Year 2024/25 Income & Expenses - General Fund

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes	Projected <sup>(3)</sup>	YTD
	Budget 2023/24	Budget Carryovers	Sep Review	Budget	for Council Resolution	Year End Result 2023/24	Actuals Expenditure 2024/25
<b>Income</b>							
Rates & Annual Charges	73,483,858	-	20,000	73,503,858	458,442	73,962,300	74,507,326
User Charges & Fees	14,604,933	-	(940,000)	13,664,933	(85,586)	13,579,347	5,440,840
Interest & Investments Revenue	3,024,323	-	0	3,024,323	72,077	3,096,400	2,339,577
Other Revenues	3,144,251	111,143	160,965	3,416,359	(319,422)	3,096,937	1,786,200
Grants & Contribution - Operating	11,718,705	167,071	(1,214,090)	10,671,686	-	10,671,686	2,148,063
Grants & Contribution - Capital	9,216,298	2,267,411	1,950,517	13,434,226	307,148	13,741,374	9,840,158
<b>Total Income</b>	<b>115,192,368</b>	<b>2,545,625</b>	<b>(22,608)</b>	<b>117,715,385</b>	<b>432,659</b>	<b>118,148,044</b>	<b>96,062,164</b>
<b>Expenses</b>							
Employee Costs	42,124,612	-	(1,450,093)	40,674,520	204,018	40,878,538	20,721,333
Borrowing Costs	721,325	-	-	721,325	-	721,325	205,017
Materials & Contracts	36,557,489	1,653,075	2,199,177	40,409,741	776,614	41,186,355	17,940,820
Depreciation	31,640,583	-	-	31,640,583	-	31,640,583	15,834,872
Other Expenses	3,565,913	-	189,737	3,755,650	-	3,755,650	2,051,037
<b>Total Expenses</b>	<b>114,609,922</b>	<b>1,653,075</b>	<b>938,822</b>	<b>117,201,818</b>	<b>980,632</b>	<b>118,182,450</b>	<b>56,753,079</b>
<b>Net Operating Result</b>	<b>582,446</b>	<b>892,550</b>	<b>(961,429)</b>	<b>513,567</b>	<b>(547,973)</b>	<b>(34,406)</b>	<b>39,309,085</b>
<b>Net Operating Result before Capital Income</b>	<b>(8,633,852)</b>	<b>(1,374,861)</b>	<b>(2,911,946)</b>	<b>(12,920,659)</b>	<b>(855,121)</b>	<b>(13,775,780)</b>	<b>29,468,927</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 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +- recommended changes for Council resolution as part of this Quarterly Budget

#### Reconciliation to Budget

Net Operating Result for the year (as above)	582,446	892,550	(961,429)	513,567	(547,973)	(34,406)	39,309,085
<b>Less:</b>							
Capital Purchases	42,584,132	13,597,231	27,001	56,208,364	(3,645,339)	52,563,025	19,122,701
Loan Principal Repayments	1,460,652	-	-	1,460,652	-	1,460,652	(589,260)
Transfer to Reserve	26,938,225	-	(1,751,000)	25,187,225	-	25,187,225	16,858,594
<b>Add:</b>							
Disposal Assets	-	-	-	-	-	-	-
Proceeds from Sale of Assets	1,771,900	-	-	1,771,900	-	1,771,900	111,636
Transfers from Reserve	37,042,419	12,704,681	(762,569)	48,984,530	-	48,984,530	1,820,467
New Borrowings	-	-	-	-	-	-	-
Depreciation Expense	31,640,583	-	-	31,640,583	(3,097,366)	28,543,217	15,834,872
<b>Budget Surplus/Deficit Result</b>	<b>54,340</b>	<b>-</b>	<b>0</b>	<b>54,340</b>	<b>-</b>	<b>54,341</b>	<b>21,684,026</b>

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2024/25 financial year

### 2.2 Income & Expenses Budget Review Statement Budget Review for the Quarter ended 31 December - Financial Year 2024/25 Income & Expenses - General Fund

This statement sets out the details of variations between Council's Revised Budget and the Projected Year End Result as part of the Quarterly Budget Review.

Note that for budgetary changes: **F** = favourable budget change, **U** = unfavourable budget change, **NA** = not applicable.

<b>Income</b>	<b>Budget Change</b>	
	<b>\$</b>	<b>F/U</b>
<b>Rates &amp; Annual Charges</b>	<b>458,442</b>	<b>F</b>
<u>A net increase of Rates &amp; Annual Charges due to:</u>		
\$458K Increase in rate revenue, adjusted to align with projected actuals.		
<b>User Charges &amp; Fees</b>	<b>(85,586)</b>	<b>U</b>
<u>A net decrease in User Charges and Fees due to:</u>		
\$81K Decrease in forecast facilities rental income from Country Golf Club.		
\$4K Decrease in forecast facilities rental income from Sutton Forest Hall.		
<b>Interest &amp; Investments Revenue</b>	<b>72,077</b>	<b>F</b>
<u>A net increase in interest and investments revenue is due to:</u>		
\$72K Increase in interest revenue, adjusted to align with projected actuals		
<b>Other Revenues</b>	<b>(319,422)</b>	<b>U</b>
<u>A net decrease in Other Revenues due to:</u>		
\$12K Decrease in forecast lease revenue - 71 Station St Bowral Rental.		
\$87K Decrease in forecast lease revenue - Mittagong Caravan Park Lease		
\$28K Decrease in forecast lease revenue - Sutton Forest Hall Lease Income.		
\$17K Decrease in forecast lease revenue - Lease Country Golf Club		
\$24K Decrease in forecast lease revenue - Highlands Golf Club Lease		
\$1K Decrease in forecast lease revenue - Licence to Pump Water LT3 Burradoo Kwong		
\$1K Decrease in forecast lease revenue - RD Reserve Kangaloon/Horderns Lease		
\$4K Decrease in forecast lease revenue - SH Taxi Mt Gibraltar Bowral		
\$1K Decrease in forecast lease revenue - Highlands Media Mt Gibraltar Bowral		
\$12K Decrease in forecast lease revenue - Endeavour Energy Mt Gibraltar Bowral		
\$7K Decrease in forecast lease revenue - Berrima Coaches Mt Gibraltar Bowral		
\$13K Decrease in forecast lease revenue - Metwide Communications Mt Gibraltar		
\$1K Decrease in forecast lease revenue - H&D Roofing Part Loftus St Bowral		
\$98K Decrease in forecast lease revenue - WIN Television NSW Mt Gibraltar Bowral		
\$16K Decrease in forecast lease revenue - Vodafone Hutchinson Mt Gibraltar		
\$1K Decrease in forecast lease revenue - Lease Pt Nicholson St Berrima		
\$12K Decrease in forecast lease revenue - Southcoast Broadcasting Mt Gibraltar		
\$1K Decrease in forecast lease revenue - Lease Income Groundwater Monitoring Sites.		
\$18K Increase in materials and expenditure to align with projected actuals, offset by increased WHS rebate.		
<b>Grants &amp; Contribution - Operating</b>	<b>-</b>	<b>F</b>
<u>No adjustments to Grants &amp; contributions - Operating</u>		
<b>Grants &amp; Contribution - Capital</b>	<b>307,148</b>	<b>F</b>



# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2024/25 financial year

### 2.2 Income & Expenses Budget Review Statement Budget Review for the Quarter ended 31 December - Financial Year 2024/25 Income & Expenses - General Fund

This statement sets out the details of variations between Council's Revised Budget and the Projected Year End Result as part of the Quarterly Budget Review.

Note that for budgetary changes: **F** = favourable budget change, **U** = unfavourable budget change, **NA** = not applicable.  
A net increase in Capital Grants & Contributions is due to:

\$100K Increase in TfNSW Black Spot grant - Nowra Road Safety Improvements.

\$100K Increase in TfNSW Black Spot grant - Old Hume Hwy Widening.

\$100K Increase in income for RFS Ember Protection Works.

\$7K Contribution from HTCA for Play Space Renewal Program.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2024/25 financial year

### 2.2 Income & Expenses Budget Review Statement Budget Review for the Quarter ended 31 December - Financial Year 2024/25 Income & Expenses - General Fund

This statement sets out the details of variations between Council's Revised Budget and the Projected Year End Result as part of the Quarterly Budget Review.

Note that for budgetary changes: **F** = favourable budget change, **U** = unfavourable budget change, **NA** = not applicable.

<u>Expenses</u>	<b>Budget Change</b>	
	<b>\$</b>	<b>F/U</b>
<b>Employee Costs</b>	<b>204,018</b>	<b>U</b>
<u>A net increase in Salaries and Wages is due to:</u>		
\$288K Reduction in salary vacancy factor (credit).		
\$4K Decrease due to salary adjustment.		
\$80K Decrease in salary costs, reallocated to Materials & Contracts.		
<b>Materials &amp; Contracts</b>	<b>776,614</b>	<b>U</b>
<u>A net increase in Materials &amp; Contracts is due to:</u>		
\$74K Increase for Bushland Restoration and Weed Management, funded from the environment levy (no net impact).		
\$80K Increase for Jigsaw - Offsite Scanning Project.		
\$5K Decrease in Open Space Maintenance, reallocated to Depot Security Upgrades (no net impact).		
\$106K Increase for Fleet GPS Units - Telematic.		
\$17K Increase for Audit Risk Committee as per council resolution 19.06.24.		
\$95K Reclassification from CAPEX to OPEX for Cyber Security Penetration Testing (net saving).		
\$15K Decrease, transferred to Corporate Information CAPEX for Depot Security Upgrades.		
\$27K Increase for Local Studies - Reclassified from CAPEX to OPEX (no net impact).		
\$18K Increase in expected Work Health and Safety Rebate		
\$26K Increase to recognise carryover funds for Public Cemeteries.		
\$13K Increase for Vietnam War Memorial & Cherry Tree Walk - Carryover funds.		
\$54K Increase for Community & Recreational Facilities Strategy - Carryover funds (\$25K).		
\$5K Decrease for Moss Vale Depot Security Upgrade.		
\$24K Increase for legal costs and subscription.		
\$33K Increase in Property Services to recognise carryover funds from last year, not included in budget.		
\$18K Increase for Floodplain Management Program - Carryover funds.		
\$30K Increase for Stormwater Quality Improvement Devices - Carryover funds.		
\$20K Decrease for PMS Data Collection.		
\$9K Increase for Community Sustainability - Carryover funds.		
\$46K Increase for Bowral South New Living Area Flood Impact and Risk Assessment.		
\$150K Increase for Koala Habitat Mapping - Grant funded (no net impact).		

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2024/25 financial year

### 2.3 Income & Expenses Budget Review Statement Budget Review for the Quarter ended 31 December - Financial Year 2024/25 Income & Expenses - Water Fund

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actuals Expenditure 2024/25
<b>Income</b>							
Rates & Annual Charges	4,535,047	-	-	4,535,047	-	4,535,047	1,972,646
User Charges & Fees	10,064,550	-	-	10,064,550	-	10,064,550	5,231,149
Interest & Investments Revenue	2,931,200	-	-	2,931,200	-	2,931,200	2,033,671
Other Revenues	301,287	-	-	301,287	-	301,287	376,619
Grants & Contribution - Operating	-	-	-	-	-	-	3,189,174
Grants & Contribution - Capital	1,500,000	-	-	1,500,000	-	1,500,000	-
<b>Total Income</b>	<b>19,332,084</b>	<b>-</b>	<b>-</b>	<b>19,332,084</b>	<b>-</b>	<b>19,332,084</b>	<b>12,803,259</b>
<b>Expenses</b>							
Employee Costs	3,980,118	-	-	3,980,118	-	3,980,118	2,387,893
Borrowing Costs	-	-	-	-	-	-	-
Materials & Contracts	7,915,944	-	8,978	7,915,944	-	7,915,944	3,960,017
Depreciation	8,365,976	-	-	8,365,976	-	8,365,976	4,563,260
Other Expenses	-	-	-	-	-	-	17,144
<b>Total Expenses</b>	<b>20,262,038</b>	<b>-</b>	<b>8,978</b>	<b>20,262,038</b>	<b>-</b>	<b>20,262,038</b>	<b>10,928,314</b>
<b>Net Operating Result</b>	<b>(929,954)</b>	<b>-</b>	<b>(8,978)</b>	<b>(929,954)</b>	<b>-</b>	<b>(929,954)</b>	<b>1,874,945</b>
<b>Net Operating Result before Capital Income</b>	<b>(2,429,954)</b>	<b>-</b>	<b>(8,978)</b>	<b>(2,429,954)</b>	<b>-</b>	<b>(2,429,954)</b>	<b>1,874,945</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 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +- recommended changes for Council resolution as part of this Quarterly Budget

#### Reconciliation to Budget

Net Operating Result for the year (as above)	(929,954)	-	-	(929,954)	-	(929,954)	1,874,945
<b>Less:</b>							
Capital Purchases	9,890,000	1,060,092	887,000	10,950,092	-	10,950,092	2,511,997
Loan Principal Repayments	-	-	-	-	-	-	-
Transfer to Reserve	8,118,711	-	-	8,118,711	-	8,118,711	-
<b>Add:</b>							
Disposal Assets	-	-	-	-	-	-	-
Proceeds from Sale of Assets	211,500	-	-	211,500	-	211,500	32,500
Transfers from Reserve	10,361,189	1,060,092	895,978	11,421,281	-	11,421,281	-
New Borrowings	-	-	-	-	-	-	-
Depreciation Expense	8,365,976	-	-	8,365,976	-	8,365,976	4,563,260
<b>Budget Surplus/Deficit Result</b>	<b>- 0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,958,708</b>

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**WINGECARRIBEE SHIRE COUNCIL  
QUARTERLY BUDGET REVIEW STATEMENT**  
for the 2024/25 financial year

**2.3 Income & Expenses Budget Review Statement  
Budget Review for the Quarter ended 31 December - Financial Year 2024/25  
Income & Expenses - Water Fund**

This statement sets out the details of variations between Council's Revised Budget and the Projected Year End Result as part of the Quarterly Budget Review.

Note that for budgetary changes: **F** = favourable budget change, **U** = unfavourable budget change, **NA** = not applicable.

<u>Income</u>	<b>Budget Change</b>	
	<b>\$</b>	<b>F/U</b>
<b>Rates &amp; Annual Charges</b> No budget adjustments proposed for Rates & Annual Charges.	-	<b>NA</b>
<b>User Charges &amp; Fees</b> No budget adjustments proposed for User Charges & Fees.	-	<b>NA</b>
<b>Interest &amp; Investments Revenue</b> No budget adjustments proposed for Interest & Investments Revenue.	-	<b>NA</b>
<b>Other Revenues</b> No budget adjustments proposed for Other Revenues.	-	<b>NA</b>
<b>Grants &amp; Contribution - Operating</b> No budget adjustments proposed for Grants & Contribution - Operating.	-	<b>NA</b>
<b>Grants &amp; Contribution - Capital</b> No budget adjustments proposed for Grants & Contribution - Capital.	-	<b>NA</b>

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**WINGECARRIBEE SHIRE COUNCIL  
QUARTERLY BUDGET REVIEW STATEMENT**  
for the 2024/25 financial year

**2.3 Income & Expenses Budget Review Statement  
Budget Review for the Quarter ended 31 December - Financial Year 2024/25  
Income & Expenses - Water Fund**

This statement sets out the details of variations between Council's Revised Budget and the Projected Year End Result as part of the Quarterly Budget Review.

Note that for budgetary changes: **F** = favourable budget change, **U** = unfavourable budget change, **NA** = not applicable.

<u>Expenses</u>	Budget Change	
	\$	F/U
<b>Employee Costs</b> No budget adjustments proposed for Employee Costs.	-	NA
<b>Borrowing Costs</b> No budget adjustments proposed for Borrowing Costs.	-	NA
<b>Materials &amp; Contracts</b> No budget adjustments proposed for Materials & Contracts.	-	NA
<b>Depreciation</b> No budget adjustments proposed for Depreciation.	-	NA
<b>Other Expenses</b> No budget adjustments proposed for Other Expenses.	-	NA

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2024/25 financial year

### 2.4 Income & Expenses Budget Review Statement Budget Review for the Quarter ended 31 December - Financial Year 2024/25 Income & Expenses - Sewer Fund

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	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD Actuals Expenditure 2024/25
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	
<b>Income</b>							
Rates & Annual Charges	21,446,133	-	-	21,446,133	-	21,446,133	9,391,322
User Charges & Fees	1,496,750	-	-	1,496,750	-	1,496,750	715,991
Interest & Investments Revenue	2,444,477	-	-	2,444,477	-	2,444,477	1,567,073
Other Revenues	8,077	-	-	8,077	-	8,077	3,470
Grants & Contribution - Operating	-	-	-	-	-	-	1,338,973
Grants & Contribution - Capital	26,100,000	-	-	26,100,000	-	26,100,000	-
<b>Total Income</b>	<b>51,495,437</b>	<b>-</b>	<b>-</b>	<b>51,495,437</b>	<b>-</b>	<b>51,495,437</b>	<b>13,016,829</b>
<b>Expenses</b>							
Employee Costs	4,290,872	-	-	4,290,872	-	4,290,872	1,437,606
Borrowing Costs	8,947	-	-	8,947	-	8,947	6,095
Materials & Contracts	11,953,882	-	-	11,953,882	(3,003,747)	8,950,135	5,421,697
Depreciation	10,713,093	-	-	10,713,093	-	10,713,093	5,843,505
Other Expenses	13,270	-	-	13,270	-	13,270	16,920
<b>Total Expenses</b>	<b>26,980,063</b>	<b>-</b>	<b>-</b>	<b>26,980,063</b>	<b>(3,003,747)</b>	<b>23,976,316</b>	<b>12,725,823</b>
<b>Net Operating Result</b>	<b>24,515,373</b>	<b>-</b>	<b>-</b>	<b>24,515,373</b>	<b>3,003,747</b>	<b>27,519,120</b>	<b>291,006</b>
<b>Net Operating Result before Capital Income</b>	<b>(1,584,627)</b>	<b>-</b>	<b>-</b>	<b>(1,584,627)</b>	<b>3,003,747</b>	<b>1,419,120</b>	<b>291,006</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 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

#### Reconciliation to Budget

Net Operating Result for the year (as above)	24,515,373	-	-	24,515,373	3,003,747	27,519,120	291,006
<b>Less:</b>							
Capital Purchases	52,778,329	1,293,813	-	54,072,142	140,000	54,212,142	16,109,395
Loan Principal Repayments	621,618	-	-	621,618	-	621,618	356,222
Transfer to Reserve	13,974,757	-	-	13,974,757	-	13,974,757	-
<b>Add:</b>							
Disposal Assets	-	-	-	-	-	-	-
Proceeds from Sale of Assets	95,500	-	-	95,500	-	95,500	12,636
Transfers from Reserve	32,050,738	1,293,813	-	33,344,551	(2,863,747)	30,480,804	-
New Borrowings	-	-	-	-	-	-	-
Depreciation Expense	10,713,093	-	-	10,713,093	-	10,713,093	5,843,505
<b>Budget Surplus/Deficit Result</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,318,470</b>

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**WINGECARRIBEE SHIRE COUNCIL  
QUARTERLY BUDGET REVIEW STATEMENT**  
for the 2024/25 financial year

**2.4 Income & Expenses Budget Review Statement  
Budget Review for the Quarter ended 31 December - Financial Year 2024/25  
Income & Expenses - Sewer Fund**

This statement sets out the details of variations between Council's Revised Budget and the Projected Year End Result as part of the Quarterly Budget Review.

Note that for budgetary changes: **F** = favourable budget change, **U** = unfavourable budget change, **NA** = not applicable.

<u>Income</u>	<b>Budget Change</b>	
	<b>\$</b>	<b>F/U</b>
<b>Rates &amp; Annual Charges</b> No budget adjustments proposed for Rates & Annual Charges.	-	<b>NA</b>
<b>User Charges &amp; Fees</b> No budget adjustments proposed for User Charges & Fees.	-	<b>NA</b>
<b>Interest &amp; Investments Revenue</b> No budget adjustments proposed for Interest & Investments Revenue.	-	<b>NA</b>
<b>Other Revenues</b> No budget adjustments proposed for Other Revenues.	-	<b>NA</b>
<b>Grants &amp; Contribution - Operating</b> No budget adjustments proposed for Grants & Contribution - Operating.	-	<b>NA</b>
<b>Grants &amp; Contribution - Capital</b> No budget adjustments proposed for Grants & Contribution - Capital.	-	<b>NA</b>

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**WINGECARRIBEE SHIRE COUNCIL  
QUARTERLY BUDGET REVIEW STATEMENT**  
for the 2024/25 financial year

**2.4 Income & Expenses Budget Review Statement  
Budget Review for the Quarter ended 31 December - Financial Year 2024/25  
Income & Expenses - Sewer Fund**

This statement sets out the details of variations between Council's Revised Budget and the Projected Year End Result as part of the Quarterly Budget Review.

Note that for budgetary changes: **F** = favourable budget change, **U** = unfavourable budget change, **NA** = not applicable.

<u>Expenses</u>	Budget Change	
	\$	F/U
<b>Employee Costs</b> No budget adjustments proposed for Employee Costs.	-	NA
<b>Borrowing Costs</b> No budget adjustments proposed for Borrowing Costs.	-	NA
<b>Materials &amp; Contracts</b> A net decrease in Materials and Contracts due to:  \$3.04M Decrease for Welby Rehabilitation - Sewer Fund Component - Phased to 2025/26. \$40K Increase for Depot & Maintenance Operations, funded from reserve (no net impact) (Drum Maintenance)	<b>(3,003,747)</b>	<b>F</b>
<b>Depreciation</b> No budget adjustments proposed for Depreciation.	-	NA
<b>Other Expenses</b> No budget adjustments proposed for Other Expenses.	-	NA



# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2024/25 financial year

### 3. Capital Budget Review Statement Budget Review for the Quarter ended 31 December - Financial Year 2024/25 Capital Budget - Council Consolidated

	Original Budget 2024/25	Approved Changes			Recommended changes for Council Resolution	Projected Year End Result 2024/25
		Budget Carryovers	Sept Review	Revised Budget <sup>3</sup>		
<b>Capital Expenditure</b>						
<b>New Assets</b>						
Plant & Equipment	2,335,000	666,036	(460,000)	2,541,036	(47,800)	2,493,236
Land	3,889,000	32,447	-	3,921,447	(3,641,447)	280,000
Buildings and Other Structures	9,263,646	5,899,013	700,591	15,863,250	311,648	16,174,898
Bridges	2,849,000	353,173	-	3,202,173	-	3,202,173
Footpaths	650,000	22,134	(545,000)	127,134	85,000	212,134
Roads	11,394,486	3,467,470	1,895,306	16,757,262	(345,000)	16,412,262
Stormwater Drainage	7,180,000	2,871,157	(1,513,896)	8,537,261	-	8,537,261
Other Infrastructure	-	-	-	-	-	-
Open Space/Recreational Assets	-	-	-	-	-	-
Water Supply Network	6,995,000	1,060,092	887,000	8,942,092	-	8,942,092
Sewerage Network	49,568,329	1,293,813	-	50,862,142	140,000	51,002,142
Other Assets	40,000	-	-	40,000	20,000	60,000
<b>Renewal Assets</b>						
Plant & Equipment	5,617,000	-	-	5,617,000	-	5,617,000
Land	-	-	-	-	-	-
Buildings and Other Structures	177,000	116,653	(50,000)	243,653	-	243,653
Bridges	-	141,408	-	141,408	-	141,408
Footpaths	-	-	-	-	-	-
Roads	0	-	-	-	-	-
Stormwater Drainage	-	-	-	-	-	-
Other Infrastructure	-	-	-	-	-	-
Open Space/Recreational Assets	-	-	-	-	-	-
Water Supply Network	2,250,000	-	-	2,250,000	-	2,250,000
Sewerage Network	2,860,000	-	-	2,860,000	-	2,860,000
Other Assets	184,000	27,740	-	211,740	(27,740)	184,000
<b>Total Capital Expenditure</b>	<b>105,252,461</b>	<b>15,951,136</b>	<b>914,001</b>	<b>122,117,598</b>	<b>(3,505,339)</b>	<b>118,612,259</b>
<b>Capital Funding</b>						
General Revenue	(3,319,474)	(1,159,058)	1,557,458	(2,921,074)	498,540	(2,422,534)
Sale of Assets	(2,078,900)	-	-	(2,078,900)	-	(2,078,900)
Grants & Contributions	(33,052,631)	(2,403,138)	(1,950,517)	(37,406,286)	(347,148)	(37,753,434)
Special rate Variation (SRV)	(12,230,493)	(4,395,302)	(26,345)	(16,652,140)	-	(16,652,140)
Other Reserves	(7,843,451)	(4,518,186)	(1,295,000)	(13,656,637)	450,200	(13,206,437)
Developer Contributions	(9,161,250)	(1,539,799)	2,500,350	(8,200,699)	-	(8,200,699)
Stormwater Management Charge	-	-	(812,947)	(812,947)	-	(812,947)
Borrowings	(20,575,000)	-	-	(20,575,000)	-	(20,575,000)
Water Fund	(9,344,125)	(1,060,092)	(887,000)	(11,291,217)	-	(11,291,217)
Sewer Fund	(7,647,137)	(875,561)	-	(8,522,698)	2,903,747	(5,618,951)
<b>Total Capital Funding</b>	<b>(105,252,461)</b>	<b>(15,951,136)</b>	<b>(914,001)</b>	<b>(122,117,598)</b>	<b>3,505,339</b>	<b>(118,612,259)</b>
<b>Net Capital Funding - Surplus/(Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>0</b>

#### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

**WINGECARRIBEE SHIRE COUNCIL**  
**QUARTERLY BUDGET REVIEW STATEMENT**  
for the 2024/25 financial year

**3. Capital Budget Review Statement**  
**Budget Review for the Quarter ended 31 December - Financial Year 2024/25**  
**Capital Budget - Council Consolidated**

This statement sets out the details of variations between Council's Revised Budget and the Projected Year End Result as part of the Quarterly Budget Review.

Note that for budgetary changes: **F** = favourable budget change, **U** = unfavourable budget change, **NA** = not applicable.

	<b>Budget Change</b>	
	<b>\$</b>	<b>F/U</b>
<b>Plant &amp; Equipment</b>	<b>(47,800)</b>	<b>F</b>
<u>A net decrease of for Office, Plant &amp; Equipment is due to:</u>		
<ul style="list-style-type: none"> <li>\$25K Transfer for Depot Security Upgrades.</li> <li>\$132K Reclassification from CAPEX to OPEX for Cyber Security Penetration Testing (no net impact).</li> <li>\$60K Increase for Bowral Memorial Hall Fit-Out - Grant guidelines compliance.</li> </ul>		
<b>Buildings and Other Structures</b>	<b>311,648</b>	<b>U</b>
<u>The net increase for Buildings &amp; Other Structures is due to:</u>		
<ul style="list-style-type: none"> <li>\$100K Increase in capital expenditure for RFS Ember Protection Works.</li> <li>\$7K Expenditure connected to HTCA for Play Space Renewal Program.</li> <li>\$8.5K Increase for Saleyards Facility Upgrade.</li> <li>\$160K Increase for Saleyards Canteen Fitout.</li> <li>\$36K Increase for Saleyards Main Contract Yards Proway.</li> </ul>		

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2024/25 financial year

### 3. Capital Budget Review Statement Budget Review for the Quarter ended 31 December - Financial Year 2024/25 Capital Budget - Council Consolidated

This statement sets out the details of variations between Council's Revised Budget and the Projected Year End Result as part of the Quarterly Budget Review.

Note that for budgetary changes: **F** = favourable budget change, **U** = unfavourable budget change, **NA** = not applicable.

	Budget Change	
	\$	F/U
<b>Footpaths</b>	<b>85,000</b>	<b>U</b>
<u>The proposed net increase for Footpaths is due to:</u>		
\$200K Increase in road capital expenditure, offset by grant income.		
\$30K Increase in footpath capital expenditure for Hoddle Street Footpath Design.		
\$45K Increase in footpath capital expenditure for Moss Vale to Bowral Pathway Design.		
<b>Roads</b>	<b>(345,000)</b>	<b>F</b>
<u>The net decrease for Roads is due to:</u>		
\$185K Decrease in Old South Road Renewal - Delivered under budget.		
\$420K Decrease for Boundary Road Pavement Rehabilitation as work is complete.		
\$60K Increase for Pavement Rehabilitation.		
\$70K Increase for Robertson STP Effluent Dam Hardstand.		
<b>Stormwater Drainage</b>	<b>-</b>	<b>F</b>
<u>The net decrease for Stormwater Drainage is due to:</u>		
\$100K Allocation for Berrima Rd & Lytton Rd Stormwater Renewal.		
\$10K Increase in footpath expenditure for Crimea St Willow Vale.		
\$50K Increase for Davy Lanes - Stormwater assets.		
\$60K Decrease for William Street Drainage (near Charles) - Return to SRV (stormwater assets).		
\$240K Decrease for Shepherd St Stormwater Upgrade (Design) - Return to SRV (stormwater assets).		
<b>Water Supply Network</b>	<b>-</b>	<b>F</b>
<u>No proposed budget adjustments to Water Supply Network.</u>		
<b>Sewerage Network</b>	<b>140,000</b>	<b>NA</b>
<u>The proposed net increase for Sewerage Network is due to:</u>		
\$70K Increase for Containment - Designs.		
\$150K Increase for Wombeyan Caves Rd Bullio Creek Causeway (Design) - From SRV (stormwater assets).		
<b>Other Assets</b>	<b>(7,740)</b>	<b>NA</b>
<u>The net decrease for Other Assets is due to:</u>		
\$10K Increase for Bus Shelter Station St Mittagong - Concrete slab works.		
\$10K Increase for Bus Shelter Lions Park Mittagong - Concrete slab works.		
\$27K Decrease for Local Studies - Reclassified from CAPEX to OPEX (no net impact).		
<b>Land</b>	<b>(3,641,447)</b>	<b>NA</b>
\$3.04M Decrease for Welby Rehabilitation - Sewer Fund Component - Phased to 2025/26.		
\$597K Decrease for Welby Rehabilitation - Domestic Waste Component - Phased to 2025/26.		

**WINGECARRIBEE SHIRE COUNCIL  
QUARTERLY BUDGET REVIEW STATEMENT**  
for the 2024/25 financial year

**4. Cash & Investment Budget Review Statement**

**Budget Review for the Quarter ended 31 December - Financial Year 2024/25**

**Statements:**

**Investments**

Investments have been made in accordance with Council's Investment Policy.

**Cash**

This cash at bank amount has been reconciled to Council's physical bank statements.

The date of completion of this bank reconciliation is 31/12/2024.

**Reconciliation Status**

The year to date cash & investment figure reconciles to the actual balances held as follows:

		\$
Cash at Bank (as per bank statements)		28,548,205
Investments on Hand		195,000,000
less: Unpresented Cheques	(Timing Difference)	(27,132)
add: Undeposited Funds	(Timing Difference)	16,138
Reconciled Cash at Bank & Investments		223,537,210

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2024/25 financial year

### 5. Budget Review Contracts and Other Expenses Budget Review for the Quarter ended 31 December - Financial Year 2024/25

#### Part B - Consultancy & Legal expenses

Expense	Original Budget 2024/25	Approved Changes			Revised Budget <sup>3</sup>	Recommended changes for Council Resolution	Projected Year End Result 2024/25	Actual YTD 2024/25
		Budget Carryovers	Sept Review	Dec Review				
Consultancies	1,057,710	-	(1,022)	-	1,056,688	21,823	1,078,511	1,078,511
Legal Fees	572,000	-	1,000,000	-	1,572,000	25,000	1,597,000	1,597,000

#### **Definition of a consultant:**

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Legal Fees includes legal services relating to planning and development, regulatory compliance and general administrative matters. This figure also includes costs associated with debt recovery activities.

#### **Notes:**

1. Original Budget was adopted by Council on 28 June 2023 MN 2023/422
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2023/24 financial year

### 5. Budget Review Contracts and Other Expenses Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Councillors are provided with information regarding tenders in the Annual Report. However, Councillors should be made aware of other material contracts entered into by Council and details of other expenses that are of particular interest. To this end a contract listing and details of legal fees and consultancy expenses are included in the QBRS.

Part A lists contracts (other than employment contracts and contracts entered into from Council's preferred suppliers list) that:

- were entered into during the quarter ending 30 September 2024; and
- have a value equal to or greater than \$50,000.

Part B of the report shows expenditure as at 30 September 2024 for:

- consultancies; and
- legal fees.

#### Part A - Contracts Listing - contracts entered into during the quarter

Contractor	Contract detail and purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)
Drainage Masterplans for Bundanoon, New Berrima and Hill Top	J. Wyndham Prince Pty Ltd	\$ 96,673.00	09/01/2025	6 month Contract period	Y
Design and Coordination - Nattai River Bridge Replacement	InQuik Pty Ltd	\$ 73,980.00	09/12/2024	4 month Contract period	Y
Access Control and Surveillance Program	Red Handed Security Pty Limited	in excess of \$1,000,000	16/12/2024	3 Year Contract Period	Y
Water and Wastewater Mains Renewal – Railway Street, Moss Vale	Infrastructure Renewal Services Pty Ltd	\$ 906,513.40	27/01/2025	4 month Contract period	Y
Moss Vale Aquatic Centre Change Room Floor Upgrade	Fireball Constructions Pty Ltd	\$ 65,257.50	03/02/2025	2 week Contract period	Y
Moss Vale Saleyards Canteen - Design & Construct	Corporate Interior Projects Pty Ltd	\$ 176,622.92	06/01/2025	3 month Contract Period	Y
David Wood Inclusive Adventure Playground – Construction	Lamond Contracting Pty Ltd	\$ 1,580,209.20	16/12/2024	6 month Contract period	Y
Pavement Stabilisation Works – Belanglo Road	Stabilcorp Pty Ltd	in excess of \$100,000	20/01/2025	1 Month Contract Period	Y
Moss Vale Trunk Main Duplication - Design	Stantec Australia Pty Ltd	\$ 554,104.05	09/12/2024	6 month Contract period	Y
Footpath, Kerb & Gutter and Pit Upgrade Works, Moss Vale	D Digian Company Pty Ltd	in excess of \$137,000.00	13/01/2025	3 month Contract Period	Y
Supply of Road Pavement Material to Old Hume Highway, Woodlands	Civil Earthmoving Pty Ltd	in excess of \$100,000	25/11/2024	3 month Contract Period	Y
Sewer Network Modelling and Master Plans	Urban Water Solutions Pty Ltd	\$ 136,031.50	22/11/2024	1 year contract period	Y
Traffic Management Services – Belanglo Road	Wallawa Traffic Group Pty Ltd	in excess of \$100,000	18/11/2024	4 month Contract period	Y
TechnologyOne CiA Implementation	Chartertech Pty Ltd	\$ 464,805.00	02/12/2024	7 month Contract period	Y
Wastewater Main Renewal – Spencer Street, Moss Vale	Interflow Pty Ltd	\$ 332,450.82	01/12/2024	4 month Contract period	Y
Water Main Renewal - Willow Drive, Moss Vale NSW	Water Brothers Group Pty Ltd	\$ 196,914.00	02/12/2024	2 month Contract period	Y
Sewer Containment Upgrades - Design	Stantec Australia Pty Ltd	\$ 274,785.50	31/10/2024	6 month Contract period	Y

#### Notes:

1. Minimum reporting level is the lesser of 1% of estimated income from continuing operations of Council or \$50,000.
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Suppliers List with prior Council approvals.



# Quarterly Budget Review Statement

2024/25

DECEMBER QUARTER

**NON STATUTORY REPORTS**



*We're with you*

WINGECARRIBEE SHIRE COUNCIL

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**WINGECARRIBEE SHIRE COUNCIL  
QUARTERLY BUDGET REVIEW STATEMENT**  
for the 2024/25 financial year

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WEDNESDAY 19 FEBRUARY 2025**

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**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

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# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 30 September - Financial Year 2024/25

Income & Expenses - General Manager

Org Level 3

	Original (1)	Approved Changes		Revised (2)	Recommended changes for Council Resolution	Projected (3) Year End Result 2024/25	YTD Expenditure
	Budget 2024/25	Budget Carryovers	Sep Review	Budget			
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	11,562
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	28,159	-	-	28,159	17,567	45,726	4,063
Internal Income	3,581,778	-	-	3,581,778	-	3,581,778	895,445
<b>Total Income</b>	<b>3,609,937</b>	<b>-</b>	<b>-</b>	<b>3,609,937</b>	<b>17,567</b>	<b>3,627,504</b>	<b>911,070</b>
<b>Expenses</b>							
Employee Costs	2,103,744	-	-	2,103,744	-	2,103,744	946,132
Materials & Contracts	1,099,010	-	-	1,099,010	17,567	1,116,577	633,123
Other Expenses	10,000	-	-	10,000	-	10,000	-
Internal Expenses	944,823	-	-	944,823	-	944,823	236,206
<b>Total Expenses</b>	<b>4,157,577</b>	<b>-</b>	<b>-</b>	<b>4,157,577</b>	<b>17,567</b>	<b>3,048,567</b>	<b>1,815,461</b>
<b>Net Operating Result</b>	<b>(547,640)</b>	<b>-</b>	<b>-</b>	<b>(547,640)</b>	<b>-</b>	<b>578,937</b>	<b>(904,392)</b>
<b>Net Operating Result before Capital Income</b>	<b>(547,640)</b>	<b>-</b>	<b>-</b>	<b>(547,640)</b>	<b>-</b>	<b>578,937</b>	<b>(904,392)</b>

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	10
Budgeted Headcount (excluding casuals)	10
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	9

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Service Description

This service captures the following activities:

- General Manager
- Director Communities & Place
- Director Corporate Strategy & Resourcing
- Director Service & Project Delivery
- Civic Functions and Councillor Support

### Financial Commentary

\$18K Increase in expected Work Health and Safety Rebate

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - General Manager

General Manager

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	26,000	-	-	26,000	17,567	43,567	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	1,429,673	-	-	1,429,673	-	1,429,673	714,837
<b>Total Income</b>	<b>1,455,673</b>	<b>-</b>	<b>-</b>	<b>1,455,673</b>	<b>17,567</b>	<b>1,473,240</b>	<b>714,837</b>
<b>Expenses</b>							
Employee Costs	851,504	-	-	851,504	-	851,504	381,680
Materials & Contracts	61,600	-	-	61,600	17,567	79,167	41,225
Internal Expenses	35,491	-	-	35,491	-	35,491	17,936
<b>Total Expenses</b>	<b>953,595</b>	<b>-</b>	<b>-</b>	<b>953,595</b>	<b>17,567</b>	<b>971,162</b>	<b>440,841</b>
<b>Net Operating Result</b>	<b>502,078</b>	<b>-</b>	<b>-</b>	<b>502,078</b>	<b>-</b>	<b>502,078</b>	<b>273,996</b>
<b>Net Operating Result before Capital Income</b>	<b>502,078</b>	<b>-</b>	<b>-</b>	<b>502,078</b>	<b>-</b>	<b>502,078</b>	<b>273,996</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	4.0
Budgeted Headcount (excluding casuals)	4.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	3.0

### Financial Commentary

\$18K Increase in expected Work Health and Safety Rebate  
 \$18K Increase in materials and expenditure to align with projected actuals, offset by increased WHS rebate.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Civic Functions and Councillor Support

General Manager

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	2,159	-	-	2,159	-	2,159	4,063
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>2,159</b>	<b>-</b>	<b>-</b>	<b>2,159</b>	<b>-</b>	<b>2,159</b>	<b>4,063</b>
<b>Expenses</b>							
Employee Costs	-	-	-	-	-	-	59,025
Materials & Contracts	1,031,963	-	-	1,031,963	-	1,031,963	294,544
Other Expenses	5,000	-	-	5,000	-	5,000	365
Internal Expenses	14,915	-	-	14,915	-	14,915	7,457
<b>Total Expenses</b>	<b>1,051,878</b>	<b>-</b>	<b>-</b>	<b>1,051,878</b>	<b>-</b>	<b>1,051,878</b>	<b>361,391</b>
<b>Net Operating Result</b>	<b>(1,049,719)</b>	<b>-</b>	<b>-</b>	<b>(1,049,719)</b>	<b>-</b>	<b>(1,049,719)</b>	<b>(357,328)</b>
<b>Net Operating Result before Capital Income</b>	<b>(1,049,719)</b>	<b>-</b>	<b>-</b>	<b>(1,049,719)</b>	<b>-</b>	<b>(1,049,719)</b>	<b>(357,328)</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	-
Budgeted Headcount (excluding casuals)	-
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	-

### Financial Commentary

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Corporate Strategy and Resourcing

Director - Corporate Strategy & Resourcing

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	711,609	-	-	711,609	-	711,609	177,902
<b>Total Income</b>	<b>711,609</b>	-	-	<b>711,609</b>	-	<b>711,609</b>	<b>177,902</b>
<b>Expenses</b>							
Employee Costs	405,697	-	(10,140)	395,557	-	395,557	100,326
Materials & Contracts	2,000	-	-	2,000	-	2,000	210
Internal Expenses	303,912	-	-	303,912	-	303,912	75,978
<b>Total Expenses</b>	<b>711,609</b>	-	<b>(10,140)</b>	<b>701,469</b>	-	<b>701,469</b>	<b>176,514</b>
<b>Net Operating Result</b>	-	-	<b>10,140</b>	<b>10,140</b>	-	<b>10,140</b>	<b>1,388</b>
<b>Net Operating Result before Capital Income</b>	-	-	<b>10,140</b>	<b>10,140</b>	-	<b>10,140</b>	<b>1,388</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	2
Budgeted Headcount (excluding casuals)	2
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	2

### Financial Commentary

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Service and Project Delivery

Director - Service & Project Delivery

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	11,562
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	725,133	-	-	725,133	-	725,133	362,567
<b>Total Income</b>	<b>725,133</b>	-	-	<b>725,133</b>	-	<b>725,133</b>	<b>374,129</b>
<b>Expenses</b>							
Employee Costs	424,069	-	-	424,069	-	424,069	194,046
Materials & Contracts	-	-	-	-	-	-	151,101
Internal Expenses	301,064	-	-	301,064	-	301,064	150,532
<b>Total Expenses</b>	<b>725,133</b>	-	-	<b>725,133</b>	-	<b>725,133</b>	<b>495,679</b>
<b>Net Operating Result</b>	-	-	-	-	-	-	<b>(121,550)</b>
<b>Net Operating Result before Capital Income</b>	-	-	-	-	-	-	<b>(121,550)</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	2
Budgeted Headcount (excluding casuals)	2
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	2

### Financial Commentary

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Community and Places

Director - Community & Places

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	715,363	-	-	715,363	-	715,363	357,681
<b>Total Income</b>	<b>715,363</b>	<b>-</b>	<b>-</b>	<b>715,363</b>	<b>-</b>	<b>715,363</b>	<b>357,681</b>
<b>Expenses</b>							
Employee Costs	422,475	-	-	422,475	-	422,475	211,055
Materials & Contracts	3,447	-	-	3,447	-	3,447	146,043
Internal Expenses	289,441	-	-	289,441	-	289,441	144,720
<b>Total Expenses</b>	<b>715,363</b>	<b>-</b>	<b>-</b>	<b>715,363</b>	<b>-</b>	<b>715,363</b>	<b>501,818</b>
<b>Net Operating Result</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(144,137)</b>
<b>Net Operating Result before Capital Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(144,137)</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	2
Budgeted Headcount (excluding casuals)	2
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	2

### Financial Commentary

No QBR2 budgetary changes proposed



# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 30 September - Financial Year 2024/25

Income & Expenses - Financial Services

Org Level 3

	Original (1)	Approved Changes		Revised (2)	Recommended changes for Council Resolution	Projected (3)	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	
<b>Income</b>							
Rates & Annual Charges	61,315,600	-	-	61,315,600	458,442	61,774,042	61,888,258
User Charges & Fees	222,300	-	-	222,300	-	222,300	121,685
Interest & Investments Revenue	2,150,000	-	-	2,150,000	72,077	2,222,077	2,072,077
Other Revenues	-	-	-	-	-	-	62,528
Grants & Contribution - Operating	7,018,605	-	-	7,018,605	-	7,018,605	881,855
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	3,517,626	-	-	3,517,626	-	3,517,626	1,758,813
<b>Total Income</b>	<b>74,224,131</b>	<b>-</b>	<b>-</b>	<b>74,224,131</b>	<b>530,519</b>	<b>74,754,650</b>	<b>66,785,216</b>
<b>Expenses</b>							
Employee Costs	4,059,682	-	-	4,059,682	288,018	4,347,700	-
Borrowing Costs	720,205	-	-	720,205	-	720,205	2,224,430
Materials & Contracts	1,485,249	-	-	1,485,249	-	1,485,249	211,980
Depreciation	500,000	-	-	500,000	-	500,000	1,098,996
Other Expenses	1,395,000	-	-	1,395,000	-	1,395,000	1,098,996
Internal Expenses	390,967	-	-	390,967	-	390,967	97,742
<b>Total Expenses</b>	<b>8,551,103</b>	<b>-</b>	<b>-</b>	<b>8,551,103</b>	<b>288,018</b>	<b>8,839,121</b>	<b>4,732,144</b>
<b>Net Operating Result</b>	<b>65,673,028</b>	<b>-</b>	<b>-</b>	<b>65,673,028</b>	<b>242,501</b>	<b>65,915,529</b>	<b>62,053,072</b>
<b>Net Operating Result before Capital Income</b>	<b>65,673,028</b>	<b>-</b>	<b>-</b>	<b>65,673,028</b>	<b>242,501</b>	<b>65,915,529</b>	<b>62,053,072</b>

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	24.50	
Headcount (excluding casuals)	26.00	474,785
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	21.50	232,284

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
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### Service Description

This service captures the following activities:

- Chief Financial Officer
- Emergency Services
- Corporate Finance
- Financial Services Operations
- Procurement & Contracts
- Revenue

### Financial Commentary

- \$458K Increase in rate revenue, adjusted to align with projected actuals.
- \$72K Increase in interest revenue, adjusted to align with projected actuals
- \$288K Reduction in salary vacancy factor (credit).

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**WINGECARRIBEE SHIRE COUNCIL**

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Chief Financial Officer

**Financial Services**

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	118
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	1,298,626	-	-	1,298,626	-	1,298,626	649,313
<b>Total Income</b>	<b>1,298,626</b>	<b>-</b>	<b>-</b>	<b>1,298,626</b>	<b>-</b>	<b>1,298,626</b>	<b>649,431</b>
<b>Expenses</b>							
Employee Costs	318,910	-	(56,678)	262,232	-	262,232	142,949
Materials & Contracts	167,000	-	-	167,000	-	167,000	111,523
Internal Expenses	202,321	-	-	202,321	-	202,321	102,033
<b>Total Expenses</b>	<b>688,231</b>	<b>-</b>	<b>(56,678)</b>	<b>631,553</b>	<b>-</b>	<b>631,553</b>	<b>356,504</b>
<b>Net Operating Result</b>	<b>610,395</b>	<b>-</b>	<b>56,678</b>	<b>667,073</b>	<b>-</b>	<b>667,073</b>	<b>292,927</b>
<b>Net Operating Result before Capital Income</b>	<b>610,395</b>	<b>-</b>	<b>56,678</b>	<b>667,073</b>	<b>-</b>	<b>667,073</b>	<b>292,927</b>

**Notes:**

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
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**Staff Establishment**

Budgeted Full Time Equivalents (excluding Casuals)	2.0
Headcount (excluding casuals)	2.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	1.0

**Financial Commentary**

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Emergency Services

### Financial Services

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	(673)
Grants & Contribution - Operating	317,853	-	-	317,853	-	317,853	300,021
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>317,853</b>	<b>-</b>	<b>-</b>	<b>317,853</b>	<b>-</b>	<b>317,853</b>	<b>299,348</b>
<b>Expenses</b>							
Employee Costs	20,000	-	-	20,000	-	20,000	3,015
Materials & Contracts	325,315	-	-	325,315	-	325,315	172,684
Depreciation	500,000	-	-	500,000	-	500,000	333,326
Other Expenses	1,395,000	-	(135,263)	1,259,737	-	1,259,737	629,869
Internal Expenses	18,462	-	-	18,462	-	18,462	8,988
<b>Total Expenses</b>	<b>2,258,777</b>	<b>-</b>	<b>(135,263)</b>	<b>2,123,515</b>	<b>-</b>	<b>2,123,515</b>	<b>1,147,882</b>
<b>Net Operating Result</b>	<b>(1,940,924)</b>	<b>-</b>	<b>135,263</b>	<b>(1,805,662)</b>	<b>-</b>	<b>(1,805,662)</b>	<b>(848,534)</b>
<b>Net Operating Result before Capital Income</b>	<b>(1,940,924)</b>	<b>-</b>	<b>135,263</b>	<b>(1,805,662)</b>	<b>-</b>	<b>(1,805,662)</b>	<b>(848,534)</b>

#### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

#### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	-
Headcount (excluding casuals)	-
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	-

#### Financial Commentary

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Corporate Finance

### Financial Services

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD Actual
	Budget	Budget	Sep Review	Budget		Year End Result	
	2024/25	Carryovers				2024/25	
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	(1)
Interest & Investments Revenue	2,000,000	-	-	2,000,000	72,077	2,072,077	2,072,077
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	6,700,752	-	(185,471)	6,515,281	-	6,515,281	509,725
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	2,219,000	-	-	2,219,000	-	2,219,000	1,109,500
<b>Total Income</b>	<b>10,919,752</b>	<b>-</b>	<b>(185,471)</b>	<b>10,734,281</b>	<b>72,077</b>	<b>10,806,358</b>	<b>3,691,301</b>
<b>Expenses</b>							
Employee Costs	(380,000)	-	145,128	(234,872)	288,018	53,146	23,421
Borrowing Costs	720,205	-	-	720,205	-	720,205	211,980
Materials & Contracts	100,000	-	-	100,000	-	100,000	13,534
<b>Total Expenses</b>	<b>440,205</b>	<b>-</b>	<b>145,128</b>	<b>585,333</b>	<b>288,018</b>	<b>873,351</b>	<b>248,935</b>
<b>Net Operating Result</b>	<b>10,479,547</b>	<b>-</b>	<b>(330,599)</b>	<b>10,148,948</b>	<b>(215,941)</b>	<b>9,933,007</b>	<b>3,442,366</b>
<b>Net Operating Result before Capital Income</b>	<b>10,479,547</b>	<b>-</b>	<b>(330,599)</b>	<b>10,148,948</b>	<b>(215,941)</b>	<b>9,933,007</b>	<b>3,442,366</b>
<b>Principal Loan Repayments</b>							
Principal Loan Repayments	1,483,982	-	-	1,483,982	-	1,483,982	(502,199)
<b>Total Principal Loan Repayments</b>	<b>1,483,982</b>	<b>-</b>	<b>-</b>	<b>1,483,982</b>	<b>-</b>	<b>1,483,982</b>	<b>(502,199)</b>

#### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

#### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals) -

Headcount (excluding casuals) -

Actual Full Time Equivalent as at the end of the Period (excluding Casuals) -

#### Financial Commentary

##### Interest & Investments Revenue

\$72K Increase in interest revenue, adjusted to align with projected actuals

##### Employee Costs

\$288K Reduction in salary vacancy factor (credit).

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Financial Services Operations

### Financial Services

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	-	-	-	-	-	-	-
<b>Expenses</b>							
Employee Costs	1,499,325	-	-	1,499,325	-	1,499,325	769,396
Materials & Contracts	65,467	-	-	65,467	-	65,467	153,537
Internal Expenses	57,004	-	-	57,004	-	57,004	28,731
<b>Total Expenses</b>	<b>1,621,795</b>	-	-	<b>1,621,795</b>	-	<b>1,621,795</b>	<b>951,664</b>
<b>Net Operating Result</b>	<b>(1,621,795)</b>	-	-	<b>(1,621,795)</b>	-	<b>(1,621,795)</b>	<b>(951,664)</b>
<b>Net Operating Result before Capital Income</b>	<b>(1,621,795)</b>	-	-	<b>(1,621,795)</b>	-	<b>(1,621,795)</b>	<b>(951,664)</b>

#### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

#### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	12.5
Headcount (excluding casuals)	14.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	12.5

#### Financial Commentary

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Procurement and Contracts

### Financial Services

Org Level 4

	Original <sup>(1)</sup> Budget 2024/25	Approved Changes		Revised <sup>(2)</sup> Budget	Recommended changes for Council Resolution	Projected <sup>(3)</sup> Year End Result 2024/25	YTD Actual
		Budget Carryovers	Sep Review				
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	-	-	-	-	-	-	-
<b>Expenses</b>							
Employee Costs	379,162	-	-	379,162	-	379,162	202,595
Materials & Contracts	21,000	-	-	21,000	-	21,000	44,105
Internal Expenses	18,330	-	-	18,330	-	18,330	9,165
<b>Total Expenses</b>	<b>418,492</b>	-	-	<b>418,492</b>	-	<b>418,492</b>	<b>255,865</b>
<b>Net Operating Result</b>	<b>(418,492)</b>	-	-	<b>(418,492)</b>	-	<b>(418,492)</b>	<b>(255,865)</b>
<b>Net Operating Result before Capital Income</b>	<b>(418,492)</b>	-	-	<b>(418,492)</b>	-	<b>(418,492)</b>	<b>(255,865)</b>

#### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

#### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	3.0
Headcount (excluding casuals)	3.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	2.0

#### Financial Commentary

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Revenue

Financial Services

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	61,315,600	-	20,000	61,335,600	458,442	61,794,042	61,888,258
User Charges & Fees	222,300	-	-	222,300	-	222,300	121,686
Interest & Investments Revenue	150,000	-	-	150,000	-	150,000	-
Other Revenues	-	-	-	-	-	-	63,083
Grants & Contribution - Operating	-	-	-	-	-	-	72,109
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>61,687,900</b>	<b>-</b>	<b>20,000</b>	<b>61,707,900</b>	<b>458,442</b>	<b>62,166,342</b>	<b>62,145,136</b>
<b>Expenses</b>							
Employee Costs	722,960	-	-	722,960	-	722,960	313,658
Materials & Contracts	741,000	-	(20,000)	721,000	-	721,000	450,076
Other Expenses	60,000	-	-	60,000	-	60,000	35,732
Internal Expenses	37,846	-	-	37,846	-	37,846	88,997
<b>Total Expenses</b>	<b>1,561,806</b>	<b>-</b>	<b>(20,000)</b>	<b>1,541,806</b>	<b>-</b>	<b>1,541,806</b>	<b>888,463</b>
<b>Net Operating Result</b>	<b>60,126,094</b>	<b>-</b>	<b>40,000</b>	<b>60,166,094</b>	<b>458,442</b>	<b>60,624,536</b>	<b>61,256,673</b>
<b>Net Operating Result before Capital Income</b>	<b>60,126,094</b>	<b>-</b>	<b>40,000</b>	<b>60,166,094</b>	<b>458,442</b>	<b>60,624,536</b>	<b>61,256,673</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	7.0
Headcount (excluding casuals)	7.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	6.0

### Financial Commentary

#### Rates & Annual Charges

\$458K Increase in rate revenue, adjusted to align with projected actuals.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 30 September - Financial Year 2024/25

Income & Expenses - Strategic Outcomes

Org Level 3

	Original (1)	Approved Changes		Revised (2)	Recommended changes for Council Resolution	Projected (3)	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	275,000	-	-	275,000	-	275,000	193,702
Interest & Investments Revenue	2,700,000	-	-	2,700,000	-	2,700,000	675,000
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	5,270,000	-	-	5,270,000	-	5,270,000	6,826,422
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>8,245,000</b>	<b>-</b>	<b>-</b>	<b>8,245,000</b>	<b>-</b>	<b>8,245,000</b>	<b>7,695,124</b>
<b>Expenses</b>							
Employee Costs	1,142,436	-	-	1,142,436	-	1,142,436	-
Borrowing Costs	-	-	-	-	-	-	438,801
Materials & Contracts	270,500	313,559	-	584,059	46,000	630,059	-
Depreciation	-	-	-	-	-	-	357,728
Other Expenses	26,500	-	-	26,500	-	26,500	-
Internal Expenses	346,190	-	-	346,190	-	346,190	86,548
<b>Total Expenses</b>	<b>1,785,626</b>	<b>313,559</b>	<b>-</b>	<b>2,099,185</b>	<b>46,000</b>	<b>2,145,185</b>	<b>883,077</b>
<b>Net Operating Result</b>	<b>6,459,375</b>	<b>(313,559)</b>	<b>-</b>	<b>6,145,816</b>	<b>(46,000)</b>	<b>6,099,816</b>	<b>6,812,047</b>
<b>Net Operating Result before Capital Income</b>	<b>1,189,374</b>	<b>(313,559)</b>	<b>-</b>	<b>875,815</b>	<b>(46,000)</b>	<b>829,815</b>	<b>(14,375)</b>

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	8.4
Headcount (excluding casuals)	9.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	5.4

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Financial Commentary

\$46K Increase for Bowral South New Living Area Flood Impact and Risk Assessment.



# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Strategic Outcomes

### Strategic Outcomes

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	275,000	-	-	275,000	-	275,000	193,702
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>275,000</b>	<b>-</b>	<b>-</b>	<b>275,000</b>	<b>-</b>	<b>275,000</b>	<b>193,702</b>
<b>Expenses</b>							
Employee Costs	279,704	-	-	279,704	-	279,704	143,486
Materials & Contracts	97,000	-	-	97,000	-	97,000	228,952
Internal Expenses	327,840	-	-	327,840	-	327,840	163,920
<b>Total Expenses</b>	<b>704,544</b>	<b>-</b>	<b>-</b>	<b>704,544</b>	<b>-</b>	<b>704,544</b>	<b>536,358</b>
<b>Net Operating Result</b>	<b>(429,544)</b>	<b>-</b>	<b>-</b>	<b>(429,544)</b>	<b>-</b>	<b>(429,544)</b>	<b>(342,656)</b>
<b>Net Operating Result before Capital Income</b>	<b>(429,544)</b>	<b>-</b>	<b>-</b>	<b>(429,544)</b>	<b>-</b>	<b>(429,544)</b>	<b>(342,656)</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	1.6
Headcount (excluding casuals)	2.0
Net Operating Result for the year (as above)	1.6

### Financial Commentary

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Economic Development

### Strategic Outcomes

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	-	-	-	-	-	-	-
<b>Expenses</b>							
Employee Costs	127,384	-	(102,000)	25,384	-	25,384	25,531
Materials & Contracts	28,500	-	-	28,500	-	28,500	18,100
Internal Expenses	2,700	-	-	2,700	-	2,700	1,350
<b>Total Expenses</b>	<b>158,584</b>	-	<b>(102,000)</b>	<b>56,584</b>	-	<b>56,584</b>	<b>44,981</b>
<b>Net Operating Result</b>	<b>(158,584)</b>	-	<b>102,000</b>	<b>(56,584)</b>	-	<b>(56,584)</b>	<b>(44,981)</b>
<b>Net Operating Result before Capital Income</b>	<b>(158,584)</b>	-	<b>102,000</b>	<b>(56,584)</b>	-	<b>(56,584)</b>	<b>(44,981)</b>

#### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +- recommended changes for Council resolution as part of this Quarterly Budget

#### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	1.0
Budgeted Headcount (excluding casuals)	1.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	-

#### Financial Commentary

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Strategic Policy

### Strategic Outcomes

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	-	-	-	-	-	-	-
<b>Expenses</b>							
Employee Costs	256,968	-	-	256,968	-	256,968	163,771
Materials & Contracts	-	111,782	-	111,782	-	111,782	63,090
Internal Expenses	5,469	-	-	5,469	-	5,469	2,734
<b>Total Expenses</b>	<b>262,437</b>	<b>111,782</b>	-	<b>374,219</b>	-	<b>374,219</b>	<b>229,595</b>
<b>Net Operating Result</b>	<b>(262,437)</b>	<b>(111,782)</b>	-	<b>(374,219)</b>	-	<b>(374,219)</b>	<b>(229,595)</b>
<b>Net Operating Result before Capital Income</b>	<b>(262,437)</b>	<b>(111,782)</b>	-	<b>(374,219)</b>	-	<b>(374,219)</b>	<b>(229,595)</b>

#### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +- recommended changes for Council resolution as part of this Quarterly Budget

#### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	1.8
Budgeted Headcount (excluding casuals)	2.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	1.8

#### Financial Commentary

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Strategy and Place

### Strategic Outcomes

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	2,700,000	-	0	2,700,000	-	2,700,000	675,000
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	5,270,000	-	-	5,270,000	-	5,270,000	6,826,422
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>7,970,000</b>	<b>-</b>	<b>0</b>	<b>7,970,000</b>	<b>-</b>	<b>7,970,000</b>	<b>7,501,422</b>
<b>Expenses</b>							
Employee Costs	478,380	-	-	478,380	-	478,380	106,013
Materials & Contracts	145,000	201,777	-	346,777	46,000	392,777	47,586
Other Expenses	26,500	-	-	26,500	-	26,500	-
Internal Expenses	10,181	-	-	10,181	-	10,181	5,091
<b>Total Expenses</b>	<b>660,061</b>	<b>201,777</b>	<b>-</b>	<b>861,838</b>	<b>46,000</b>	<b>907,838</b>	<b>158,690</b>
<b>Net Operating Result</b>	<b>7,309,939</b>	<b>(201,777)</b>	<b>0</b>	<b>7,108,162</b>	<b>(46,000)</b>	<b>7,062,162</b>	<b>7,342,732</b>
<b>Net Operating Result before Capital Income</b>	<b>2,039,939</b>	<b>(201,777)</b>	<b>0</b>	<b>1,838,162</b>	<b>(46,000)</b>	<b>1,792,162</b>	<b>516,310</b>

#### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +- recommended changes for Council resolution as part of this Quarterly Budget

#### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	4.0
Budgeted Headcount (excluding casuals)	4.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	2.0

#### Financial Commentary

##### Materials & Contracts

\$46K Increase for Bowral South New Living Area Flood Impact and Risk Assessment.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 30 September - Financial Year 2024/25

Income & Expenses - Community Life & Libraries

Org Level 3

	Original (1)	Approved Changes		Revised (2)	Recommended changes for Council Resolution	Projected (3)	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	11,300	-	-	11,300	-	11,300	8,385
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	5,300	-	-	5,300	-	5,300	4,304
Grants & Contribution - Operating	268,564	3,634	-	272,198	-	272,198	246,004
Grants & Contribution - Capital	40,000	7,355	-	47,355	-	47,355	34,452
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>325,164</b>	<b>10,989</b>	<b>-</b>	<b>336,153</b>	<b>-</b>	<b>336,153</b>	<b>293,145</b>
<b>Expenses</b>							
Employee Costs	2,584,870	-	-	2,584,870	-	2,584,870	-
Borrowing Costs	-	-	-	-	-	-	1,346,714
Materials & Contracts	700,047	93,965	-	794,012	27,740	821,752	-
Depreciation	150,000	-	-	150,000	-	150,000	822,667
Other Expenses	793,100	-	-	793,100	-	793,100	-
Internal Expenses	411,784	-	-	411,784	-	411,784	102,946
<b>Total Expenses</b>	<b>4,639,801</b>	<b>93,965</b>	<b>-</b>	<b>4,733,766</b>	<b>27,740</b>	<b>4,761,506</b>	<b>2,272,327</b>
<b>Net Operating Result</b>	<b>(4,314,637)</b>	<b>(82,976)</b>	<b>-</b>	<b>(4,397,613)</b>	<b>(27,740)</b>	<b>(4,425,353)</b>	<b>(1,979,182)</b>
<b>Net Operating Result before Capital Income</b>	<b>(4,354,637)</b>	<b>(90,331)</b>	<b>-</b>	<b>(4,444,968)</b>	<b>(27,740)</b>	<b>(4,472,708)</b>	<b>(2,013,634)</b>
<b>Capital Expenditure</b>							
Plant & Equipment	-	-	-	-	-	-	-
Buildings and Other Structures	15,000	106,355	-	121,355	-	121,355	4,730
<b>Total Capital Expenditure</b>	<b>15,000</b>	<b>106,355</b>	<b>-</b>	<b>121,355</b>	<b>-</b>	<b>121,355</b>	<b>4,730</b>

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	21.6
Headcount (excluding casuals)	26.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	20.2

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Service Description

This service captures the following activities:  
 Community Life & Libraries  
 Communications & Engagement  
 Community Development  
 Library Services

### Financial Commentary

\$27K increase for Local Studies - Reclassified from CAPEX to OPEX (no net impact).

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Community Life and Libraries

Community Life & Libraries

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	-	-	-	-	-	-	-
<b>Expenses</b>							
Employee Costs	236,008	-	-	236,008	-	236,008	116,924
Materials & Contracts	-	-	-	-	-	-	96,690
Internal Expenses	193,380	-	-	193,380	-	193,380	96,690
<b>Total Expenses</b>	<b>429,388</b>	-	-	<b>429,388</b>	-	<b>429,388</b>	<b>310,304</b>
<b>Net Operating Result</b>	<b>(429,388)</b>	-	-	<b>(429,388)</b>	-	<b>(429,388)</b>	<b>(310,304)</b>
<b>Net Operating Result before Capital Income</b>	<b>(429,388)</b>	-	-	<b>(429,388)</b>	-	<b>(429,388)</b>	<b>(310,304)</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200

2. Revised Budget = Original Budget +- approved budget changes in previous Quarterly Budget Reviews

3. Projected Year End Result = Revised Budget +- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)

Budgeted Headcount (excluding casuals)

Actual Full Time Equivalent as at the end of the Period (excluding Casuals)

### Financial Commentary

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Communication and Engagement

Community Life & Libraries

Org Level 4

	Original <sup>(1)</sup> Budget 2024/25	Approved Changes		Revised <sup>(2)</sup> Budget	Recommended changes for Council Resolution	Projected <sup>(3)</sup> Year End Result 2024/25	YTD Actual
		Budget Carryovers	Sep Review				
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	275
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	-	-	-	-	-	-	<b>275</b>
<b>Expenses</b>							
Employee Costs	466,957	-	-	466,957	-	466,957	247,364
Materials & Contracts	246,655	-	-	246,655	-	246,655	171,466
Internal Expenses	9,938	-	-	9,938	-	9,938	4,969
<b>Total Expenses</b>	<b>723,550</b>	-	-	<b>723,550</b>	-	<b>723,550</b>	<b>423,799</b>
<b>Net Operating Result</b>	<b>(723,550)</b>	-	-	<b>(723,550)</b>	-	<b>(723,550)</b>	<b>(423,524)</b>
<b>Net Operating Result before Capital Income</b>	<b>(723,550)</b>	-	-	<b>(723,550)</b>	-	<b>(723,550)</b>	<b>(423,524)</b>
<b>Capital Expenditure</b>							
Plant & Equipment	15,000	69,000	-	84,000	-	84,000	4,000
<b>Total Capital Expenditure</b>	<b>15,000</b>	<b>69,000</b>	-	<b>84,000</b>	-	<b>84,000</b>	<b>4,000</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	
Budgeted Headcount (excluding casuals)	3
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	3
	3

### Financial Commentary

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Community Development

Community Life & Libraries

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD Actual
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	159
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	98,564	3,634	-	102,198	-	102,198	94,643
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>98,564</b>	<b>3,634</b>	<b>-</b>	<b>102,198</b>	<b>-</b>	<b>102,198</b>	<b>94,802</b>
<b>Expenses</b>							
Employee Costs	600,707	-	(50,000)	550,707	-	550,707	339,897
Materials & Contracts	201,492	86,062	-	287,554	-	287,554	377,830
Other Expenses	793,100	-	-	793,100	-	793,100	673,369
Internal Expenses	96,828	-	-	96,828	-	96,828	49,710
<b>Total Expenses</b>	<b>1,692,128</b>	<b>86,062</b>	<b>(50,000)</b>	<b>1,728,190</b>	<b>-</b>	<b>1,728,190</b>	<b>1,440,806</b>
<b>Net Operating Result</b>	<b>(1,593,564)</b>	<b>(82,428)</b>	<b>50,000</b>	<b>(1,625,992)</b>	<b>-</b>	<b>(1,625,992)</b>	<b>(1,346,004)</b>
<b>Net Operating Result before Capital Income</b>	<b>(1,593,564)</b>	<b>(82,428)</b>	<b>50,000</b>	<b>(1,625,992)</b>	<b>-</b>	<b>(1,625,992)</b>	<b>(1,346,004)</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	5.4
Budgeted Headcount (excluding casuals)	5.4
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	5.4

### Financial Commentary

No QBR2 budgetary changes proposed



# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Library Services

Community Life & Libraries

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget	Budget	Sep Review	Budget		Year End Result	Actual
	2024/25	Carryovers				2024/25	
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	11,300	-	-	11,300	-	11,300	7,951
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	5,300	-	-	5,300	-	5,300	4,304
Grants & Contribution - Operating	170,000	-	-	170,000	-	170,000	151,361
Grants & Contribution - Capital	40,000	7,355	-	47,355	-	47,355	34,452
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>226,600</b>	<b>7,355</b>	<b>-</b>	<b>233,955</b>	<b>-</b>	<b>233,955</b>	<b>198,068</b>
<b>Expenses</b>							
Employee Costs	1,281,198	-	-	1,281,198	-	1,281,198	642,529
Materials & Contracts	251,900	7,903	-	259,803	27,740	287,543	176,681
Depreciation	150,000	-	-	150,000	-	150,000	84,884
Internal Expenses	111,638	-	-	111,638	-	111,638	55,016
<b>Total Expenses</b>	<b>1,794,736</b>	<b>7,903</b>	<b>-</b>	<b>1,802,639</b>	<b>27,740</b>	<b>1,830,379</b>	<b>959,110</b>
<b>Net Operating Result</b>	<b>(1,568,136)</b>	<b>(548)</b>	<b>-</b>	<b>(1,568,684)</b>	<b>(27,740)</b>	<b>(1,596,424)</b>	<b>(761,042)</b>
<b>Net Operating Result before Capital Income</b>	<b>(1,608,136)</b>	<b>(7,903)</b>	<b>-</b>	<b>(1,616,039)</b>	<b>(27,740)</b>	<b>(1,643,779)</b>	<b>(795,494)</b>
<b>Capital Expenditure</b>							
Plant & Equipment	-	37,355	-	37,355	-	37,355	730
Other Assets	184,000	27,740	-	211,740	(27,740)	184,000	89,345
<b>Total Capital Expenditure</b>	<b>184,000</b>	<b>65,095</b>	<b>-</b>	<b>249,095</b>	<b>(27,740)</b>	<b>221,355</b>	<b>90,075</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	13
Budgeted Headcount (excluding casuals)	16
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	10

### Financial Commentary

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 30 September - Financial Year 2024/25

Income & Expenses - Development Assessment & Regulation

Org Level 3

	Original (1)	Approved Changes		Revised (2)	Recommended changes for Council Resolution	Projected (3)	YTD
	Budget 2024/25	Budget Carryovers	Budget Carryovers	Budget		Year End Result 2024/25	Expenditure
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	4,310,074	-	-	4,310,074	-	4,310,074	1,143,776
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	425,200	-	-	425,200	15,000	440,200	158,294
Grants & Contribution - Operating	132,000	30,783	30,783	255,132	-	255,132	19,231
Grants & Contribution - Capital	-	1,492,730	1,492,730	5,970,920	-	5,970,920	-
Internal Income	149,520	-	1,492,730	4,627,710	-	4,627,710	37,380
<b>Total Income</b>	<b>5,016,794</b>	<b>1,523,513</b>	<b>3,016,243</b>	<b>15,589,036</b>	<b>15,000</b>	<b>15,604,036</b>	<b>1,358,681</b>
<b>Expenses</b>							
Employee Costs	6,501,650	-	-	6,501,650	-	6,501,650	1,978,410
Borrowing Costs	-	-	-	-	-	-	-
Materials & Contracts	1,046,424	11,849	-	1,058,273	-	1,058,273	2,377,316
Depreciation	-	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-	-
Internal Expenses	650,311	-	-	650,311	-	650,311	81,289
<b>Total Expenses</b>	<b>8,198,385</b>	<b>11,849</b>	<b>-</b>	<b>8,210,234</b>	<b>-</b>	<b>8,210,234</b>	<b>4,437,015</b>
<b>Net Operating Result</b>	<b>(3,181,591)</b>	<b>1,511,664</b>	<b>3,016,243</b>	<b>7,378,802</b>	<b>15,000</b>	<b>7,393,802</b>	<b>(3,078,334)</b>
<b>Net Operating Result before Capital Income</b>	<b>(3,181,591)</b>	<b>18,934</b>	<b>1,523,513</b>	<b>1,407,882</b>	<b>15,000</b>	<b>1,422,882</b>	<b>(3,078,334)</b>

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	39.6
Headcount (excluding casuals)	40.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	32.0

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +- recommended changes for Council resolution as part of this Quarterly Budget

### Service Description

This service captures the following activities:

- Development Assessment & Regulation
- Compliance and Regulation
- Development Engineering Services
- Development Assessment
- Fast Track Assessment
- Development Assessment & Regulation Support Services
- Health and Building

### Financial Commentary

\$15K Transfer of revenue from Customer Service - Fire Safety Administration Fee (no net impact).

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Development Assessment and Regulations

### Development Assessment & Regulation

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	-	-	-	-	-	-	-
<b>Expenses</b>							
Employee Costs	723,648	-	(5,950)	717,698	-	717,698	120,656
Materials & Contracts	-	-	-	-	-	-	263,493
Internal Expenses	207,138	-	-	207,138	-	207,138	100,088
<b>Total Expenses</b>	<b>930,786</b>	-	<b>(5,950)</b>	<b>924,836</b>	-	<b>924,836</b>	<b>484,237</b>
<b>Net Operating Result</b>	<b>(930,786)</b>	-	<b>5,950</b>	<b>(924,836)</b>	-	<b>(924,836)</b>	<b>(484,237)</b>
<b>Net Operating Result before Capital Income</b>	<b>(930,786)</b>	-	<b>5,950</b>	<b>(924,836)</b>	-	<b>(924,836)</b>	<b>(484,237)</b>

#### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

#### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	1.0
Budgeted Headcount (excluding casuals)	1.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	1.0

#### Financial Commentary

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Compliance and Regulation

Development Assessment & Regulation

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	66,224	-	-	66,224	-	66,224	40,141
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	398,100	-	-	398,100	-	398,100	128,843
Grants & Contribution - Operating	32,000	-	-	32,000	-	32,000	19,231
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>496,324</b>	<b>-</b>	<b>-</b>	<b>496,324</b>	<b>-</b>	<b>496,324</b>	<b>188,215</b>
<b>Expenses</b>							
Employee Costs	2,036,833	-	(227,378)	1,809,455	-	1,809,455	409,623
Materials & Contracts	66,724	-	-	66,724	-	66,724	141,056
Internal Expenses	211,138	-	-	211,138	-	211,138	71,459
<b>Total Expenses</b>	<b>2,314,695</b>	<b>-</b>	<b>(227,378)</b>	<b>2,087,317</b>	<b>-</b>	<b>2,087,317</b>	<b>622,138</b>
<b>Net Operating Result</b>	<b>(1,818,371)</b>	<b>-</b>	<b>227,378</b>	<b>(1,590,993)</b>	<b>-</b>	<b>(1,590,993)</b>	<b>(433,923)</b>
<b>Net Operating Result before Capital Income</b>	<b>(1,818,371)</b>	<b>-</b>	<b>227,378</b>	<b>(1,590,993)</b>	<b>-</b>	<b>(1,590,993)</b>	<b>(433,923)</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	15.0
Budgeted Headcount (excluding casuals)	15.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	9.0

### Financial Commentary

No QBR2 budgetary changes proposed

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**WINGECARRIBEE SHIRE COUNCIL**

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Development Engineering Services

**Development Assessment & Regulation**

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	147,435
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	149,520	-	-	149,520	-	149,520	74,760
<b>Total Income</b>	<b>149,520</b>	<b>-</b>	<b>-</b>	<b>149,520</b>	<b>-</b>	<b>149,520</b>	<b>222,195</b>
<b>Expenses</b>							
Employee Costs	706,976	-	(48,132)	658,844	-	658,844	287,524
Materials & Contracts	-	-	-	-	-	-	481,034
Internal Expenses	113,744	-	-	113,744	-	113,744	56,872
<b>Total Expenses</b>	<b>820,720</b>	<b>-</b>	<b>(48,132)</b>	<b>772,588</b>	<b>-</b>	<b>772,588</b>	<b>825,430</b>
<b>Net Operating Result</b>	<b>(671,200)</b>	<b>-</b>	<b>48,132</b>	<b>(623,068)</b>	<b>-</b>	<b>(623,068)</b>	<b>(603,235)</b>
<b>Net Operating Result before Capital Income</b>	<b>(671,200)</b>	<b>-</b>	<b>48,132</b>	<b>(623,068)</b>	<b>-</b>	<b>(623,068)</b>	<b>(603,235)</b>

**Notes:**

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +- recommended changes for Council resolution as part of this Quarterly Budget

**Staff Establishment**

Budgeted Full Time Equivalents (excluding Casuals)	6.0
Budgeted Headcount (excluding casuals)	6.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	5.0

**Financial Commentary**

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Fast Track Assessment

Development Assessment & Regulation

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	-	-	-	-	-	-	-
<b>Expenses</b>							
Employee Costs	378,996	-	(7,881)	371,115	-	224,329	102,010
Materials & Contracts	-	-	-	-	-	127,217	20,426
Internal Expenses	53,573	-	-	53,573	-	26,787	13,393
<b>Total Expenses</b>	<b>432,569</b>	-	<b>(7,881)</b>	<b>424,688</b>	-	<b>378,333</b>	<b>135,829</b>
<b>Net Operating Result</b>	<b>(432,569)</b>	-	<b>7,881</b>	<b>(424,688)</b>	-	<b>(378,333)</b>	<b>(135,829)</b>
<b>Net Operating Result before Capital Income</b>	<b>(432,569)</b>	-	<b>7,881</b>	<b>(424,688)</b>	-	<b>(378,333)</b>	<b>(135,829)</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	3.0
Budgeted Headcount (excluding casuals)	3.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	1.0

### Financial Commentary

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Development Assessment

Development Assessment & Regulation

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD Actual
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	4,243,850	-	(1,000,000)	3,243,850	-	3,243,850	716,325
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	27,100	-	15,000	42,100	-	42,100	22,479
Grants & Contribution - Operating	100,000	-	-	100,000	-	100,000	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>4,370,950</b>	<b>-</b>	<b>(985,000)</b>	<b>3,385,950</b>	<b>-</b>	<b>3,385,950</b>	<b>738,804</b>
<b>Expenses</b>							
Employee Costs	908,701	-	(99,122)	809,579	-	809,579	330,196
Materials & Contracts	979,700	-	2,500,000	3,479,700	-	3,479,700	1,320,409
Internal Expenses	64,718	-	-	64,718	-	64,718	32,649
<b>Total Expenses</b>	<b>1,953,119</b>	<b>-</b>	<b>2,400,878</b>	<b>4,353,997</b>	<b>-</b>	<b>4,353,997</b>	<b>1,683,254</b>
<b>Net Operating Result</b>	<b>2,417,831</b>	<b>-</b>	<b>(3,385,878)</b>	<b>(968,047)</b>	<b>-</b>	<b>(968,047)</b>	<b>(944,450)</b>
<b>Net Operating Result before Capital Income</b>	<b>2,417,831</b>	<b>-</b>	<b>(3,385,878)</b>	<b>(968,047)</b>	<b>-</b>	<b>(968,047)</b>	<b>(944,450)</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	6.0
Budgeted Headcount (excluding casuals)	6.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	3.0

### Financial Commentary

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Development Assessment and Regulation Support Services

### Development Assessment & Regulation

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	30,783	-	30,783	-	30,783	-
Grants & Contribution - Capital	-	1,492,730	-	1,492,730	-	1,492,730	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	-	<b>1,523,513</b>	-	<b>1,523,513</b>	-	<b>1,523,513</b>	-
<b>Expenses</b>							
Employee Costs	834,117	-	(53,427)	834,117	-	834,117	372,565
Materials & Contracts	-	11,849	-	11,849	-	11,849	8,132
Internal Expenses	-	-	-	-	-	-	8,132
<b>Total Expenses</b>	<b>834,117</b>	<b>11,849</b>	<b>(53,427)</b>	<b>845,966</b>	-	<b>845,966</b>	<b>388,829</b>
<b>Net Operating Result</b>	<b>(834,117)</b>	<b>1,511,664</b>	<b>53,427</b>	<b>677,547</b>	-	<b>677,547</b>	<b>(388,829)</b>
<b>Net Operating Result before Capital Income</b>	<b>(834,117)</b>	<b>18,934</b>	<b>53,427</b>	<b>(815,183)</b>	-	<b>(815,183)</b>	<b>(388,829)</b>

#### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +- recommended changes for Council resolution as part of this Quarterly Budget

#### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	5.0
Budgeted Headcount (excluding casuals)	5.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	3.0

#### Financial Commentary

No QBR2 budgetary changes proposed



# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Health and Building

Development Assessment & Regulation

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	239,875
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	15,000	15,000	6,972
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	-	-	-	-	<b>15,000</b>	<b>15,000</b>	<b>246,847</b>
<b>Expenses</b>							
Employee Costs	912,380	-	(99,832)	812,548	-	812,548	355,836
Materials & Contracts	-	-	-	-	-	-	142,766
Internal Expenses	-	-	-	-	-	-	33,969
<b>Total Expenses</b>	<b>912,380</b>	-	<b>(99,832)</b>	<b>812,548</b>	-	<b>812,548</b>	<b>532,571</b>
<b>Net Operating Result</b>	<b>(912,380)</b>	-	<b>99,832</b>	<b>(812,548)</b>	<b>15,000</b>	<b>(797,548)</b>	<b>(285,724)</b>
<b>Net Operating Result before Capital Income</b>	<b>(912,380)</b>	-	<b>99,832</b>	<b>(812,548)</b>	<b>15,000</b>	<b>(797,548)</b>	<b>(285,724)</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	5.0
Budgeted Headcount (excluding casuals)	5.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	3.0

### Financial Commentary

#### Other Revenues

\$15K Transfer of revenue from Customer Service - Fire Safety Administration Fee (no net impact).

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 30 September - Financial Year 2024/25

Income & Expenses - Environment & Sustainability

Org Level 3

	Original (1)	Approved Changes		Revised (2)	Recommended changes for Council Resolution	Projected (3)	YTD
	Budget 2024/25	Budget Carryovers	Budget Carryovers	Budget		Year End Result 2024/25	
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	3,646	-	-	3,646	-	3,646	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	229,149	32,654	32,654	359,765	-	359,765	51,800
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>232,795</b>	<b>32,654</b>	<b>32,654</b>	<b>363,411</b>	<b>-</b>	<b>363,411</b>	<b>51,800</b>
<b>Expenses</b>							
Employee Costs	1,948,503	-	-	1,948,503	-	1,948,503	819,602
Borrowing Costs	-	-	-	-	-	-	-
Materials & Contracts	709,718	302,734	302,734	1,920,654	232,946	2,153,600	409,986
Depreciation	-	-	-	-	-	-	-
Other Expenses	16,000	-	-	16,000	-	16,000	-
Internal Expenses	355,826	-	-	355,826	-	355,826	88,957
<b>Total Expenses</b>	<b>3,030,047</b>	<b>302,734</b>	<b>302,734</b>	<b>4,240,983</b>	<b>232,946</b>	<b>4,473,929</b>	<b>1,318,544</b>
<b>Net Operating Result</b>	<b>(2,797,252)</b>	<b>(270,080)</b>	<b>(270,080)</b>	<b>(3,877,572)</b>	<b>(232,946)</b>	<b>(4,110,518)</b>	<b>(1,266,744)</b>
<b>Net Operating Result before Capital Income</b>	<b>(2,797,252)</b>	<b>(270,080)</b>	<b>(270,080)</b>	<b>(3,877,572)</b>	<b>(232,946)</b>	<b>(4,110,518)</b>	<b>(1,266,744)</b>
<b>Capital Expenditure</b>							
Plant & Equipment	-	4,944	4,944	19,776	-	19,776	1,101
Footpaths	-	-	-	-	-	-	-
<b>Total Capital Expenditure</b>	<b>-</b>	<b>4,944</b>	<b>4,944</b>	<b>19,776</b>	<b>-</b>	<b>19,776</b>	<b>1,101</b>
<b>Staff Establishment</b>							
Budgeted Full Time Equivalents (excluding Casuals)	18.0						
Headcount (excluding casuals)	18.0						
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	14.0						
<b>Notes:</b>							
1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200							
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews							
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget							
<b>Service Description</b>							
This service captures the following activities:							
<b>Financial Commentary</b>							
\$9K Increase for Community Sustainability - Carryover funds.							
\$150K Increase for Koala Habitat Mapping - Grant funded (no net impact).							
\$74K Increase for Bushland Restoration and Weed Management, funded from the environment levy (no net impact).							

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Environment and Sustainability

### Environment & Sustainability

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	-	-	-	-	-	-	-
<b>Expenses</b>							
Employee Costs	189,727	-	-	189,727	-	189,727	101,118
Materials & Contracts	27,570	-	-	27,570	-	27,570	106,789
Internal Expenses	194,567	-	-	194,567	-	194,567	97,284
<b>Total Expenses</b>	<b>411,864</b>	-	-	<b>411,864</b>	-	<b>411,864</b>	<b>305,191</b>
<b>Net Operating Result</b>	<b>(411,864)</b>	-	-	<b>(411,864)</b>	-	<b>(411,864)</b>	<b>(305,191)</b>
<b>Net Operating Result before Capital Income</b>	<b>(411,864)</b>	-	-	<b>(411,864)</b>	-	<b>(411,864)</b>	<b>(305,191)</b>
<b>Capital Expenditure</b>							
Stormwater Drainage	-	-	50,000	50,000	-	50,000	-
<b>Total Capital Expenditure</b>	-	-	<b>50,000</b>	<b>50,000</b>	-	<b>50,000</b>	-

#### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

#### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)  
Budgeted Headcount (excluding casuals)  
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)

#### Financial Commentary

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Bushland and Biosecurity

### Environment & Sustainability

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	3,646	-	-	3,646	-	3,646	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>3,646</b>	<b>-</b>	<b>-</b>	<b>3,646</b>	<b>-</b>	<b>3,646</b>	<b>-</b>
<b>Expenses</b>							
Employee Costs	658,152	-	-	658,152	-	658,152	355,679
Materials & Contracts	120,917	-	-	120,917	73,862	194,779	84,151
Internal Expenses	89,550	-	-	89,550	-	89,550	42,026
<b>Total Expenses</b>	<b>868,619</b>	<b>-</b>	<b>-</b>	<b>868,619</b>	<b>73,862</b>	<b>942,481</b>	<b>481,856</b>
<b>Net Operating Result</b>	<b>(864,972)</b>	<b>-</b>	<b>-</b>	<b>(864,972)</b>	<b>(73,862)</b>	<b>(938,834)</b>	<b>(481,856)</b>
<b>Net Operating Result before Capital Income</b>	<b>(864,972)</b>	<b>-</b>	<b>-</b>	<b>(864,972)</b>	<b>(73,862)</b>	<b>(938,834)</b>	<b>(481,856)</b>

#### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

#### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)

Budgeted Headcount (excluding casuals)

Actual Full Time Equivalent as at the end of the Period (excluding Casuals)

#### Financial Commentary

##### Materials & Contracts

\$74K Increase for Bushland Restoration and Weed Management, funded from the environment levy (no net impact).

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Natural Resources Projects

### Environment & Sustainability

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	229,149	32,654	30,000	291,803	-	291,803	51,800
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>229,149</b>	<b>32,654</b>	<b>30,000</b>	<b>291,803</b>	<b>-</b>	<b>291,803</b>	<b>51,800</b>
<b>Expenses</b>							
Employee Costs	566,987	-	-	566,987	-	566,987	276,062
Materials & Contracts	453,714	263,255	30,000	746,969	150,000	896,969	213,406
Internal Expenses	60,352	-	-	60,352	-	60,352	26,818
<b>Total Expenses</b>	<b>1,081,053</b>	<b>263,255</b>	<b>30,000</b>	<b>1,374,308</b>	<b>150,000</b>	<b>1,524,308</b>	<b>516,286</b>
<b>Net Operating Result</b>	<b>(851,905)</b>	<b>(230,601)</b>	<b>-</b>	<b>(1,082,506)</b>	<b>(150,000)</b>	<b>(1,232,506)</b>	<b>(464,486)</b>
<b>Net Operating Result before Capital Income</b>	<b>(851,905)</b>	<b>(230,601)</b>	<b>-</b>	<b>(1,082,506)</b>	<b>(150,000)</b>	<b>(1,232,506)</b>	<b>(464,486)</b>
<b>Capital Expenditure</b>							
Plant & Equipment	-	4,944	-	4,944	-	4,944	1,101
<b>Total Capital Expenditure</b>	<b>-</b>	<b>4,944</b>	<b>-</b>	<b>4,944</b>	<b>-</b>	<b>4,944</b>	<b>1,101</b>

#### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

#### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)  
Budgeted Headcount (excluding casuals)  
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)

#### Financial Commentary

\$150K Increase for Koala Habitat Mapping - Grant funded (no net impact).

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Sustainability Services

### Environment & Sustainability

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget	Budget	Sep Review	Budget		Year End Result	Actual
	2024/25	Carryovers				2024/25	
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	64,365	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	-	-	-	-	-	<b>64,365</b>	-
<b>Expenses</b>							
Employee Costs	533,637	-	-	533,637	-	213,955	86,743
Materials & Contracts	107,517	39,479	-	146,996	9,084	30,679	5,640
Other Expenses	16,000	-	-	16,000	-	3,599	3,000
Internal Expenses	11,357	-	-	11,357	-	5,679	2,839
<b>Total Expenses</b>	<b>668,511</b>	<b>39,479</b>	-	<b>707,990</b>	<b>9,084</b>	<b>253,912</b>	<b>98,222</b>
<b>Net Operating Result</b>	<b>(668,511)</b>	<b>(39,479)</b>	-	<b>(707,990)</b>	<b>(9,084)</b>	<b>(189,547)</b>	<b>(98,222)</b>
<b>Net Operating Result before Capital Income</b>	<b>(668,511)</b>	<b>(39,479)</b>	-	<b>(707,990)</b>	<b>(9,084)</b>	<b>(189,547)</b>	<b>(98,222)</b>

#### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

#### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	5.0
Budgeted Headcount (excluding casuals)	5.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	2.0

#### Financial Commentary

\$9K Increase for Community Sustainability - Carryover funds.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 30 September - Financial Year 2024/25  
Income & Expenses - Waste and Resource Management

Org Level 3

	Original (1)	Approved Changes		Revised (2)	Recommended changes for Council Resolution	Projected (3)	YTD
	Budget 2024/25	Budget Carryovers	Budget Carryovers	Budget		Year End Result 2024/25	
<b>Income</b>							
Rates & Annual Charges	11,973,000	-	-	11,973,000	-	11,973,000	12,619,094
User Charges & Fees	4,354,560	-	-	4,354,560	-	4,354,560	1,640,239
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	909,275	-	-	909,275	-	909,275	381,934
Grants & Contribution - Operating	-	-	-	-	-	-	15,000
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	7,360,067	-	-	7,360,067	-	7,360,067	1,840,017
<b>Total Income</b>	<b>24,596,902</b>	<b>-</b>	<b>-</b>	<b>24,596,902</b>	<b>-</b>	<b>24,596,902</b>	<b>16,496,284</b>
<b>Expenses</b>							
Employee Costs	2,382,805	-	-	2,382,805	-	2,382,805	1,054,940
Borrowing Costs	-	-	-	-	-	-	-
Materials & Contracts	12,754,009	-	-	12,754,009	-	12,754,009	7,071,995
Depreciation	-	-	-	-	-	-	-
Other Expenses	1,105,000	-	-	1,105,000	-	1,105,000	-
Internal Expenses	7,952,521	-	-	7,952,521	-	7,952,521	1,988,130
<b>Total Expenses</b>	<b>24,194,334</b>	<b>-</b>	<b>-</b>	<b>24,194,334</b>	<b>-</b>	<b>24,194,334</b>	<b>10,115,065</b>
<b>Net Operating Result</b>	<b>402,568</b>	<b>-</b>	<b>-</b>	<b>402,568</b>	<b>-</b>	<b>402,568</b>	<b>6,381,219</b>
<b>Net Operating Result before Capital Income</b>	<b>402,568</b>	<b>-</b>	<b>-</b>	<b>402,568</b>	<b>-</b>	<b>402,568</b>	<b>6,381,219</b>
<b>Capital Expenditure</b>							
Plant & Equipment	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-
Buildings and Other Structures	200,000	54,301	54,301	417,204	-	417,204	58,280
Bridges	-	-	-	-	-	-	-
Footpaths	-	-	-	-	-	-	-
Roads	-	-	-	-	-	-	-
Stormwater Drainage	-	-	-	-	-	-	-
Other Infrastructure	-	-	-	-	-	-	-
Open Space/Recreational Assets	-	-	-	-	-	-	-
Water Supply Network	-	-	-	-	-	-	-
Sewerage Network	-	-	-	-	-	-	-
Other Assets	-	-	-	-	-	-	-
<b>Total Capital Expenditure</b>	<b>200,000</b>	<b>54,301</b>	<b>54,301</b>	<b>417,204</b>	<b>-</b>	<b>417,204</b>	<b>58,280</b>

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	22.0
Headcount (excluding casuals)	22.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	18.0

### Notes:

- Original Budget was adopted by Council on 26 June 2024 MN 2024/200
- Revised Budget = Original Budget +- approved budget changes in previous Quarterly Budget Reviews
- Projected Year End Result = Revised Budget +- recommended changes for Council resolution as part of this Quarterly Budget

### Service Description

This service captures the following activities:  
 Environment & Sustainability  
 Bushland and Biosecurity  
 Natural Resources Projects  
 Sustainability Services

### Financial Commentary

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Waste and Resource Management

### Waste and Resource Management

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	415,687	-	-	415,687	-	415,687	207,843
<b>Total Income</b>	<b>415,687</b>	-	-	<b>415,687</b>	-	<b>415,687</b>	<b>207,843</b>
<b>Expenses</b>							
Employee Costs	210,815	-	(146,000)	64,815	-	64,815	9,106
Materials & Contracts	-	-	-	-	-	-	102,436
Internal Expenses	204,871	-	-	204,871	-	204,871	102,436
<b>Total Expenses</b>	<b>415,686</b>	-	<b>(146,000)</b>	<b>269,686</b>	-	<b>269,686</b>	<b>213,978</b>
<b>Net Operating Result</b>	-	-	<b>146,000</b>	<b>146,001</b>	-	<b>146,001</b>	<b>(6,135)</b>
<b>Net Operating Result before Capital Income</b>	-	-	<b>146,000</b>	<b>146,001</b>	-	<b>146,001</b>	<b>(6,135)</b>

#### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200

2. Revised Budget = Original Budget +- approved budget changes in previous Quarterly Budget Reviews

3. Projected Year End Result = Revised Budget +- recommended changes for Council resolution as part of this Quarterly Budget

#### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)

1.0

Budgeted Headcount (excluding casuals)

1.0

Actual Full Time Equivalent as at the end of the Period (excluding Casuals)

1.0

#### Financial Commentary

No QBR2 budgetary changes proposed



# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Resource Recovery

### Waste and Resource Management

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget	Budget	Sep Review	Budget		Year End Result	Actual
	2024/25	Carryovers				2024/25	
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	3,968,560	-	-	3,968,560	-	3,968,560	1,471,623
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	464,775	-	-	464,775	-	464,775	237,681
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	6,856,680	-	-	6,856,680	-	6,856,680	2,390,371
<b>Total Income</b>	<b>11,290,015</b>	<b>-</b>	<b>-</b>	<b>11,290,015</b>	<b>-</b>	<b>11,290,015</b>	<b>4,099,675</b>
<b>Expenses</b>							
Employee Costs	1,155,925	-	-	1,155,925	-	1,155,925	547,295
Materials & Contracts	7,420,658	-	-	7,420,658	-	7,420,658	3,157,988
Other Expenses	1,105,000	-	-	1,105,000	-	1,105,000	240,684
Internal Expenses	743,547	-	-	743,547	-	743,547	133,530
<b>Total Expenses</b>	<b>10,425,130</b>	<b>-</b>	<b>-</b>	<b>10,425,130</b>	<b>-</b>	<b>10,425,130</b>	<b>4,079,497</b>
<b>Net Operating Result</b>	<b>864,885</b>	<b>-</b>	<b>-</b>	<b>864,885</b>	<b>-</b>	<b>864,885</b>	<b>20,178</b>
<b>Net Operating Result before Capital Income</b>	<b>864,885</b>	<b>-</b>	<b>-</b>	<b>864,885</b>	<b>-</b>	<b>864,885</b>	<b>20,178</b>
<b>Capital Expenditure</b>							
Buildings and Other Structures	200,000	54,301	(150,000)	104,301	-	104,301	58,280
<b>Total Capital Expenditure</b>	<b>200,000</b>	<b>54,301</b>	<b>(150,000)</b>	<b>104,301</b>	<b>-</b>	<b>104,301</b>	<b>58,280</b>

#### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

#### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	13.0
Budgeted Headcount (excluding casuals)	13.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	12.0

#### Financial Commentary

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Waste Services

Waste and Resource Management

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	11,973,000	-	-	11,973,000	-	11,973,000	12,619,094
User Charges & Fees	386,000	-	-	386,000	-	386,000	168,616
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	444,500	-	-	444,500	-	444,500	144,253
Grants & Contribution - Operating	-	-	-	-	-	-	15,000
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	87,700	-	-	87,700	-	87,700	48,964
<b>Total Income</b>	<b>12,891,200</b>	<b>-</b>	<b>-</b>	<b>12,891,200</b>	<b>-</b>	<b>12,891,200</b>	<b>12,995,927</b>
<b>Expenses</b>							
Employee Costs	1,016,065	-	-	1,016,065	-	1,016,065	498,539
Materials & Contracts	5,333,351	-	-	5,333,351	-	5,333,351	3,811,571
Internal Expenses	7,004,103	-	-	7,004,103	-	7,004,103	2,658,307
<b>Total Expenses</b>	<b>13,353,518</b>	<b>-</b>	<b>93,192</b>	<b>13,446,710</b>	<b>-</b>	<b>13,446,710</b>	<b>7,061,545</b>
<b>Net Operating Result</b>	<b>(462,318)</b>	<b>-</b>	<b>(93,192)</b>	<b>(555,510)</b>	<b>-</b>	<b>(555,510)</b>	<b>5,934,382</b>
<b>Net Operating Result before Capital Income</b>	<b>(462,318)</b>	<b>-</b>	<b>(93,192)</b>	<b>(555,510)</b>	<b>-</b>	<b>(555,510)</b>	<b>5,934,382</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	8.0
Budgeted Headcount (excluding casuals)	8.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	5.0

### Financial Commentary

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 30 September - Financial Year 2024/25

Income & Expenses - Business & Property Services

Org Level 3

	Original (1)	Approved Changes		Revised (2)	Recommended changes for Council Resolution	Projected (3) Year End Result 2024/25	YTD Expenditure
	Budget 2024/25	Budget Carryovers	Budget Carryovers	Budget			
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	2,513,868	-	-	2,513,868	(85,586)	2,428,282	1,851,565
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	1,239,052	-	-	1,239,052	(336,989)	902,063	771,562
Grants & Contribution - Operating	306,763	-	-	306,763	-	306,763	149,587
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>4,059,684</b>	<b>-</b>	<b>-</b>	<b>4,059,684</b>	<b>(422,575)</b>	<b>3,637,109</b>	<b>2,772,714</b>
<b>Expenses</b>							
Employee Costs	2,411,070	-	-	2,411,070	-	2,411,070	1,181,593
Borrowing Costs	-	-	-	-	-	-	(5,318)
Materials & Contracts	1,216,057	71,444	71,444	1,501,831	33,600	1,535,431	1,107,754
Depreciation	-	-	-	-	-	-	-
Other Expenses	8,740	-	-	8,740	-	8,740	-
Internal Expenses	448,839	-	-	448,839	-	448,839	112,210
<b>Total Expenses</b>	<b>4,084,706</b>	<b>71,444</b>	<b>71,444</b>	<b>4,370,481</b>	<b>33,600</b>	<b>4,404,081</b>	<b>2,396,239</b>
<b>Net Operating Result</b>	<b>(25,023)</b>	<b>(71,444)</b>	<b>(71,444)</b>	<b>(310,797)</b>	<b>(456,175)</b>	<b>(766,972)</b>	<b>376,476</b>
<b>Net Operating Result before Capital Income</b>	<b>(25,023)</b>	<b>(71,444)</b>	<b>(71,444)</b>	<b>(310,797)</b>	<b>(456,175)</b>	<b>(766,972)</b>	<b>376,476</b>
<b>Capital Expenditure</b>							
Bridges	-	-	-	-	-	-	100,116
Footpaths	143,751	-	-	143,751	-	143,751	-
<b>Total Capital Expenditure</b>	<b>143,751</b>	<b>-</b>	<b>-</b>	<b>143,751</b>	<b>-</b>	<b>143,751</b>	<b>100,116</b>
<b>Principal Loan Repayments</b>							
Principal Loan Repayments	-	-	-	-	-	-	-
<b>Total Principal Loan Repayments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	211
Headcount (excluding casuals)	24.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	16.5

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
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### Service Description

This service captures the following activities:

- Business & Property Services
- Animal Shelter
- Outside School Hours Care Services
- Property Services
- Southern Regional Livestock Exchange
- Tourism & Events

### Financial Commentary

\$81K Decrease in forecast facilities rental income from Country Golf Club.  
 \$4K Decrease in forecast facilities rental income from Sutton Forest Hall.  
 \$12K Decrease in forecast lease revenue - 71 Station St Bowral Rental.  
 \$87K Decrease in forecast lease revenue - Mittagong Caravan Park Lease  
 \$28K Decrease in forecast lease revenue - Sutton Forest Hall Lease Income.  
 \$17K Decrease in forecast lease revenue - Lease Country Golf Club  
 \$24K Decrease in forecast lease revenue - Highlands Golf Club Lease  
 \$1K Decrease in forecast lease revenue - Licence to Pump Water LT3 Burradoo Kwong  
 \$1K Decrease in forecast lease revenue - RD Reserve Kangaloon/Horderns Lease  
 \$4K Decrease in forecast lease revenue - SH Taxi Mt Gibraltar Bowral  
 \$1K Decrease in forecast lease revenue - Highlands Media Mt Gibraltar Bowral  
 \$12K Decrease in forecast lease revenue - Endeavour Energy Mt Gibraltar Bowral  
 \$7K Decrease in forecast lease revenue - Berrima Coaches Mt Gibraltar Bowral  
 \$13K Decrease in forecast lease revenue - Metwide Communications Mt Gibraltar  
 \$1K Decrease in forecast lease revenue - H&D Roofing Part Loftus St Bowral  
 \$98K Decrease in forecast lease revenue - WIN Television NSW Mt Gibraltar Bowral  
 \$16K Decrease in forecast lease revenue - Vodafone Hutchinson Mt Gibraltar  
 \$1K Decrease in forecast lease revenue - Lease Pt Nicholson St Berrima  
 \$12K Decrease in forecast lease revenue - Southcoast Broadcasting Mt Gibraltar  
 \$1K Decrease in forecast lease revenue - Lease Income Groundwater Monitoring Sites.  
 \$33K Increase in Property Services to recognise carryover funds from last year, not included in the original budget.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Business and Property

Business & Property Services

Org Level

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	15,37
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	-	-	-	-	-	-	<b>15,37</b>
<b>Expenses</b>							
Employee Costs	213,113	-	-	213,113	-	213,113	129,39
Borrowing Costs	-	-	-	-	-	-	(5,31E
Materials & Contracts	2,000	-	-	2,000	-	2,000	94,59
Internal Expenses	189,187	-	-	189,187	-	189,187	94,59
<b>Total Expenses</b>	<b>404,300</b>	-	-	<b>404,300</b>	-	<b>404,300</b>	<b>313,25</b>
<b>Net Operating Result</b>	<b>(404,300)</b>	-	-	<b>(404,300)</b>	-	<b>(404,300)</b>	<b>(297,883)</b>
<b>Net Operating Result before Capital Income</b>	<b>(404,300)</b>	-	-	<b>(404,300)</b>	-	<b>(404,300)</b>	<b>(297,883)</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	1
Budgeted Headcount (excluding casuals)	1
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	-

### Financial Commentary

No QBR2 budgetary changes proposed

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**WINGECARRIBEE SHIRE COUNCIL**

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Animal Shelter

**Business & Property Services**

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	109,400	-	-	109,400	-	109,400	32,552
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	18
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>109,400</b>	<b>-</b>	<b>-</b>	<b>109,400</b>	<b>-</b>	<b>109,400</b>	<b>32,570</b>
<b>Expenses</b>							
Employee Costs	445,459	-	(3,000)	442,459	-	442,459	200,316
Materials & Contracts	168,996	-	-	168,996	-	168,996	63,170
Internal Expenses	24,926	-	-	24,926	-	24,926	11,208
<b>Total Expenses</b>	<b>639,381</b>	<b>-</b>	<b>(3,000)</b>	<b>636,381</b>	<b>-</b>	<b>636,381</b>	<b>274,694</b>
<b>Net Operating Result</b>	<b>(529,981)</b>	<b>-</b>	<b>3,000</b>	<b>(526,981)</b>	<b>-</b>	<b>(526,981)</b>	<b>(242,124)</b>
<b>Net Operating Result before Capital Income</b>	<b>(529,981)</b>	<b>-</b>	<b>3,000</b>	<b>(526,981)</b>	<b>-</b>	<b>(526,981)</b>	<b>(242,124)</b>

**Notes:**

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2. Revised Budget = Original Budget +- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +- recommended changes for Council resolution as part of this Quarterly Budget

**Staff Establishment**

Budgeted Full Time Equivalents (excluding Casuals)	5.2
Budgeted Headcount (excluding casuals)	5.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	5.2

**Financial Commentary**

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Outside School Hours Care Service

Business & Property Services

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	205,969	-	-	205,969	-	205,969	78,568
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	306,763	-	-	306,763	-	306,763	149,587
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>512,732</b>	<b>-</b>	<b>-</b>	<b>512,732</b>	<b>-</b>	<b>512,732</b>	<b>228,155</b>
<b>Expenses</b>							
Employee Costs	408,119	-	-	408,119	-	408,119	163,631
Materials & Contracts	47,300	-	-	47,300	-	47,300	29,330
Other Expenses	-	-	-	-	-	-	51,221
Internal Expenses	7,737	-	-	7,737	-	7,737	4,185
<b>Total Expenses</b>	<b>463,156</b>	<b>-</b>	<b>-</b>	<b>463,156</b>	<b>-</b>	<b>463,156</b>	<b>248,367</b>
<b>Net Operating Result</b>	<b>49,577</b>	<b>-</b>	<b>-</b>	<b>49,577</b>	<b>-</b>	<b>49,577</b>	<b>(20,212)</b>
<b>Net Operating Result before Capital Income</b>	<b>49,577</b>	<b>-</b>	<b>-</b>	<b>49,577</b>	<b>-</b>	<b>49,577</b>	<b>(20,212)</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	3.3
Budgeted Headcount (excluding casuals)	5.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	1.5

### Financial Commentary

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Property Services

Business & Property Services

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD Actual
	Budget	Budget	Sep Review	Budget		Year End Result	
	2024/25	Carryovers				2024/25	
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	92,835	-	-	92,835	(85,586)	7,249	20,128
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	1,176,852	-	-	1,176,852	(336,989)	839,863	739,696
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>1,269,687</b>	<b>-</b>	<b>-</b>	<b>1,269,687</b>	<b>(422,575)</b>	<b>847,112</b>	<b>759,824</b>
<b>Expenses</b>							
Employee Costs	299,305	-	-	299,305	-	299,305	158,588
Materials & Contracts	112,843	-	-	112,843	33,600	146,443	90,612
Other Expenses	7,700	-	-	7,700	-	7,700	-
Internal Expenses	65,109	-	-	65,109	-	65,109	31,207
<b>Total Expenses</b>	<b>484,957</b>	<b>-</b>	<b>-</b>	<b>484,957</b>	<b>33,600</b>	<b>518,557</b>	<b>280,407</b>
<b>Net Operating Result</b>	<b>784,730</b>	<b>-</b>	<b>-</b>	<b>784,730</b>	<b>(456,175)</b>	<b>328,555</b>	<b>479,417</b>
<b>Net Operating Result before Capital Income</b>	<b>784,730</b>	<b>-</b>	<b>-</b>	<b>784,730</b>	<b>(456,175)</b>	<b>328,555</b>	<b>479,417</b>
<b>Capital Expenditure</b>							
Land	-	-	-	-	-	-	100,116
<b>Total Capital Expenditure</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,116</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)

Budgeted Headcount (excluding casuals)

Actual Full Time Equivalent as at the end of the Period (excluding Casuals)

2.3

3.0

2.4

### Financial Commentary

#### User Charges & Fees

\$81K Decrease in forecast facilities rental income from Country Golf Club.

\$4K Decrease in forecast facilities rental income from Sutton Forest Hall.

#### Other Revenues

\$12K Decrease in forecast lease revenue - 71 Station St Bowral Rental.

\$87K Decrease in forecast lease revenue - Mittagong Caravan Park Lease

\$28K Decrease in forecast lease revenue - Sutton Forest Hall Lease Income.

\$17K Decrease in forecast lease revenue - Lease Country Golf Club

\$24K Decrease in forecast lease revenue - Highlands Golf Club Lease

\$1K Decrease in forecast lease revenue - Licence to Pump Water LT3 Burradoo Kwong

\$1K Decrease in forecast lease revenue - RD Reserve Kangaloon/Horderns Lease

\$4K Decrease in forecast lease revenue - SH Taxi Mt Gibraltar Bowral

\$1K Decrease in forecast lease revenue - Highlands Media Mt Gibraltar Bowral

\$12K Decrease in forecast lease revenue - Endeavour Energy Mt Gibraltar Bowral

\$7K Decrease in forecast lease revenue - Berrima Coaches Mt Gibraltar Bowral

\$13K Decrease in forecast lease revenue - Metwide Communications Mt Gibraltar

\$1K Decrease in forecast lease revenue - H&D Roofing Part Loftus St Bowral

\$98K Decrease in forecast lease revenue - WIN Television NSW Mt Gibraltar Bowral

\$16K Decrease in forecast lease revenue - Vodafone Hutchinson Mt Gibraltar

\$1K Decrease in forecast lease revenue - Lease Pt Nicholson St Berrima

\$12K Decrease in forecast lease revenue - Southcoast Broadcasting Mt Gibraltar

\$1K Decrease in forecast lease revenue - Lease Income Groundwater Monitoring Sites.

#### Materials & Contracts

\$33K Increase in Property Services to recognise carryover funds from last year, not included in the original budget.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Southern Regional Livestock Exchange

Business & Property Services

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	1,086,065	-	-	1,086,065	-	1,086,065	717,033
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	8,000	-	-	8,000	-	8,000	482
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>1,094,065</b>	<b>-</b>	<b>-</b>	<b>1,094,065</b>	<b>-</b>	<b>1,094,065</b>	<b>717,515</b>
<b>Expenses</b>							
Employee Costs	280,227	-	-	280,227	-	280,227	104,131
Materials & Contracts	187,485	-	-	187,485	-	187,485	248,413
Internal Expenses	70,749	-	-	70,749	-	70,749	22,747
<b>Total Expenses</b>	<b>538,461</b>	<b>-</b>	<b>-</b>	<b>538,461</b>	<b>-</b>	<b>538,461</b>	<b>375,291</b>
<b>Net Operating Result</b>	<b>555,604</b>	<b>-</b>	<b>-</b>	<b>555,604</b>	<b>-</b>	<b>555,604</b>	<b>342,224</b>
<b>Net Operating Result before Capital Income</b>	<b>555,604</b>	<b>-</b>	<b>-</b>	<b>555,604</b>	<b>-</b>	<b>555,604</b>	<b>342,224</b>
<b>Capital Expenditure</b>							
Buildings and Other Structures	143,751	-	-	143,751	-	143,751	-
<b>Total Capital Expenditure</b>	<b>143,751</b>	<b>-</b>	<b>-</b>	<b>143,751</b>	<b>-</b>	<b>143,751</b>	<b>-</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	3.0
Budgeted Headcount (excluding casuals)	3.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	2.0

### Financial Commentary

No QBR2 budgetary changes proposed



# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Tourism and Events

Business & Property Services

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	1,019,600	-	-	1,019,600	-	1,019,600	1,003,284
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	54,200	-	-	54,200	-	54,200	15,991
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>1,073,800</b>	<b>-</b>	<b>-</b>	<b>1,073,800</b>	<b>-</b>	<b>1,073,800</b>	<b>1,019,275</b>
<b>Expenses</b>							
Employee Costs	764,847	-	(3,668)	761,179	-	761,179	425,537
Materials & Contracts	697,433	71,444	(35,000)	733,877	-	733,877	581,636
Other Expenses	1,040	-	-	1,040	-	1,040	2,909
Internal Expenses	91,131	-	-	91,131	-	91,131	25,870
<b>Total Expenses</b>	<b>1,554,452</b>	<b>71,444</b>	<b>(38,668)</b>	<b>1,587,227</b>	<b>-</b>	<b>1,587,227</b>	<b>1,035,952</b>
<b>Net Operating Result</b>	<b>(480,652)</b>	<b>(71,444)</b>	<b>38,668</b>	<b>(513,427)</b>	<b>-</b>	<b>(513,427)</b>	<b>(16,677)</b>
<b>Net Operating Result before Capital Income</b>	<b>(480,652)</b>	<b>(71,444)</b>	<b>38,668</b>	<b>(513,427)</b>	<b>-</b>	<b>(513,427)</b>	<b>(16,677)</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	6.2
Budgeted Headcount (excluding casuals)	7.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	6.2

### Financial Commentary

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 30 September - Financial Year 2024/25  
Income & Expenses - People & Culture

Org Level 3

	Original (1)	Approved Changes		Revised (2)	Recommended changes for Council Resolution	Projected (3)	YTD
	Budget 2024/25	Budget Carryovers	Budget Carryovers	Budget		Year End Result 2024/25	
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	10,000	-	-	10,000	-	10,000	3,956
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	385,534	-	-	385,534	-	385,534	96,384
<b>Total Income</b>	<b>395,534</b>	<b>-</b>	<b>-</b>	<b>395,534</b>	<b>-</b>	<b>395,534</b>	<b>100,339</b>
<b>Expenses</b>							
Employee Costs	568,039	-	-	568,039	(4,000)	564,039	193,693
Borrowing Costs	-	-	-	-	-	-	-
Materials & Contracts	525,140	-	-	525,140	24,500	549,640	498,647
Depreciation	-	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-	-
Internal Expenses	351,239	-	-	351,239	-	351,239	87,810
<b>Total Expenses</b>	<b>1,444,418</b>	<b>-</b>	<b>-</b>	<b>1,444,418</b>	<b>20,500</b>	<b>1,464,918</b>	<b>780,150</b>
<b>Net Operating Result</b>	<b>(1,048,884)</b>	<b>-</b>	<b>-</b>	<b>(1,048,884)</b>	<b>(20,500)</b>	<b>(1,069,384)</b>	<b>(679,810)</b>
<b>Net Operating Result before Capital Income</b>	<b>(1,048,884)</b>	<b>-</b>	<b>-</b>	<b>(1,048,884)</b>	<b>(20,500)</b>	<b>(1,069,384)</b>	<b>(679,810)</b>

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	9.0
Headcount (excluding casuals)	9.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	7.0

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +- recommended changes for Council resolution as part of this Quarterly Budget

### Service Description

This service captures the following activities:  
People & Culture  
Policy and Strategy Human Resources

### Financial Commentary

\$4K Decrease due to projected salary costs.  
\$24K Increase for legal costs and subscription.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - People and Culture

People & Culture

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	385,534	-	-	385,534	-	385,534	192,767
<b>Total Income</b>	<b>385,534</b>	<b>-</b>	<b>-</b>	<b>385,534</b>	<b>-</b>	<b>385,534</b>	<b>192,767</b>
<b>Expenses</b>							
Employee Costs	322,935	-	-	322,935	(4,000)	318,935	152,791
Materials & Contracts	76,140	-	-	76,140	24,500	100,640	257,916
Internal Expenses	343,971	-	-	343,971	-	343,971	171,440
<b>Total Expenses</b>	<b>743,046</b>	<b>-</b>	<b>-</b>	<b>743,046</b>	<b>20,500</b>	<b>763,546</b>	<b>582,147</b>
<b>Net Operating Result</b>	<b>(357,512)</b>	<b>-</b>	<b>-</b>	<b>(357,512)</b>	<b>(20,500)</b>	<b>(378,012)</b>	<b>(389,380)</b>
<b>Net Operating Result before Capital Income</b>	<b>(357,512)</b>	<b>-</b>	<b>-</b>	<b>(357,512)</b>	<b>(20,500)</b>	<b>(378,012)</b>	<b>(389,380)</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200

2. Revised Budget = Original Budget +- approved budget changes in previous Quarterly Budget Reviews

3. Projected Year End Result = Revised Budget +- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)

Budgeted Headcount (excluding casuals)

Actual Full Time Equivalent as at the end of the Period (excluding Casuals)

### Financial Commentary

\$4K Decrease due to projected salary costs.

\$24K Increase for legal costs and subscription.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**WINGECARRIBEE SHIRE COUNCIL**

**Budget Review for the Quarter ended 31 December - Financial Year 2024/25**

Income & Expenses - Policy & Strategy Human Resources

People & Culture

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	10,000	-	-	10,000	-	10,000	3,956
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>	<b>3,956</b>
<b>Expenses</b>							
Employee Costs	245,103	-	(119,078)	126,025	-	126,025	40,902
Materials & Contracts	449,000	-	-	449,000	-	449,000	240,731
Internal Expenses	7,268	-	-	7,268	-	7,268	3,634
<b>Total Expenses</b>	<b>701,371</b>	<b>-</b>	<b>(119,078)</b>	<b>582,293</b>	<b>-</b>	<b>582,293</b>	<b>285,267</b>
<b>Net Operating Result</b>	<b>(691,371)</b>	<b>-</b>	<b>119,078</b>	<b>(572,293)</b>	<b>-</b>	<b>(572,293)</b>	<b>(281,311)</b>
<b>Net Operating Result before Capital Income</b>	<b>(691,371)</b>	<b>-</b>	<b>119,078</b>	<b>(572,293)</b>	<b>-</b>	<b>(572,293)</b>	<b>(281,311)</b>

**Notes:**

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +- recommended changes for Council resolution as part of this Quarterly Budget

**Staff Establishment**

Budgeted Full Time Equivalents (excluding Casuals)  
Budgeted Headcount (excluding casuals)  
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)

**Financial Commentary**

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 30 September - Financial Year 2024/25

Income & Expenses - Governance & Corporate Performance

Org Level 3

	Original (1)	Approved Changes		Revised (2)	Recommended changes for Council Resolution	Projected (3)	YTD
	Budget 2024/25	Budget Carryovers	Budget Carryovers	Budget		Year End Result 2024/25	
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	2,000	-	-	2,000	-	2,000	(832)
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	84,000	111,143	111,143	528,572	-	528,572	232,399
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	2,774,788	-	-	2,774,788	-	2,774,788	693,697
<b>Total Income</b>	<b>2,860,788</b>	<b>111,143</b>	<b>111,143</b>	<b>3,305,360</b>	<b>-</b>	<b>3,305,360</b>	<b>925,264</b>
<b>Expenses</b>							
Employee Costs	4,046,472	-	-	4,046,472	-	4,046,472	1,938,909
Borrowing Costs	-	-	-	-	-	-	-
Materials & Contracts	2,591,521	677,528	677,528	5,301,634	17,000	5,318,634	2,509,769
Depreciation	-	-	-	-	-	-	-
Other Expenses	300	-	-	300	-	300	75
Internal Expenses	222,673	-	-	222,673	-	222,673	55,668
<b>Total Expenses</b>	<b>6,860,965</b>	<b>677,528</b>	<b>677,528</b>	<b>9,571,078</b>	<b>17,000</b>	<b>9,588,078</b>	<b>4,504,421</b>
<b>Net Operating Result</b>	<b>(4,000,177)</b>	<b>(566,385)</b>	<b>(566,385)</b>	<b>(6,265,718)</b>	<b>(17,000)</b>	<b>(6,282,718)</b>	<b>(3,579,157)</b>
<b>Net Operating Result before Capital Income</b>	<b>(4,000,177)</b>	<b>(566,385)</b>	<b>(566,385)</b>	<b>(6,265,718)</b>	<b>(17,000)</b>	<b>(6,282,718)</b>	<b>(3,579,157)</b>

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	15.0
Headcount (excluding casuals)	15.0
Actual Full Time Equivalent as at the end of the Period (exclur	10.0

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Service Description

This service captures the following activities:

- Governance & Corporate Performance
- Governance
- Integrated Risk Management
- Strategy & Business Improvement

### Financial Commentary

\$17K Increase for Audit Risk Committee as per council resolution 19.06.24.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Governance and Corporate Performance

Governance & Corporate Performance

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	2,000	-	-	2,000	-	2,000	713
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	574,789	-	-	574,789	-	574,789	287,394
<b>Total Income</b>	<b>576,789</b>	-	-	<b>576,789</b>	-	<b>576,789</b>	<b>288,107</b>
<b>Expenses</b>							
Employee Costs	322,759	-	(10,165)	312,594	-	312,594	157,149
Materials & Contracts	27,500	-	-	27,500	-	27,500	112,628
Internal Expenses	191,093	-	-	191,093	-	191,093	95,971
<b>Total Expenses</b>	<b>541,352</b>	-	<b>(10,165)</b>	<b>531,187</b>	-	<b>531,187</b>	<b>365,748</b>
<b>Net Operating Result</b>	<b>35,438</b>	-	<b>10,165</b>	<b>45,603</b>	-	<b>45,603</b>	<b>(77,641)</b>
<b>Net Operating Result before Capital Income</b>	<b>35,438</b>	-	<b>10,165</b>	<b>45,603</b>	-	<b>45,603</b>	<b>(77,641)</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	2.0
Budgeted Headcount (excluding casuals)	2.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	2.0

### Financial Commentary

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Governance

Governance & Corporate Performance

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	-	-	-	-	-	-	-
<b>Expenses</b>							
Employee Costs	582,802	-	-	582,802	-	582,802	189,344
Materials & Contracts	360,580	-	-	360,580	17,000	377,580	115,761
Other Expenses	300	-	-	300	-	300	-
Internal Expenses	12,403	-	-	12,403	-	12,403	6,202
<b>Total Expenses</b>	<b>956,085</b>	-	-	<b>956,085</b>	<b>17,000</b>	<b>973,085</b>	<b>311,307</b>
<b>Net Operating Result</b>	<b>(956,085)</b>	-	-	<b>(956,085)</b>	<b>(17,000)</b>	<b>(973,085)</b>	<b>(311,307)</b>
<b>Net Operating Result before Capital Income</b>	<b>(956,085)</b>	-	-	<b>(956,085)</b>	<b>(17,000)</b>	<b>(973,085)</b>	<b>(311,307)</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	5.0
Budgeted Headcount (excluding casuals)	5.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	3.0

### Financial Commentary

#### Materials & Contracts

\$17K Increase for Audit Risk Committee as per council resolution 19.06.24.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Integrated Risk Management

### Governance & Corporate Performance

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	(1,545)
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	84,000	111,143	145,965	341,108	-	341,108	232,399
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	2,199,999	-	-	2,199,999	-	2,199,999	1,100,000
<b>Total Income</b>	<b>2,283,999</b>	<b>111,143</b>	<b>145,965</b>	<b>2,541,107</b>	<b>-</b>	<b>2,541,107</b>	<b>1,330,854</b>
<b>Expenses</b>							
Employee Costs	2,869,503	-	(45,945)	2,823,558	-	2,823,558	1,387,043
Materials & Contracts	1,943,440	538,047	-	2,481,487	-	2,481,487	2,178,522
Internal Expenses	13,919	-	-	13,919	-	13,919	6,959
<b>Total Expenses</b>	<b>4,826,862</b>	<b>538,047</b>	<b>(45,945)</b>	<b>5,318,964</b>	<b>-</b>	<b>5,318,964</b>	<b>3,572,524</b>
<b>Net Operating Result</b>	<b>(2,542,863)</b>	<b>(426,904)</b>	<b>191,910</b>	<b>(2,777,857)</b>	<b>-</b>	<b>(2,777,857)</b>	<b>(2,241,670)</b>
<b>Net Operating Result before Capital Income</b>	<b>(2,542,863)</b>	<b>(426,904)</b>	<b>191,910</b>	<b>(2,777,857)</b>	<b>-</b>	<b>(2,777,857)</b>	<b>(2,241,670)</b>

#### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

#### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	6.0
Budgeted Headcount (excluding casuals)	6.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	4.0

#### Financial Commentary

No QBR2 budgetary changes proposed



# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Strategy and Business Improvement

Governance & Corporate Performance

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	-	-	-	-	-	-	-
<b>Expenses</b>							
Employee Costs	271,408	-	-	271,408	-	271,408	205,373
Materials & Contracts	260,000	139,481	-	399,481	-	399,481	102,858
Internal Expenses	5,258	-	-	5,258	-	5,258	2,629
<b>Total Expenses</b>	<b>536,667</b>	<b>139,481</b>	-	<b>676,148</b>	-	<b>676,148</b>	<b>310,860</b>
<b>Net Operating Result</b>	<b>(536,667)</b>	<b>(139,481)</b>	-	<b>(676,148)</b>	-	<b>(676,148)</b>	<b>(310,860)</b>
<b>Net Operating Result before Capital Income</b>	<b>(536,667)</b>	<b>(139,481)</b>	-	<b>(676,148)</b>	-	<b>(676,148)</b>	<b>(310,860)</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	2.0
Budgeted Headcount (excluding casuals)	2.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	1.0

### Financial Commentary

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 30 September - Financial Year 2024/25

Income & Expenses - Information & Customer Services

Org Level 3

	Original (1)	Approved Changes		Revised (2)	Recommended changes for Council Resolution	Projected (3)	YTD
	Budget 2024/25	Budget Carryovers	Budget Carryovers	Budget		Year End Result 2024/25	
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	650	-	-	650	-	650	3,226
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	15,835	-	-	15,835	(15,000)	835	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	1,415,315	-	-	1,415,315	-	1,415,315	353,829
<b>Total Income</b>	<b>1,431,800</b>	<b>-</b>	<b>-</b>	<b>1,431,800</b>	<b>(15,000)</b>	<b>1,416,800</b>	<b>357,055</b>
<b>Expenses</b>							
Employee Costs	3,773,539	-	-	3,773,539	(80,000)	3,693,539	1,815,648
Borrowing Costs	-	-	-	-	-	-	(2,894)
Materials & Contracts	4,474,190	87,033	87,033	4,822,321	175,000	4,997,321	3,265,843
Depreciation	300,000	-	-	300,000	-	300,000	-
Other Expenses	65,500	-	-	65,500	-	65,500	-
Internal Expenses	331,235	-	-	331,235	-	331,235	82,809
<b>Total Expenses</b>	<b>8,944,464</b>	<b>87,033</b>	<b>87,033</b>	<b>9,292,595</b>	<b>95,000</b>	<b>9,387,595</b>	<b>5,161,406</b>
<b>Net Operating Result</b>	<b>(7,512,665)</b>	<b>(87,033)</b>	<b>(87,033)</b>	<b>(7,860,795)</b>	<b>(110,000)</b>	<b>(7,970,795)</b>	<b>(4,804,351)</b>
<b>Net Operating Result before Capital Income</b>	<b>(7,512,665)</b>	<b>(87,033)</b>	<b>(87,033)</b>	<b>(7,860,795)</b>	<b>(110,000)</b>	<b>(7,970,795)</b>	<b>(4,804,351)</b>
<b>Capital Expenditure</b>							
Plant & Equipment	2,320,000	554,737	554,737	4,538,948	(107,800)	4,431,148	603,353
Land	-	-	-	-	-	-	-
Buildings and Other Structures	-	-	-	-	-	-	-
Bridges	-	-	-	-	-	-	-
Footpaths	-	-	-	-	-	-	-
Roads	-	-	-	-	-	-	-
Stormwater Drainage	-	-	-	-	-	-	-
Other Infrastructure	-	-	-	-	-	-	-
Open Space/Recreational Assets	-	-	-	-	-	-	-
Water Supply Network	-	-	-	-	-	-	-
Sewerage Network	-	-	-	-	-	-	-
Other Assets	-	-	-	-	-	-	-
<b>Total Capital Expenditure</b>	<b>2,320,000</b>	<b>554,737</b>	<b>554,737</b>	<b>4,538,948</b>	<b>(107,800)</b>	<b>4,431,148</b>	<b>603,353</b>

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	36.4
Headcount (excluding casuals)	39.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	31.1

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Service Description

This service captures the following activities:

- Chief Information Officer
- Facilities & Bookings
- Corporate Information
- Customer experience
- Information & Communication Technology Operations
- Corporate Systems

### Financial Commentary

\$25K Transfer for Depot Security Upgrades.  
 \$132K Reclassification from CAPEX to OPEX for Cyber Security Penetration Testing (no net impact).  
 \$80K Decrease in salary costs, reallocated to Materials & Contracts.  
 \$80K Increase for Jigsaw - Offsite Scanning Project.  
 \$15K Transfer to Health and Wellbeing - Revenue from Fire Safety Administration Fee (no net impact).

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Chief Information Officer

### Information & Customer Services

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	1,415,315	-	-	1,415,315	-	1,415,315	707,658
<b>Total Income</b>	<b>1,415,315</b>	<b>-</b>	<b>-</b>	<b>1,415,315</b>	<b>-</b>	<b>1,415,315</b>	<b>707,658</b>
<b>Expenses</b>							
Employee Costs	477,808	-	(29,326)	448,482	-	448,482	205,040
Materials & Contracts	5,700	-	-	5,700	-	5,700	114,255
Internal Expenses	221,529	-	-	221,529	-	221,529	110,764
<b>Total Expenses</b>	<b>705,037</b>	<b>-</b>	<b>(29,326)</b>	<b>675,711</b>	<b>-</b>	<b>675,711</b>	<b>430,059</b>
<b>Net Operating Result</b>	<b>710,278</b>	<b>-</b>	<b>29,326</b>	<b>739,604</b>	<b>-</b>	<b>739,604</b>	<b>277,599</b>
<b>Net Operating Result before Capital Income</b>	<b>710,278</b>	<b>-</b>	<b>29,326</b>	<b>739,604</b>	<b>-</b>	<b>739,604</b>	<b>277,599</b>

#### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +- recommended changes for Council resolution as part of this Quarterly Budget

#### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	6.0
Budgeted Headcount (excluding casuals)	6.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	5.0

#### Financial Commentary

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Facilities and Bookings

Information & Customer Services

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD Actual
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	4,429
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	-	-	-	-	-	-	<b>4,429</b>
<b>Expenses</b>							
Employee Costs	121,928	-	(50,000)	71,928	-	71,928	86,939
Materials & Contracts	-	87,033	-	87,033	-	87,033	8,974
Other Expenses	65,500	-	-	65,500	-	65,500	4,192
Internal Expenses	3,670	-	-	3,670	-	3,670	1,835
<b>Total Expenses</b>	<b>191,098</b>	<b>87,033</b>	<b>(50,000)</b>	<b>228,131</b>	<b>-</b>	<b>228,131</b>	<b>101,940</b>
<b>Net Operating Result</b>	<b>(191,098)</b>	<b>(87,033)</b>	<b>50,000</b>	<b>(228,131)</b>	<b>-</b>	<b>(228,131)</b>	<b>(97,511)</b>
<b>Net Operating Result before Capital Income</b>	<b>(191,098)</b>	<b>(87,033)</b>	<b>50,000</b>	<b>(228,131)</b>	<b>-</b>	<b>(228,131)</b>	<b>(97,511)</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	2.6
Budgeted Headcount (excluding casuals)	3.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	1.0

### Financial Commentary

No QBR2 budgetary changes proposed

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**WINGECARRIBEE SHIRE COUNCIL**

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Corporate Information

Information & Customer Services

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget	Budget	Sep Review	Budget		Year End Result	Actual
	2024/25	Carryovers				2024/25	
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	-	-	-	-	-	-	-
<b>Expenses</b>							
Employee Costs	647,913	-	-	647,913	(80,000)	567,913	243,876
Materials & Contracts	232,350	-	-	232,350	80,000	312,350	123,940
Internal Expenses	20,244	-	-	20,244	-	20,244	8,010
<b>Total Expenses</b>	<b>900,507</b>	-	-	<b>900,507</b>	-	<b>900,507</b>	<b>375,826</b>
<b>Net Operating Result</b>	<b>(900,507)</b>	-	-	<b>(900,507)</b>	-	<b>(900,507)</b>	<b>(375,826)</b>
<b>Net Operating Result before Capital Income</b>	<b>(900,507)</b>	-	-	<b>(900,507)</b>	-	<b>(900,507)</b>	<b>(375,826)</b>

**Notes:**

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +- recommended changes for Council resolution as part of this Quarterly Budget

**Staff Establishment**

Budgeted Full Time Equivalents (excluding Casuals)	7.0
Budgeted Headcount (excluding casuals)	7.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	6.0

**Financial Commentary**

\$80K Decrease in salary costs, reallocated to Materials & Contracts.  
\$80K Increase for Jigsaw - Offsite Scanning Project.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Customer Experience

### Information & Customer Services

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	650	-	-	650	-	650	(1,203)
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	15,835	-	-	15,835	(15,000)	835	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>16,485</b>	<b>-</b>	<b>-</b>	<b>16,485</b>	<b>(15,000)</b>	<b>1,485</b>	<b>(1,203)</b>
<b>Expenses</b>							
Employee Costs	1,005,054	-	-	1,005,054	-	1,005,054	513,749
Materials & Contracts	85,780	-	-	85,780	-	85,780	46,592
Internal Expenses	20,718	-	-	20,718	-	20,718	10,359
<b>Total Expenses</b>	<b>1,111,552</b>	<b>-</b>	<b>-</b>	<b>1,111,552</b>	<b>-</b>	<b>1,111,552</b>	<b>570,700</b>
<b>Net Operating Result</b>	<b>(1,095,067)</b>	<b>-</b>	<b>-</b>	<b>(1,095,067)</b>	<b>(15,000)</b>	<b>(1,110,067)</b>	<b>(571,903)</b>
<b>Net Operating Result before Capital Income</b>	<b>(1,095,067)</b>	<b>-</b>	<b>-</b>	<b>(1,095,067)</b>	<b>(15,000)</b>	<b>(1,110,067)</b>	<b>(571,903)</b>

#### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200

2. Revised Budget = Original Budget +- approved budget changes in previous Quarterly Budget Reviews

3. Projected Year End Result = Revised Budget +- recommended changes for Council resolution as part of this Quarterly Budget

#### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)

11.9

Budgeted Headcount (excluding casuals)

14.0

Actual Full Time Equivalent as at the end of the Period (excluding Casuals)

10.1

#### Financial Commentary

##### Other Revenues

\$15K Transfer to Health and Wellbeing - Revenue from Fire Safety Administration Fee (no net impact).

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**WINGECARRIBEE SHIRE COUNCIL**

**Budget Review for the Quarter ended 31 December - Financial Year 2024/25**

Income & Expenses - Information and Communication Technology Operations

**Information & Customer Services**

**Org Level 4**

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget	Budget	Sep Review	Budget		Year End Result	Actual
	2024/25	Carryovers				2024/25	
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	-	-	-	-	-	-	-
<b>Expenses</b>							
Employee Costs	781,655	-	-	781,655	-	781,655	397,715
Borrowing Costs	-	-	-	-	-	-	(2,894)
Materials & Contracts	1,248,360	-	-	1,248,360	95,000.00	1,343,360	629,533
Depreciation	300,000	-	-	300,000	-	300,000	-
Internal Expenses	49,409	-	-	49,409	-	49,409	24,473
<b>Total Expenses</b>	<b>2,379,424</b>	-	-	<b>2,379,424</b>	<b>95,000</b>	<b>2,474,424</b>	<b>1,048,827</b>
<b>Net Operating Result</b>	<b>(2,379,424)</b>	-	-	<b>(2,379,424)</b>	<b>(95,000)</b>	<b>(2,474,424)</b>	<b>(1,048,827)</b>
<b>Net Operating Result before Capital Income</b>	<b>(2,379,424)</b>	-	-	<b>(2,379,424)</b>	<b>(95,000)</b>	<b>(2,474,424)</b>	<b>(1,048,827)</b>
<b>Capital Expenditure</b>							
Plant & Equipment	325,000	52,800	-	377,800	(132,800)	245,000	5,000
<b>Total Capital Expenditure</b>	<b>325,000</b>	<b>52,800</b>	-	<b>377,800</b>	<b>(132,800)</b>	<b>245,000</b>	<b>5,000</b>

**Notes:**

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +- recommended changes for Council resolution as part of this Quarterly Budget

**Staff Establishment**

Budgeted Full Time Equivalents (excluding Casuals)	6.0
Budgeted Headcount (excluding casuals)	6.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	5.0

**Financial Commentary**

- \$132K Reclassification from CAPEX to OPEX for Cyber Security Penetration Testing (no net impact).
- \$95K Reclassification from CAPEX to OPEX for Cyber Security Penetration Testing (net saving - budget reduction).

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Corporate Systems

### Information & Customer Services

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	-	-	-	-	-	-	-
<b>Expenses</b>							
Employee Costs	739,181	-	-	739,181	-	739,181	368,329
Materials & Contracts	2,902,000	-	-	2,902,000	-	2,902,000	2,342,549
Internal Expenses	15,665	-	-	15,665	-	15,665	7,832
<b>Total Expenses</b>	<b>3,656,846</b>	-	-	<b>3,656,846</b>	-	<b>3,656,846</b>	<b>2,718,710</b>
<b>Net Operating Result</b>	<b>(3,656,846)</b>	-	-	<b>(3,656,846)</b>	-	<b>(3,656,846)</b>	<b>(2,718,710)</b>
<b>Net Operating Result before Capital Income</b>	<b>(3,656,846)</b>	-	-	<b>(3,656,846)</b>	-	<b>(3,656,846)</b>	<b>(2,718,710)</b>
<b>Capital Expenditure</b>							
Plant & Equipment	1,995,000	501,937	-	2,496,937	25,000	2,521,937	598,353
<b>Total Capital Expenditure</b>	<b>1,995,000</b>	<b>501,937</b>	<b>(460,000)</b>	<b>2,496,937</b>	<b>25,000</b>	<b>2,521,937</b>	<b>598,353</b>

#### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

#### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	5.9
Budgeted Headcount (excluding casuals)	6.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	6.0

#### Financial Commentary

##### Plant & Equipment

\$25K Transfer for Depot Security Upgrades.



# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 30 September - Financial Year 2024/25

Income & Expenses - Assets

Org Level 3

	Original (1)	Approved Changes		Revised (2)	Recommended changes for Council Resolution	Projected (3)	YTD
	Budget 2024/25	Budget Carryovers	Budget Carryovers	Budget		Year End Result 2024/25	
<b>Income</b>							
Rates & Annual Charges	(165,463)	-	-	(165,463)	-	(165,463)	(104,558)
User Charges & Fees	421,632	-	-	421,632	-	421,632	210,592
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	516
Grants & Contribution - Operating	155,137	-	-	155,137	-	155,137	55,973
Grants & Contribution - Capital	-	588,855	588,855	2,355,420	-	2,355,420	552,974
Internal Income	605,771	-	588,855	2,372,336	-	2,372,336	151,443
<b>Total Income</b>	<b>1,017,077</b>	<b>588,855</b>	<b>1,177,710</b>	<b>5,139,062</b>	<b>-</b>	<b>5,139,062</b>	<b>866,940</b>
<b>Expenses</b>							
Employee Costs	-	-	-	-	-	-	-
Borrowing Costs	3,497,448	-	-	3,497,448	-	3,497,448	1,431,798
Materials & Contracts	-	-	-	-	120,626	120,626	-
Depreciation	2,185,903	-	-	2,185,903	-	2,185,903	1,343,309
Other Expenses	37,326,559	-	-	37,326,559	-	37,326,559	-
Internal Expenses	1,902,928	-	-	1,902,928	-	1,902,928	475,732
<b>Total Expenses</b>	<b>44,912,838</b>	<b>-</b>	<b>-</b>	<b>44,912,838</b>	<b>120,626</b>	<b>45,033,464</b>	<b>3,250,838</b>
<b>Net Operating Result</b>	<b>(43,895,760)</b>	<b>588,855</b>	<b>1,177,710</b>	<b>(39,773,775)</b>	<b>(120,626)</b>	<b>(39,894,401)</b>	<b>(2,383,899)</b>
<b>Net Operating Result before Capital Income</b>	<b>(43,895,760)</b>	<b>-</b>	<b>588,855</b>	<b>(42,129,195)</b>	<b>(120,626)</b>	<b>(42,249,821)</b>	<b>(2,936,873)</b>
<b>Capital Expenditure</b>							
Plant & Equipment	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-
Buildings and Other Structures	157,500	615,440	615,440	2,619,260	-	2,619,260	184,035
Bridges	-	-	-	-	-	-	-
Footpaths	-	-	-	-	-	-	-
Roads	-	12,000	12,000	48,000	-	48,000	12,000
Stormwater Drainage	-	-	-	-	-	-	-
Other Infrastructure	-	-	-	-	-	-	-
Open Space/Recreational Assets	-	-	-	-	-	-	-
Water Supply Network	200,000	-	-	200,000	-	200,000	25,585
Sewerage Network	350,000	-	-	350,000	-	350,000	6,366
Other Assets	40,000	-	-	40,000	20,000	60,000	13,411
<b>Total Capital Expenditure</b>	<b>747,500</b>	<b>627,440</b>	<b>627,440</b>	<b>3,257,260</b>	<b>20,000</b>	<b>3,277,260</b>	<b>241,397</b>

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	25.2
Headcount (excluding casuals)	27.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	24.6

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Service Description

This service captures the following activities:

- Assets
- Parks & Buildings Assets
- Roads & Drainage Assets
- Water Assets including Wastewater

### Financial Commentary

- \$26K Increase to recognise carryover funds for Public Cemeteries.
- \$13K Increase for Vietnam War Memorial & Cherry Tree Walk - Carryover funds.
- \$54K Increase for Community & Recreational Facilities Strategy - Carryover funds (\$25K transferred from internal).
- \$10K Increase for Bus Shelter Station St Mittagong - Concrete slab works.
- \$10K Increase for Bus Shelter Lions Park Mittagong - Concrete slab works.
- \$20K Decrease for Pavement Management Software Data Collection.
- \$18K Increase for Floodplain Management Program - Carryover funds.
- \$30K Increase for Stormwater Quality Improvement Devices - Carryover funds.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Assets

Assets

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD Actual
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	605,771	-	-	605,771	-	605,771	302,886
<b>Total Income</b>	<b>605,771</b>	<b>-</b>	<b>-</b>	<b>605,771</b>	<b>-</b>	<b>605,771</b>	<b>302,886</b>
<b>Expenses</b>							
Employee Costs	400,021	-	-	400,021	-	400,021	215,603
Materials & Contracts	70,000	-	-	70,000	-	70,000	107,775
Depreciation	29,120,583	-	-	29,120,583	-	29,120,583	14,560,292
Internal Expenses	205,751	-	-	205,751	-	205,751	102,875
<b>Total Expenses</b>	<b>29,796,355</b>	<b>-</b>	<b>-</b>	<b>29,796,355</b>	<b>-</b>	<b>29,796,355</b>	<b>14,986,545</b>
<b>Net Operating Result</b>	<b>(29,190,584)</b>	<b>-</b>	<b>-</b>	<b>(29,190,584)</b>	<b>-</b>	<b>(29,190,584)</b>	<b>(14,683,659)</b>
<b>Net Operating Result before Capital Income</b>	<b>(29,190,584)</b>	<b>-</b>	<b>-</b>	<b>(29,190,584)</b>	<b>-</b>	<b>(29,190,584)</b>	<b>(14,683,659)</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	2.6
Budgeted Headcount (excluding casuals)	3.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	3.0

### Financial Commentary

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Park and Building Assets

Assets

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	390,000	-	60,000	450,000	-	450,000	195,721
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	20,000
Grants & Contribution - Capital	-	588,855	-	588,855	-	588,855	552,974
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>390,000</b>	<b>588,855</b>	<b>60,000</b>	<b>1,038,855</b>	<b>-</b>	<b>1,038,855</b>	<b>768,695</b>
<b>Expenses</b>							
Employee Costs	984,206	-	(72,499)	911,707	-	911,707	446,263
Materials & Contracts	227,099	-	-	227,099	93,147	320,246	325,691
Internal Expenses	261,601	-	-	261,601	-	261,601	128,135
<b>Total Expenses</b>	<b>1,472,907</b>	<b>-</b>	<b>(72,499)</b>	<b>1,400,408</b>	<b>93,147</b>	<b>1,493,555</b>	<b>900,089</b>
<b>Net Operating Result</b>	<b>(1,082,907)</b>	<b>588,855</b>	<b>132,499</b>	<b>(361,553)</b>	<b>(93,147)</b>	<b>(454,700)</b>	<b>(131,394)</b>
<b>Net Operating Result before Capital Income</b>	<b>(1,082,907)</b>	<b>-</b>	<b>132,499</b>	<b>(950,408)</b>	<b>(93,147)</b>	<b>(1,043,555)</b>	<b>(684,368)</b>
<b>Capital Expenditure</b>							
Buildings and Other Structures	157,500	615,440	(40,000)	732,940	-	732,940	184,035
Other Assets	40,000	-	-	40,000	20,000	60,000	13,411
<b>Total Capital Expenditure</b>	<b>197,500</b>	<b>615,440</b>	<b>(40,000)</b>	<b>772,940</b>	<b>20,000</b>	<b>792,940</b>	<b>197,446</b>
<b>Principal Loan Repayments</b>							
Principal Loan Repayments	54,429	-	-	54,429	-	54,429	-
<b>Total Principal Loan Repayments</b>	<b>54,429</b>	<b>-</b>	<b>-</b>	<b>54,429</b>	<b>-</b>	<b>54,429</b>	<b>-</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	8.0
Budgeted Headcount (excluding casuals)	8.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	8.0

### Financial Commentary

#### Materials & Contracts

\$26K Increase to recognise carryover funds for Public Cemeteries.  
 \$13K Increase for Vietnam War Memorial & Cherry Tree Walk - Carryover funds.  
 \$54K Increase for Community & Recreational Facilities Strategy - Carryover funds (\$25K transferred from internal).

#### Other Assets

\$10K Increase for Bus Shelter Station St Mittagong - Concrete slab works.  
 \$10K Increase for Bus Shelter Lions Park Mittagong - Concrete slab works.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Roads and Drainage Assets

Assets

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD Actual
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	31,632	-	-	31,632	-	31,632	14,871
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	516
Grants & Contribution - Operating	155,137	-	37,381	192,518	-	192,518	35,973
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>186,769</b>	<b>-</b>	<b>37,381</b>	<b>224,150</b>	<b>-</b>	<b>224,150</b>	<b>51,360</b>
<b>Expenses</b>							
Employee Costs	1,247,672	-	-	1,247,672	-	1,247,672	558,193
Materials & Contracts	898,600	-	-	898,600	27,479	926,079	529,335
Internal Expenses	328,868	-	-	328,868	-	328,868	164,434
<b>Total Expenses</b>	<b>2,475,140</b>	<b>-</b>	<b>-</b>	<b>2,475,140</b>	<b>27,479</b>	<b>2,502,619</b>	<b>1,251,962</b>
<b>Net Operating Result</b>	<b>(2,288,370)</b>	<b>-</b>	<b>37,381</b>	<b>(2,250,989)</b>	<b>(27,479)</b>	<b>(2,278,468)</b>	<b>(1,200,602)</b>
<b>Net Operating Result before Capital Income</b>	<b>(2,288,370)</b>	<b>-</b>	<b>37,381</b>	<b>(2,250,989)</b>	<b>(27,479)</b>	<b>(2,278,468)</b>	<b>(1,200,602)</b>
<b>Capital Expenditure</b>							
Roads	-	12,000	-	12,000	-	12,000	12,000
<b>Total Capital Expenditure</b>	<b>-</b>	<b>12,000</b>	<b>-</b>	<b>12,000</b>	<b>-</b>	<b>12,000</b>	<b>12,000</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	9.6
Budgeted Headcount (excluding casuals)	10.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	9.6

### Financial Commentary

#### Materials & Contracts

- \$20K Decrease for Pavement Management Software Data Collection.
- \$18K Increase for Floodplain Management Program - Carryover funds.
- \$30K Increase for Stormwater Quality Improvement Devices - Carryover funds.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Water Assets including Wastewater

### Assets

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	(165,463)	-	-	(165,463)	-	(165,463)	(104,558)
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>(165,463)</b>	<b>-</b>	<b>-</b>	<b>(165,463)</b>	<b>-</b>	<b>(165,463)</b>	<b>(104,558)</b>
<b>Expenses</b>							
Employee Costs	865,549	-	-	865,549	-	865,549	211,739
Materials & Contracts	990,203	-	-	990,203	-	990,203	380,508
Depreciation	8,205,976	-	-	8,205,976	-	8,205,976	2,237,993
Internal Expenses	1,106,708	-	-	1,106,708	-	1,106,708	276,677
<b>Total Expenses</b>	<b>11,168,437</b>	<b>-</b>	<b>-</b>	<b>11,168,437</b>	<b>-</b>	<b>11,168,437</b>	<b>3,106,917</b>
<b>Net Operating Result</b>	<b>(11,333,900)</b>	<b>-</b>	<b>-</b>	<b>(11,333,900)</b>	<b>-</b>	<b>(11,333,900)</b>	<b>(3,211,475)</b>
<b>Net Operating Result before Capital Income</b>	<b>(11,333,900)</b>	<b>-</b>	<b>-</b>	<b>(11,333,900)</b>	<b>-</b>	<b>(11,333,900)</b>	<b>(3,211,475)</b>
<b>Capital Expenditure</b>							
Water Supply Network	200,000	-	-	200,000	-	200,000	25,585
Sewerage Network	350,000	-	-	350,000	-	350,000	6,366
<b>Total Capital Expenditure</b>	<b>550,000</b>	<b>-</b>	<b>-</b>	<b>550,000</b>	<b>-</b>	<b>550,000</b>	<b>31,951</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	5.0
Budgeted Headcount (excluding casuals)	5.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	4.0

### Financial Commentary

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 30 September - Financial Year 2024/25

Income & Expenses - Project Delivery

Org Level 3

	Original (1)	Approved Changes		Revised (2)	Recommended changes for Council Resolution	Projected (3)	YTD
	Budget 2024/25	Budget Carryovers	Budget Carryovers	Budget		Year End Result 2024/25	
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	29,117,628	-	-	29,117,628	207,148	29,324,776	5,001,913
Internal Income	1,282,348	-	-	1,282,348	-	1,282,348	320,587
<b>Total Income</b>	<b>30,399,976</b>	-	-	<b>30,399,976</b>	<b>207,148</b>	<b>30,607,124</b>	<b>5,322,500</b>
<b>Expenses</b>							
Employee Costs	(195,748)	-	-	(195,748)	-	(195,748)	652,652
Borrowing Costs	-	-	-	-	-	-	-
Materials & Contracts	52,218	-	-	52,218	(3,043,747)	(2,991,529)	2,496,072
Depreciation	-	-	-	-	-	-	-
Other Expenses	640,005	-	-	640,005	(3,043,747)	(2,403,742)	(3,043,747)
Internal Expenses	452,484	-	-	452,484	-	452,484	113,121
<b>Total Expenses</b>	<b>948,959</b>	-	-	<b>948,959</b>	<b>(6,087,494)</b>	<b>(5,138,535)</b>	<b>218,098</b>
<b>Net Operating Result</b>	<b>29,451,017</b>	-	-	<b>29,451,017</b>	<b>6,294,642</b>	<b>35,745,659</b>	<b>5,104,402</b>
<b>Net Operating Result before Capital Income</b>	<b>333,389</b>	-	-	<b>333,389</b>	<b>6,087,494</b>	<b>6,420,883</b>	<b>102,489</b>
<b>Capital Expenditure</b>							
Plant & Equipment	8,687,395	4,811,965	4,811,965	27,935,255	211,648	28,146,903	6,268,584
Land	2,849,000	316,110	316,110	4,113,440	-	4,113,440	123,877
Buildings and Other Structures	-	(0)	(0)	(1)	-	(1)	22,727
Bridges	849,483	3,068,044	3,068,044	13,121,659	(185,000)	12,936,659	2,559,442
Footpaths	1,795,000	948,287	948,287	5,588,148	85,000	5,673,148	1,207,616
Roads	1,885,003	387,426	387,426	3,434,707	200,000	3,634,707	757,427
Stormwater Drainage	5,935,000	1,455,004	1,455,004	11,755,016	(100,000)	11,655,016	2,854,366
Other Infrastructure	5,700,000	566,295	566,295	7,965,180	-	7,965,180	1,333,891
Open Space/Recreational Assets	49,003,329	993,813	993,813	52,978,581	70,000	53,048,581	15,227,188
Water Supply Network	-	-	-	-	-	-	-
Sewerage Network	72,123,207	10,714,827	993,813	85,819,473	(3,414,799)	82,404,674	26,715,073
Other Assets	-	-	-	-	-	-	-
<b>Total Capital Expenditure</b>	<b>148,827,417</b>	<b>23,261,770</b>	<b>13,540,757</b>	<b>212,711,457</b>	<b>(3,133,151)</b>	<b>209,578,306</b>	<b>57,070,191</b>

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	26.0
Headcount (excluding casuals)	26.0
Actual Full Time Equivalent as at the end of the Period (exclud	23

### Notes:

- Original Budget was adopted by Council on 26 June 2024 MN 2024/200
- Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
- Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Service Description

This service captures the following activities:  
 Project Delivery  
 Project Management Capital Works  
 Project Management Roads & Drainage

### Financial Commentary

- \$7K Contribution from HTCA for Play Space Renewal Program.
- \$3.04M Decrease for Welby Rehabilitation - Phased to 2025/26.
- \$60K Increase for Bowral Memorial Hall Fit-Out - Grant guidelines compliance.
- \$3.04M Decrease for Welby Rehabilitation - Sewer Fund Component - Phased to 2025/26.
- \$597K Decrease for Welby Rehabilitation - Domestic Waste Component - Phased to 2025/26.
- \$7K Expenditure connected to HTCA for Play Space Renewal Program.
- \$8.5K Increase for Saleyards Facility Upgrade.
- \$160K Increase for Saleyards Canteen Fitout.
- \$36K Increase for Saleyards Main Contract Yards Proway.
- \$185K Decrease in Old South Road Renewal - Delivered under budget.
- \$70K Increase for Containment - Designs.
- \$100K Increase in TfNSW Black Spot grant - Nowra Road Safety Improvements.
- \$100K Increase in TfNSW Black Spot grant - Old Hume Hwy Widening.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Project Delivery

### Project Delivery

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	539,970	-	-	539,970	-	539,970	269,985
<b>Total Income</b>	<b>539,970</b>	-	-	<b>539,970</b>	-	<b>539,970</b>	<b>269,985</b>
<b>Expenses</b>							
Employee Costs	116,633	-	-	116,633	-	116,633	330,842
Materials & Contracts	52,218	-	-	52,218	-	52,218	229,295
Internal Expenses	452,484	-	-	452,484	-	452,484	226,242
<b>Total Expenses</b>	<b>621,335</b>	-	-	<b>621,335</b>	-	<b>621,335</b>	<b>786,379</b>
<b>Net Operating Result</b>	<b>(81,365)</b>	-	-	<b>(81,365)</b>	-	<b>(81,365)</b>	<b>(516,394)</b>
<b>Net Operating Result before Capital Income</b>	<b>(81,365)</b>	-	-	<b>(81,365)</b>	-	<b>(81,365)</b>	<b>(516,394)</b>

#### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +- recommended changes for Council resolution as part of this Quarterly Budget

#### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)  
Budgeted Headcount (excluding casuals)  
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)

#### Financial Commentary

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Project Management Capital Works

Project Delivery

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget	for Council Resolution	Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	29,117,628	-	(49,483)	29,068,145	7,148	29,075,293	4,319,778
Internal Income	371,189	-	-	371,189	-	371,189	185,595
<b>Total Income</b>	<b>29,488,817</b>	<b>-</b>	<b>(49,483)</b>	<b>29,439,334</b>	<b>7,148</b>	<b>29,446,482</b>	<b>4,505,373</b>
<b>Expenses</b>							
Employee Costs	(136,161)	-	-	(136,161)	-	(136,161)	142,603
Materials & Contracts	-	-	-	-	(3,043,747)	(3,043,747)	1,913,438
Internal Expenses	640,005	-	-	640,005	(3,043,747)	(2,403,742)	1,913,340
<b>Total Expenses</b>	<b>503,844</b>	<b>-</b>	<b>-</b>	<b>503,844</b>	<b>(6,087,494)</b>	<b>(5,583,650)</b>	<b>3,969,381</b>
<b>Net Operating Result</b>	<b>28,984,973</b>	<b>-</b>	<b>(49,483)</b>	<b>28,935,490</b>	<b>6,094,642</b>	<b>35,030,132</b>	<b>535,992</b>
<b>Net Operating Result before Capital Income</b>	<b>(132,655)</b>	<b>-</b>	<b>-</b>	<b>(132,655)</b>	<b>6,087,494</b>	<b>5,954,839</b>	<b>(3,783,786)</b>
<b>Capital Expenditure</b>							
Plant & Equipment	-	-	-	-	60,000	60,000	-
Land	3,889,000	32,447	-	3,921,447	(3,641,447)	280,000	159,485
Buildings and Other Structures	8,687,395	4,811,965	870,591	14,369,951	211,648	14,581,599	6,268,584
Bridges	2,849,000	316,110	-	3,165,110	-	3,165,110	123,877
Footpaths	-	(0.32)	-	-	-	-	-
Roads	849,483	3,068,044	(49,483)	3,868,044	(185,000)	3,683,044	2,559,442
Stormwater Drainage	1,145,000	926,153	2,597	2,073,750	-	2,073,750	1,041,407
Other Infrastructure	-	-	-	-	-	-	-
Open Space/Recreational Assets	-	-	-	-	-	-	-
Water Supply Network	5,700,000	566,295	787,000	7,053,295	-	7,053,295	1,333,891
Sewerage Network	49,003,329	993,813	-	49,997,142	70,000	50,067,142	15,227,188
Other Assets	-	-	-	-	-	-	-
<b>Total Capital Expenditure</b>	<b>72,123,207</b>	<b>10,714,827</b>	<b>1,610,705</b>	<b>84,448,739</b>	<b>(3,484,799)</b>	<b>80,963,940</b>	<b>26,713,874</b>
<b>Principal Loan Repayments</b>							
Principal Loan Repayments	63,389	-	-	63,389	-	63,389	31,423
<b>Total Principal Loan Repayments</b>	<b>63,389</b>	<b>-</b>	<b>-</b>	<b>63,389</b>	<b>-</b>	<b>63,389</b>	<b>31,423</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)

Budgeted Headcount (excluding casuals)

Actual Full Time Equivalent as at the end of the Period (excluding Casuals)

10.0

10.0

9.0

### Financial Commentary

#### Grants & Contribution - Capital

\$7K Contribution from HTCA for Play Space Renewal Program.

#### Materials & Contracts

\$3.04M Decrease for Welby Rehabilitation - Phased to 2025/26.

#### Plant & Equipment

\$60K Increase for Bowral Memorial Hall Fit-Out - Grant guidelines compliance.

#### Land

\$3.04M Decrease for Welby Rehabilitation - Sewer Fund Component - Phased to 2025/26.

\$597K Decrease for Welby Rehabilitation - Domestic Waste Component - Phased to 2025/26.



## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025**

### **Buildings and Other Structures**

\$7K Expenditure connected to HTCA for Play Space Renewal Program.

\$8.5K Increase for Saleyards Facility Upgrade.

\$160K Increase for Saleyards Canteen Fitout.

\$36K Increase for Saleyards Main Contract Yards Proway.

### **Roads**

\$185K Decrease in Old South Road Renewal - Delivered under budget.

### **Sewerage Network**

\$70K Increase for Containment - Designs.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Project Management Roads and Drainage

Project Delivery

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget	for Council Resolution	Year End Result 2024/25	Expenditure
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	200,000	200,000	682,135
Internal Income	371,189	-	-	-	-	-	179,573
<b>Total Income</b>	<b>371,189</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>200,000</b>	<b>200,000</b>	<b>861,708</b>
<b>Expenses</b>							
Employee Costs	(176,219)	-	-	(176,219)	-	(176,219)	179,207
Materials & Contracts	-	-	-	-	-	-	353,339
Internal Expenses	-	-	-	-	-	-	329,438
<b>Total Expenses</b>	<b>(176,219)</b>	<b>-</b>	<b>-</b>	<b>(176,219)</b>	<b>-</b>	<b>(176,219)</b>	<b>861,984</b>
<b>Net Operating Result</b>	<b>547,408</b>	<b>-</b>	<b>-</b>	<b>176,219</b>	<b>200,000</b>	<b>376,219</b>	<b>(276)</b>
<b>Net Operating Result before Capital Income</b>	<b>547,408</b>	<b>-</b>	<b>-</b>	<b>176,219</b>	<b>-</b>	<b>176,219</b>	<b>(682,411)</b>
<b>Capital Expenditure</b>							
Buildings and Other Structures	-	-	-	-	-	-	22,727
Bridges	-	-	-	-	-	-	-
Footpaths	650,000	22,134	(545,000)	127,134	85,000	212,134	166,209
Roads	1,885,003	387,426	(55,211)	2,217,218	200,000	2,417,218	757,427
Stormwater Drainage	5,935,000	1,455,004	(1,726,493)	5,663,511	(100,000)	5,563,511	2,854,366
Other Infrastructure	-	-	-	-	-	-	-
Open Space/Recreational Assets	-	-	-	-	-	-	-
Water Supply Network	-	-	-	-	-	-	-
Sewerage Network	-	-	-	-	70,000	70,000	1,199
Other Assets	-	-	-	-	-	-	-
<b>Total Capital Expenditure</b>	<b>8,470,003</b>	<b>1,864,564</b>	<b>(2,326,704)</b>	<b>8,007,863</b>	<b>255,000</b>	<b>8,262,863</b>	<b>3,801,928</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	12.0
Budgeted Headcount (excluding casuals)	12.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	10.0

### Financial Commentary

- \$100K Increase in TfNSW Black Spot grant - Nowra Road Safety Improvements.
- \$100K Increase in TfNSW Black Spot grant - Old Hume Hwy Widening.
- \$200K Increase in road capital expenditure, offset by grant income.
- \$30K Increase in footpath capital expenditure for Hoddle Street Footpath Design.
- \$45K Increase in footpath capital expenditure for Moss Vale to Bowral Pathway Design.
- \$10K Increase in footpath expenditure for Crimea St Willow Vale.
- \$50K Increase for Davy Lanes - Stormwater assets.
- \$60K Decrease for William Street Drainage (near Charles) - Return to SRV (stormwater assets).
- \$240K Decrease for Shepherd St Stormwater Upgrade (Design) - Return to SRV (stormwater assets).
- \$150K Increase for Wombeyan Caves Rd Bullio Creek Causeway (Design) - From SRV (stormwater assets).
- \$70K Increase for Robertson STP Effluent Dam Hardstand.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 30 September - Financial Year 2024/25

Income & Expenses - Shire Presentation

Org Level 3

	Original (1)	Approved Changes		Revised (2)	Recommended changes for Council Resolution	Projected (3)	YTD Expenditure
	Budget 2024/25	Budget Carryovers	Budget Carryovers	Budget		Year End Result 2024/25	
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	2,489,902	-	-	2,489,902	-	2,489,902	4,865
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	515,394	-	-	515,394	-	515,394	332,198
Grants & Contribution - Operating	1,787,487	428,666	428,666	3,502,151	-	3,502,151	599,000
Internal Income	6,786,938	-	428,666	8,072,936	-	8,072,936	1,696,735
<b>Total Income</b>	<b>11,579,722</b>	<b>428,666</b>	<b>857,332</b>	<b>14,580,384</b>	<b>-</b>	<b>14,580,384</b>	<b>2,632,798</b>
<b>Expenses</b>							
Employee Costs	-	-	-	-	-	-	-
Borrowing Costs	10,595,680	568,001	568,001	12,867,683	-	12,867,683	1,191,792
Materials & Contracts	1,120	-	-	1,120	-	1,120	-
Depreciation	14,743,530	94,963	94,963	15,123,382	91,634	15,215,016	2,152,419
Internal Expenses	1,784,346	-	-	1,784,346	-	1,784,346	446,087
<b>Total Expenses</b>	<b>27,124,676</b>	<b>662,964</b>	<b>662,964</b>	<b>29,776,531</b>	<b>91,634</b>	<b>29,868,165</b>	<b>3,790,298</b>
<b>Net Operating Result</b>	<b>(15,544,954)</b>	<b>(234,298)</b>	<b>194,368</b>	<b>(15,196,147)</b>	<b>(91,634)</b>	<b>(15,287,781)</b>	<b>(1,157,500)</b>
<b>Net Operating Result before Capital Income</b>	<b>(22,331,892)</b>	<b>(234,298)</b>	<b>(234,298)</b>	<b>(23,269,083)</b>	<b>(91,634)</b>	<b>(23,360,717)</b>	<b>(2,854,235)</b>
<b>Capital Expenditure</b>							
Plant & Equipment	5,617,000	-	-	5,617,000	-	5,617,000	880,569
Land	-	-	-	-	-	-	-
Buildings and Other Structures	252,000	533,960	533,960	2,387,840	100,000	2,487,840	-
Bridges	-	178,471	178,471	713,884	-	713,884	7,760
Footpaths	-	-	-	-	-	-	-
Roads	9,500,000	428,666	428,666	11,214,664	(360,000)	10,854,664	1,026,488
Stormwater Drainage	-	490,000	490,000	1,960,000	100,000	2,060,000	50,901
Other Infrastructure	-	-	-	-	-	-	-
Open Space/Recreational Assets	-	-	-	-	-	-	-
<b>Total Capital Expenditure</b>	<b>15,369,000</b>	<b>1,631,097</b>	<b>1,631,097</b>	<b>21,893,388</b>	<b>(160,000)</b>	<b>21,733,388</b>	<b>1,965,718</b>
<b>Principal Loan Repayments</b>							
Principal Loan Repayments	-	-	-	-	-	-	-
<b>Total Principal Loan Repayments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Service Description

This service captures the following activities:

- Civil Construction
- Infrastructure Maintenance
- Parks and Open Spaces
- Specialist Engineering
- Fleet
- Customer Service & Business Support
- Open Space and Buildings

### Financial Commentary

- \$5K Decrease for Moss Vale Depot Security Upgrade.
- \$106K Increase for Fleet Operations Expenditure funded from fleet reserve (no net impact)
- \$420K Decrease for Boundary Road Pavement Rehabilitation as work is complete.
- \$60K Increase for Pavement Rehabilitation.
- \$100K Allocation for Berrima Rd & Lytton Rd Stormwater Renewal.
- \$5K Decrease in Open Space Maintenance, reallocated to Depot Security Upgrades (no net impact).
- \$100K Increase in income for RFS Ember Protection Works.
- \$15K Decrease, transferred to Corporate Information CAPEX for Depot Security Upgrades.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**WINGECARRIBEE SHIRE COUNCIL**

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Shire Presentation

Shire Presentation

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	-	-	-	-	-	-	-
<b>Expenses</b>							
Employee Costs	269,354	-	-	269,354	-	269,354	146,465
Materials & Contracts	71,483	-	(10,000)	61,483	-	61,483	110,731
Internal Expenses	211,560	-	-	211,560	-	211,560	105,938
<b>Total Expenses</b>	<b>552,396</b>	-	<b>(10,000)</b>	<b>542,396</b>	-	<b>542,396</b>	<b>363,134</b>
<b>Net Operating Result</b>	<b>(552,396)</b>	-	<b>10,000</b>	<b>(542,396)</b>	-	<b>(542,396)</b>	<b>(363,134)</b>
<b>Net Operating Result before Capital Income</b>	<b>(552,396)</b>	-	<b>10,000</b>	<b>(542,396)</b>	-	<b>(542,396)</b>	<b>(363,134)</b>

**Notes:**

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +- recommended changes for Council resolution as part of this Quarterly Budget

**Staff Establishment**

Budgeted Full Time Equivalents (excluding Casuals)	1.0
Budgeted Headcount (excluding casuals)	1.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	1.0

**Financial Commentary**

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Civil Construction

Shire Presentation

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget	Budget	Sep Review	Budget		Year End Result	Actual
	2024/25	Carryovers				2024/25	
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	1,425,000	428,666	(1,608,333)	245,333	-	245,333	599,000
Grants & Contribution - Capital	318,667	178,471	1,681,334	2,178,471	-	2,178,471	178,342
Internal Income	948,348	-	-	948,348	-	948,348	185,229
<b>Total Income</b>	<b>2,692,015</b>	<b>607,137</b>	<b>73,001</b>	<b>3,372,152</b>	<b>-</b>	<b>3,372,152</b>	<b>962,571</b>
<b>Expenses</b>							
Employee Costs	(126,578)	568,001	-	441,423	-	441,423	327,048
Materials & Contracts	20,000	94,963	27,888	142,851	-	142,851	386,740
Internal Expenses	1,105,980	-	-	1,105,980	-	1,105,980	253,049
<b>Total Expenses</b>	<b>999,402</b>	<b>662,964</b>	<b>27,888</b>	<b>1,690,254</b>	<b>-</b>	<b>1,690,254</b>	<b>966,837</b>
<b>Net Operating Result</b>	<b>1,692,613</b>	<b>(55,827)</b>	<b>45,113</b>	<b>1,681,899</b>	<b>-</b>	<b>1,681,899</b>	<b>(4,266)</b>
<b>Net Operating Result before Capital Income</b>	<b>1,373,946</b>	<b>(234,298)</b>	<b>(1,636,221)</b>	<b>(496,573)</b>	<b>-</b>	<b>(496,573)</b>	<b>(182,608)</b>
<b>Capital Expenditure</b>							
Bridges	-	178,471	-	178,471	-	178,471	7,760
Roads	4,760,000	428,666	2,000,000	7,188,666	(360,000)	6,828,666	1,026,488
Stormwater Drainage	-	490,000	160,000	650,000	100,000	750,000	50,901
<b>Total Capital Expenditure</b>	<b>4,760,000</b>	<b>1,097,137</b>	<b>2,160,000</b>	<b>8,017,137</b>	<b>(260,000)</b>	<b>7,757,137</b>	<b>1,085,149</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	26.0
Budgeted Headcount (excluding casuals)	26.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	15.0

### Financial Commentary

#### Capital Expenditure

- \$420K Decrease for Boundary Road Pavement Rehabilitation as work is complete.
- \$60K Increase for Pavement Rehabilitation.
- \$100K Allocation for Berrima Rd & Lytton Rd Stormwater Renewal.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Customer Service and Business Support

Shire Presentation

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	-	-	-	-	-	-	-
<b>Expenses</b>							
Employee Costs	771,496	-	(20,000)	751,496	-	751,496	387,726
Materials & Contracts	262,618	-	(10,000)	252,618	5,000	257,618	145,168
Internal Expenses	92,651	-	-	92,651	-	92,651	42,332
<b>Total Expenses</b>	<b>1,126,765</b>	-	<b>(30,000)</b>	<b>1,096,765</b>	<b>5,000</b>	<b>1,101,765</b>	<b>575,226</b>
<b>Net Operating Result</b>	<b>(1,126,765)</b>	-	<b>30,000</b>	<b>(1,096,765)</b>	<b>(5,000)</b>	<b>(1,101,765)</b>	<b>(575,226)</b>
<b>Net Operating Result before Capital Income</b>	<b>(1,126,765)</b>	-	<b>30,000</b>	<b>(1,096,765)</b>	<b>(5,000)</b>	<b>(1,101,765)</b>	<b>(575,226)</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)

Budgeted Headcount (excluding casuals)

Actual Full Time Equivalent as at the end of the Period (excluding Casuals)

8.0

8.0

7.0

### Financial Commentary

\$5K Decrease for Moss Vale Depot Security Upgrade.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Fleet

Shire Presentation

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	4,865
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	515,394	-	-	515,394	-	515,394	332,198
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	5,838,590	-	-	5,838,590	-	5,838,590	1,725,039
<b>Total Income</b>	<b>6,353,984</b>	-	-	<b>6,353,984</b>	-	<b>6,353,984</b>	<b>2,062,102</b>
<b>Expenses</b>							
Employee Costs	743,209	-	-	743,209	-	743,209	330,553
Materials & Contracts	2,879,664	-	-	2,879,664	106,634.00	2,986,298	1,509,780
Depreciation	1,930,000	-	-	1,930,000	-	1,930,000	1,052,734
Internal Expenses	374,155	-	-	374,155	-	374,155	179,743
<b>Total Expenses</b>	<b>5,927,028</b>	-	-	<b>5,927,028</b>	<b>106,634</b>	<b>6,033,662</b>	<b>3,072,810</b>
<b>Net Operating Result</b>	<b>426,956</b>	-	-	<b>426,956</b>	<b>(106,634)</b>	<b>320,322</b>	<b>(1,010,708)</b>
<b>Net Operating Result before Capital Income</b>	<b>426,956</b>	-	-	<b>426,956</b>	<b>(106,634)</b>	<b>320,322</b>	<b>(1,010,708)</b>
<b>Capital Expenditure</b>							
Plant & Equipment	5,617,000	-	-	5,617,000	-	5,617,000	880,569
<b>Total Capital Expenditure</b>	<b>5,617,000</b>	-	-	<b>5,617,000</b>	-	<b>5,617,000</b>	<b>880,569</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)  
Budgeted Headcount (excluding casuals)  
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)

### Financial Commentary

\$106K Increase for Fleet Operations Expenditure funded from fleet reserve (no net impact)

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Infrastructure Maintenance

Shire Presentation

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	35,530
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	(554)
Grants & Contribution - Operating	-	-	802,773	802,773	-	802,773	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	-	-	<b>802,773</b>	<b>802,773</b>	-	<b>802,773</b>	<b>34,976</b>
<b>Expenses</b>							
Employee Costs	3,051,274	-	(120,000)	2,931,274	-	2,931,274	1,255,178
Materials & Contracts	5,193,464	-	(158,888)	5,034,576	(15,000)	5,019,576	870,782
Internal Expenses	1,131,336	-	-	1,131,336	-	1,131,336	297,688
<b>Total Expenses</b>	<b>9,376,074</b>	-	<b>(278,888)</b>	<b>9,097,186</b>	<b>(15,000)</b>	<b>9,082,186</b>	<b>2,423,648</b>
<b>Net Operating Result</b>	<b>(9,376,074)</b>	-	<b>1,081,661</b>	<b>(8,294,413)</b>	<b>15,000</b>	<b>(8,279,413)</b>	<b>(2,388,672)</b>
<b>Net Operating Result before Capital Income</b>	<b>(9,376,074)</b>	-	<b>1,081,661</b>	<b>(8,294,413)</b>	<b>15,000</b>	<b>(8,279,413)</b>	<b>(2,388,672)</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)  
Budgeted Headcount (excluding casuals)  
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)

### Financial Commentary

#### Materials & Services

(15,000)

\$15K Decrease, transferred to Corporate Information CAPEX for Depot Security Upgrades.



# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Open Space and Buildings

Shire Presentation

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget	Budget	Sep Review	Budget		Year End Result	Actual
	2024/25	Carryovers				2024/25	
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	2,376,319	-	-	2,376,319	-	2,376,319	176,954
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	6,744
Grants & Contribution - Operating	-	-	-	-	-	-	15,157
Grants & Contribution - Capital	-	-	-	-	100,000	100,000	-
Internal Income	-	-	-	-	-	-	6,086
<b>Total Income</b>	<b>2,376,319</b>	<b>-</b>	<b>-</b>	<b>2,376,319</b>	<b>100,000</b>	<b>2,476,319</b>	<b>204,941</b>
<b>Expenses</b>							
Employee Costs	2,224,381	-	(150,000)	2,074,381	-	2,074,381	987,330
Borrowing Costs	1,120	-	-	1,120	-	1,120	1,250
Materials & Contracts	4,780,887	-	(250,421)	4,530,466	-	4,530,466	1,950,681
Internal Expenses	575,302	-	-	575,302	-	575,302	252,551
<b>Total Expenses</b>	<b>7,581,690</b>	<b>-</b>	<b>(400,421)</b>	<b>7,181,269</b>	<b>-</b>	<b>7,181,269</b>	<b>3,191,812</b>
<b>Net Operating Result</b>	<b>(5,205,371)</b>	<b>-</b>	<b>400,421</b>	<b>(4,804,950)</b>	<b>100,000</b>	<b>(4,704,950)</b>	<b>(2,986,871)</b>
<b>Net Operating Result before Capital Income</b>	<b>(5,205,371)</b>	<b>-</b>	<b>400,421</b>	<b>(4,804,950)</b>	<b>-</b>	<b>(4,804,950)</b>	<b>(2,986,871)</b>
<b>Capital Expenditure</b>							
Buildings and Other Structures	252,000	166,653	(50,000)	368,653	100,000	468,653	119,135
<b>Total Capital Expenditure</b>	<b>252,000</b>	<b>166,653</b>	<b>(50,000)</b>	<b>368,653</b>	<b>100,000</b>	<b>468,653</b>	<b>119,135</b>

### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	16.1	16.1
Budgeted Headcount (excluding casuals)	17.0	17.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	14.4	14.4

### Financial Commentary

\$100K Increase in income for RFS Ember Protection Works.  
\$100K Increase in capital expenditure for RFS Ember Protection Works.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Parks and Open Spaces

Shire Presentation

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	113,583	-	-	113,583	-	113,583	39,497
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	5,820	-	-	5,820	-	5,820	-
Grants & Contribution - Capital	-	-	-	-	-	-	3,557
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>119,404</b>	<b>-</b>	<b>-</b>	<b>119,404</b>	<b>-</b>	<b>119,404</b>	<b>43,054</b>
<b>Expenses</b>							
Employee Costs	3,268,850	-	(20,000)	3,248,850	-	3,248,850	1,477,553
Materials & Contracts	1,210,936	-	(40,000)	1,170,936	(5,000)	1,165,936	998,419
Other Expenses	85,773	-	231,808	317,581	-	317,581	315,969
Internal Expenses	2,243,072	-	-	2,243,072	-	2,243,072	673,732
<b>Total Expenses</b>	<b>6,808,630</b>	<b>-</b>	<b>171,808</b>	<b>6,980,438</b>	<b>(5,000)</b>	<b>6,975,438</b>	<b>3,465,673</b>
<b>Net Operating Result</b>	<b>(6,689,227)</b>	<b>-</b>	<b>(171,808)</b>	<b>(6,861,035)</b>	<b>5,000</b>	<b>(6,856,035)</b>	<b>(3,422,619)</b>
<b>Net Operating Result before Capital Income</b>	<b>(6,689,227)</b>	<b>-</b>	<b>(171,808)</b>	<b>(6,861,035)</b>	<b>5,000</b>	<b>(6,856,035)</b>	<b>(3,426,176)</b>
<b>Capital Expenditure</b>							
Buildings and Other Structures	0	367,307	20,000	387,307	-	387,307	150,277
<b>Total Capital Expenditure</b>	<b>0</b>	<b>367,307</b>	<b>20,000</b>	<b>387,307</b>	<b>-</b>	<b>387,307</b>	<b>150,277</b>

### Notes:

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2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)

Budgeted Headcount (excluding casuals)

Actual Full Time Equivalent as at the end of the Period (excluding Casuals)

### Financial Commentary

\$5K Decrease in Open Space Maintenance, reallocated to Depot Security Upgrades (no net impact).

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Specialist Engineering

Shire Presentation

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	-
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	356,667	-	249,560	606,227	-	606,227	110,500
Grants & Contribution - Capital	-	-	950,000	950,000	-	950,000	1,770,644
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>356,667</b>	<b>-</b>	<b>1,199,560</b>	<b>1,556,227</b>	<b>-</b>	<b>1,556,227</b>	<b>1,881,144</b>
<b>Expenses</b>							
Employee Costs	393,695	-	-	393,695	-	393,695	160,740
Materials & Contracts	324,478	-	127,446	451,924	-	451,924	885,509
Internal Expenses	34,667	-	-	34,667	-	34,667	19,241
<b>Total Expenses</b>	<b>752,840</b>	<b>-</b>	<b>127,446</b>	<b>880,286</b>	<b>-</b>	<b>880,286</b>	<b>1,065,490</b>
<b>Net Operating Result</b>	<b>(396,173)</b>	<b>-</b>	<b>1,072,114</b>	<b>675,941</b>	<b>-</b>	<b>675,941</b>	<b>815,654</b>
<b>Net Operating Result before Capital Income</b>	<b>(396,173)</b>	<b>-</b>	<b>122,114</b>	<b>(274,059)</b>	<b>-</b>	<b>(274,059)</b>	<b>(954,990)</b>
<b>Capital Expenditure</b>							
Bridges	-	-	-	-	-	-	555,739
Roads	4,740,000	-	-	4,740,000	-	4,740,000	1,312,375
<b>Total Capital Expenditure</b>	<b>4,740,000</b>	<b>-</b>	<b>-</b>	<b>4,740,000</b>	<b>-</b>	<b>4,740,000</b>	<b>1,868,114</b>
<b>Principal Loan Repayments</b>							
Principal Loan Repayments	480,469	-	-	480,469	-	480,469	237,737
<b>Total Principal Loan Repayments</b>	<b>480,469</b>	<b>-</b>	<b>-</b>	<b>480,469</b>	<b>-</b>	<b>480,469</b>	<b>237,737</b>

### Notes:

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2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)

Budgeted Headcount (excluding casuals)

Actual Full Time Equivalent as at the end of the Period (excluding Casuals)

### Financial Commentary

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 30 September - Financial Year 2024/25

Income & Expenses - Water Services

Org Level 3

	Original (1)	Approved Changes		Revised (2)	Recommended changes for Council Resolution	Projected (3)	YTD
	Budget 2024/25	Budget Carryovers	Budget Carryovers	Budget		Year End Result 2024/25	
<b>Income</b>							
Rates & Annual Charges	26,208,614	-	-	26,208,614	-	26,208,614	11,511,391
User Charges & Fees	11,560,899	-	-	11,560,899	-	11,560,899	5,947,141
Interest & Investments Revenue	3,550,000	-	-	3,550,000	-	3,550,000	3,193,243
Other Revenues	21,400	-	-	21,400	-	21,400	103,683
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>41,340,913</b>	<b>-</b>	<b>-</b>	<b>41,340,913</b>	<b>-</b>	<b>41,340,913</b>	<b>20,755,458</b>
<b>Expenses</b>							
Employee Costs	7,319,822	-	-	7,319,822	-	7,319,822	3,349,181
Borrowing Costs	8,947	-	-	8,947	-	8,947	6,095
Materials & Contracts	8,729,031	-	-	8,729,031	40,000	8,769,031	6,870,992
Depreciation	10,513,093	-	-	10,513,093	-	10,513,093	-
Other Expenses	13,270	-	-	13,270	-	13,270	3,318
Internal Expenses	6,653,665	-	-	6,653,665	-	6,653,665	1,663,416
<b>Total Expenses</b>	<b>33,237,828</b>	<b>-</b>	<b>-</b>	<b>33,237,828</b>	<b>40,000</b>	<b>33,277,828</b>	<b>11,893,002</b>
<b>Net Operating Result</b>	<b>8,103,085</b>	<b>-</b>	<b>-</b>	<b>8,103,085</b>	<b>(40,000)</b>	<b>8,063,085</b>	<b>8,862,456</b>
<b>Net Operating Result before Capital Income</b>	<b>8,103,085</b>	<b>-</b>	<b>-</b>	<b>8,103,085</b>	<b>(40,000)</b>	<b>8,063,085</b>	<b>8,862,456</b>
<b>Capital Expenditure</b>							
Plant & Equipment	-	-	-	-	-	-	20,160
Land	-	-	-	-	-	-	-
Buildings and Other Structures	-	-	-	-	-	-	-
Bridges	-	-	-	-	-	-	-
Footpaths	-	-	-	-	-	-	-
Roads	-	-	-	-	-	-	-
Stormwater Drainage	-	-	-	-	-	-	-
Other Infrastructure	-	-	-	-	-	-	-
Open Space/Recreational Assets	-	-	-	-	-	-	-
Water Supply Network	3,345,000	493,797	493,797	5,320,188	-	5,320,188	1,140,100
Sewerage Network	3,075,000	300,000	-	3,375,000	-	3,375,000	873,267
Other Assets	-	-	493,797	1,481,391	-	1,481,391	-
<b>Total Capital Expenditure</b>	<b>6,420,000</b>	<b>793,797</b>	<b>987,594</b>	<b>10,176,579</b>	<b>-</b>	<b>10,176,579</b>	<b>2,033,527</b>

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	68.0
Headcount (excluding casuals)	68.0
Staff Establishment	63.0

### Notes:

- Original Budget was adopted by Council on 26 June 2024 MN 2024/200
- Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
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### Service Description

This service captures the following activities:

- Water Services
- Depot and Maintenance Operations
- Treatment Services
- Waste Water Operations
- Water Network Operations

### Financial Commentary

\$40K Increase for Depot & Maintenance Operations, funded from reserve (no net impact) (Drum Maintenance)

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Water Services

### Water Services

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	26,366,831	-	-	26,366,831	-	26,366,831	11,637,247
User Charges & Fees	11,481,380	-	-	11,481,380	-	11,481,380	5,907,732
Interest & Investments Revenue	3,550,000	-	-	3,550,000	-	3,550,000	3,193,243
Other Revenues	21,400	-	-	21,400	-	21,400	103,683
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>41,419,611</b>	<b>-</b>	<b>-</b>	<b>41,419,611</b>	<b>-</b>	<b>41,419,611</b>	<b>20,841,905</b>
<b>Expenses</b>							
Employee Costs	(11,982)	-	-	(11,982)	-	(11,982)	117,603
Materials & Contracts	241,784	-	8,978	250,762	-	250,762	1,055,445
Other Expenses	-	-	-	-	-	-	34,065
Internal Expenses	1,793,697	-	-	1,793,697	-	1,793,697	901,575
<b>Total Expenses</b>	<b>2,023,499</b>	<b>-</b>	<b>8,978</b>	<b>2,032,477</b>	<b>-</b>	<b>2,032,477</b>	<b>2,108,688</b>
<b>Net Operating Result</b>	<b>39,396,112</b>	<b>-</b>	<b>(8,978)</b>	<b>39,387,134</b>	<b>-</b>	<b>39,387,134</b>	<b>18,733,217</b>
<b>Net Operating Result before Capital Income</b>	<b>39,396,112</b>	<b>-</b>	<b>(8,978)</b>	<b>39,387,134</b>	<b>-</b>	<b>39,387,134</b>	<b>18,733,217</b>

#### Notes:

1. Original Budget was adopted by Council on 26 June 2024 MN 2024/200
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

#### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	1.0
Budgeted Headcount (excluding casuals)	1.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	1.0

#### Financial Commentary

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Depot and Maintenance Operations

### Water Services

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	-
User Charges & Fees	-	-	-	-	-	-	(162)
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	-	-	-	-	-	-	<b>(162)</b>
<b>Expenses</b>							
Employee Costs	1,418,268	-	-	1,418,268	-	1,418,268	682,663
Materials & Contracts	1,264,149	-	-	1,264,149	40,000	1,304,149	588,462
Internal Expenses	268,037	-	-	268,037	-	268,037	87,922
<b>Total Expenses</b>	<b>2,950,454</b>	-	-	<b>2,950,454</b>	<b>40,000</b>	<b>2,990,454</b>	<b>1,359,047</b>
<b>Net Operating Result</b>	<b>(2,950,454)</b>	-	-	<b>(2,950,454)</b>	<b>(40,000)</b>	<b>(2,990,454)</b>	<b>(1,359,209)</b>
<b>Net Operating Result before Capital Income</b>	<b>(2,950,454)</b>	-	-	<b>(2,950,454)</b>	<b>(40,000)</b>	<b>(2,990,454)</b>	<b>(1,359,209)</b>
<b>Capital Expenditure</b>							
Water Supply Network	2,695,000	274,847	100,000	3,069,847	-	3,069,847	917,150
Sewerage Network	2,840,000	-	-	2,840,000	-	2,840,000	714,872
Other Assets	-	-	-	-	-	-	-
<b>Total Capital Expenditure</b>	<b>5,535,000</b>	<b>274,847</b>	<b>100,000</b>	<b>5,909,847</b>	<b>-</b>	<b>5,909,847</b>	<b>1,632,022</b>

### Notes:

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2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	14.0
Budgeted Headcount (excluding casuals)	14.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	14.0

### Financial Commentary

\$40K Increase for Depot & Maintenance Operations, funded from reserve (no net impact) (Drum Maintenance)

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Treatment Services

Water Services

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	(158,217)	-	-	(158,217)	-	(158,217)	(133,302)
User Charges & Fees	11,296	-	-	11,296	-	11,296	8,212
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>(146,921)</b>	<b>-</b>	<b>-</b>	<b>(146,921)</b>	<b>-</b>	<b>(146,921)</b>	<b>(125,090)</b>
<b>Expenses</b>							
Employee Costs	2,900,277	-	-	2,900,277	-	2,900,277	1,325,927
Borrowing Costs	8,947	-	-	8,947	-	8,947	6,095
Materials & Contracts	6,261,211	-	-	6,261,211	-	6,261,211	4,715,211
Depreciation	10,513,093	-	-	10,513,093	-	10,513,093	5,734,414
Other Expenses	13,270	-	-	13,270	-	13,270	-
Internal Expenses	3,814,008	-	-	3,814,008	-	3,814,008	1,774,461
<b>Total Expenses</b>	<b>23,510,806</b>	<b>-</b>	<b>-</b>	<b>23,510,806</b>	<b>-</b>	<b>23,510,806</b>	<b>13,556,108</b>
<b>Net Operating Result</b>	<b>(23,657,727)</b>	<b>-</b>	<b>-</b>	<b>(23,657,727)</b>	<b>-</b>	<b>(23,657,727)</b>	<b>(13,681,198)</b>
<b>Net Operating Result before Capital Income</b>	<b>(23,657,727)</b>	<b>-</b>	<b>-</b>	<b>(23,657,727)</b>	<b>-</b>	<b>(23,657,727)</b>	<b>(13,681,198)</b>
<b>Capital Expenditure</b>							
Water Supply Network	400,000	118,950	-	518,950	-	518,950	111,016
Sewerage Network	100,000	300,000	-	400,000	-	400,000	103,625
Other Assets	-	-	-	-	-	-	-
<b>Total Capital Expenditure</b>	<b>500,000</b>	<b>418,950</b>	<b>-</b>	<b>918,950</b>	<b>-</b>	<b>918,950</b>	<b>214,641</b>

### Notes:

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### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	21.0
Budgeted Headcount (excluding casuals)	21.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	21.0

### Financial Commentary

No QBR2 budgetary changes proposed

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Waste Water Operations

Water Services

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	(58)
User Charges & Fees	42,223	-	-	42,223	-	42,223	23,385
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>42,223</b>	<b>-</b>	<b>-</b>	<b>42,223</b>	<b>-</b>	<b>42,223</b>	<b>23,327</b>
<b>Expenses</b>							
Employee Costs	1,409,600	-	-	1,409,600	-	1,409,600	520,059
Materials & Contracts	516,597	-	-	516,597	-	516,597	195,478
Internal Expenses	333,818	-	-	333,818	-	333,818	110,476
<b>Total Expenses</b>	<b>2,260,016</b>	<b>-</b>	<b>-</b>	<b>2,260,016</b>	<b>-</b>	<b>2,260,016</b>	<b>826,013</b>
<b>Net Operating Result</b>	<b>(2,217,793)</b>	<b>-</b>	<b>-</b>	<b>(2,217,793)</b>	<b>-</b>	<b>(2,217,793)</b>	<b>(802,686)</b>
<b>Net Operating Result before Capital Income</b>	<b>(2,217,793)</b>	<b>-</b>	<b>-</b>	<b>(2,217,793)</b>	<b>-</b>	<b>(2,217,793)</b>	<b>(802,686)</b>
<b>Capital Expenditure</b>							
Plant & Equipment	-	-	-	-	-	-	7,740
Sewerage Network	135,000	-	-	135,000	-	135,000	54,770
<b>Total Capital Expenditure</b>	<b>135,000</b>	<b>-</b>	<b>-</b>	<b>135,000</b>	<b>-</b>	<b>135,000</b>	<b>62,510</b>

### Notes:

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3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget

### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	17.0
Budgeted Headcount (excluding casuals)	17.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	14.0

### Financial Commentary

No QBR2 budgetary changes proposed



# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL

Budget Review for the Quarter ended 31 December - Financial Year 2024/25

Income & Expenses - Water Network Operations

Water Services

Org Level 4

	Original <sup>(1)</sup>	Approved Changes		Revised <sup>(2)</sup>	Recommended changes for Council Resolution	Projected <sup>(3)</sup>	YTD
	Budget 2024/25	Budget Carryovers	Sep Review	Budget		Year End Result 2024/25	Actual
<b>Income</b>							
Rates & Annual Charges	-	-	-	-	-	-	7,504
User Charges & Fees	26,000	-	-	26,000	-	26,000	7,974
Interest & Investments Revenue	-	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-	-
Grants & Contribution - Operating	-	-	-	-	-	-	-
Grants & Contribution - Capital	-	-	-	-	-	-	-
Internal Income	-	-	-	-	-	-	-
<b>Total Income</b>	<b>26,000</b>	<b>-</b>	<b>-</b>	<b>26,000</b>	<b>-</b>	<b>26,000</b>	<b>15,478</b>
<b>Expenses</b>							
Employee Costs	1,603,660	-	-	1,603,660	-	1,603,660	702,929
Materials & Contracts	445,289	-	-	445,289	-	445,289	316,396
Internal Expenses	444,105	-	-	444,105	-	444,105	162,792
<b>Total Expenses</b>	<b>2,493,054</b>	<b>-</b>	<b>-</b>	<b>2,493,054</b>	<b>-</b>	<b>2,493,054</b>	<b>1,182,117</b>
<b>Net Operating Result</b>	<b>(2,467,054)</b>	<b>-</b>	<b>-</b>	<b>(2,467,054)</b>	<b>-</b>	<b>(2,467,054)</b>	<b>(1,166,639)</b>
<b>Net Operating Result before Capital Income</b>	<b>(2,467,054)</b>	<b>-</b>	<b>-</b>	<b>(2,467,054)</b>	<b>-</b>	<b>(2,467,054)</b>	<b>(1,166,639)</b>
Plant & Equipment	-	-	-	-	-	-	12,420
Water Supply Network	250,000	100,000	-	350,000	-	350,000	111,934
<b>Total Capital Expenditure</b>	<b>250,000</b>	<b>100,000</b>	<b>-</b>	<b>350,000</b>	<b>-</b>	<b>350,000</b>	<b>124,354</b>

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### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	15.0
Budgeted Headcount (excluding casuals)	15.0
Actual Full Time Equivalent as at the end of the Period (excluding Casuals)	13.0

### Financial Commentary

No QBR2 budgetary changes proposed

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

<b>Wingecarribee Shire Council</b> <b>Quarterly Grants Review</b> 01 October 2024 to 31 December 2024					
<b>Successful Grant Applications</b>					
01 October 2024 to 31 December 2024					
Grant Project Name	Project Description	Grant Program / Name	Funding Body	Announcement Date	Amount (\$)
Fresh Start for LG Apprentices, Trainees and Cadets	Project to assist in achieving Council's goal of 5% of its workforce comprising cadets, trainees and apprentices	Trainee, Cadet and Apprentice Program	Office of Local Government	27/11/2024	325,135
Together we Thrive: Fostering Social Connections Through Village-Based Activities	Council will run place-based social, recreational and wellbeing activities in the Shire's villages from March to December 2025	Connecting Seniors Program 2025	NSW Department of Communities and Justice	17/12/2024	30,000
Australia Day 2025	Australia Day Activities	Australia Day 2025 Community Grant	National Australia Day Council	30/10/2024	10,000
<b>Total Successful Grant Applications</b>					<b>365,135</b>
<b>Unsuccessful Grant Applications</b>					
01 October 2024 to 31 December 2024					
Grant Project Name	Project Description	Grant Program / Name	Funding Body	Announcement Date	Amount (\$)
Bundanoon Community Emergency Hub	Establish a Community Emergency Hub in Bundanoon to support informal volunteers during emergencies	Supporting Spontaneous Volunteers Program	NSW Reconstruction Authority	04/11/2024	66,000
Holiday Break Program - Summer Autumn 2024-2025	Holiday Break Program - Summer Autumn 2024-2025	Holiday Break Program - Summer Autumn 2024-2025	NSW Department of Primary Industries and Regional Development	08/11/2024	6,700
Road Safety Upgrade - Argyle Street	Footpath, fencing and kerb ramp construction	Road Safety Program	Transport for New South Wales	13/12/2024	1,188,382
Road Safety Upgrade - Innes Road	Footpath and pedestrian refuge construction	Road Safety Program	Transport for New South Wales	13/12/2024	763,400
Road Safety Upgrade - Bowral Road	Footpath and pedestrian fencing construction	Road Safety Program	Transport for New South Wales	13/12/2024	1,540,000
Road Safety Upgrade - Park Road	Foot path and kerb ramps	Road Safety Program	Transport for New South Wales	13/12/2024	2,031,000
Road Safety Upgrade - Belanglo Road	Shoulder widening	Road Safety Program	Transport for New South Wales	13/12/2024	1,526,984
Road Safety Upgrade - Exeter Village	Pedestrian crossings on exeter road and Bundanoon road	Road Safety Program	Transport for New South Wales	13/12/2024	879,000
Road Safety Upgrade - Southern Highlands Christian School	Wombat crossings and parking improvements	Road Safety Program	Transport for New South Wales	13/12/2024	1,004,000
<b>Total Unsuccessful Grant Applications</b>					<b>9,005,466</b>
<b>Grant Applications Pending Outcome</b>					
as at 31 December 2024					
Grant Project Name	Project Description	Grant Program / Name	Funding Body	Application Date	Amount (\$)
Moss Vale Pool Electrification	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
Encouraging Native Landscapes	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

## AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

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
Community Threads Program	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
Southern Highlands Business Corridor	Masterplanning and Branding to establish the Southern Highlands Business Corridor	Regional Precincts & Partnerships Program	Infrastructure NSW	20/06/2024	1,500,000
Moss Vale Hill Road Reservoir Duplication	Design & construction of a new reservoir at Hill Road to duplicate existing adjacent reservoir	Housing Support Program - Community Enabling Infrastructure	Department of Infrastructure, Transport, Regional Development, Communication and the Arts	16/08/2024	6,382,000
Bus Shelter - 444 Moss Vale Road, Bowral	New bus shelter	Country Passenger Transport Infrastructure Grant Scheme (CPTIGS)	Transport for NSW	28/08/2024	20,000
Bus Shelter - 905 Penrose Road, Penrose	New bus shelter	Country Passenger Transport Infrastructure Grant Scheme (CPTIGS)	Transport for NSW	28/08/2024	20,000
Bus Seat - 10 Westwood Drive, Bowral	New bus seat	Country Passenger Transport Infrastructure Grant Scheme (CPTIGS)	Transport for NSW	28/08/2024	4,500
Shining Bright: Celebrating Seniors in the Wingecarribee Shire	Seniors Festival program of events to celebrate the talents, creativity, and rich life experiences of older people in our community.	NSW Seniors Festival Grant Program 2025	NSW Department of Communities and Justice	05/09/2024	10,000
Design and Upgrade of Exeter Road	Upgrade 1.4 km of Exeter Road between Exeter and Sutton Forest	Safer Local Roads and Infrastructure Program	Dept of Infrastructure, Transport, Regional Devt, Communications and the Arts	30/09/2024	3,228,310
Local Studies @ The Library	Creation of a dedicated local studies area in Bowral Library and digitise 'at risk' collections.	Public Library Infrastructure Grants 2025	Library Council of NSW	25/10/2024	235,412
Robertson Preschool Roof Replacement	Roof renewal and additional staffroom for the Robertson Community Preschool	Crown Reserves Improvement Fund - General 2024-25	Department of Planning, Housing and Infrastructure	21/11/2024	364,237
Streamlining Development Control Plans for Improved Regional Housing Delivery	Conduct a full review of Wingecarribee's Development Control Plans	Regional Housing Strategic Planning Fund 2024 Round 3	Department of Planning, Housing and Infrastructure	22/11/2024	250,000
Greater Mount Alexandra Regional Recreation Walking Track Upgrade and Repair	Repair and upgrade track after significant damage from heavy rain events between 2021-23 - Consistent with Council's Walking Track Strategy	Crown Reserves Improvement Fund - General 2024-25	Department of Planning, Housing and Infrastructure	22/11/2024	225,000
New Berrima to Berrima Shared Path Construction	Pedestrian connection between New Berrima and Berrima town centre	Get NSW Active 2025-26	Transport for NSW	25/11/2024	2,628,225
Construction of Charlotte St to Railway Pde Burradoo Shared Path	Construction of a 2.5km long footpath connecting the eastern and western sides of Burradoo	Get NSW Active 2025-26	Transport for NSW	25/11/2024	3,813,464
Construction of Hoddle St Robertson Shared Path	Extend the shared path network by 600m through Robertson Village	Get NSW Active 2025-26	Transport for NSW	25/11/2024	1,788,474
Pedestrian Path and Refuge on Railway Road, Burradoo, at Burradoo Railway Station	Construct a path extension and pedestrian refuge to provide a connection from Burradoo Railway Station to the existing path on Railway Road	Get NSW Active 2025-26	Transport for NSW	25/11/2024	780,000
Exeter Road, Exeter, Wombat Crossing and Pedestrian Path	Install wombat crossings and pedestrian paths to provide a safe link between the western side of Exeter and the Exeter CBD to Exeter Train Station	Get NSW Active 2025-26	Transport for NSW	25/11/2024	875,000
Installation of David Woods PlaySpace Climbing Section	Add climbing equipment to the all-abilities David Woods Adventure Playspace	Clubgrants - Infrastructure 2024-25	Office of Responsible Gambling	25/11/2024	72,450
<b>Total Grant Applications Pending Outcome</b>					<b>22,946,272</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>					



**Wingecarribee Shire Council Performance Improvement Order  
Quarterly Compliance Report  
October 2024 – December 2024**

As a part of the Wingecarribee Shire Council Performance Improvement Order Council is required to provide a quarterly compliance report that includes:

1. The quarterly business reporting statement
2. Use of the councillor request system
3. Any determinations of 'acts of disorder' made at council meetings.

Additionally, as a part of the first report Council is required to include a copy of Council's Operational Plan and Long-Term Financial Plan, adopted Code of Meeting Practice and Councillor and Staff Interaction Policy.

This report is for the period 1 October to 31 December 2024 Quarter.

Quarterly Budget Review Statement (QBR)

The December 2024 QBR was reported to the 19 February 2025 Council meeting, a copy of the Council Report, related attachments and associated Council Minute are included in **Attachment 1** (attachment to be included following the 19 February 2025 Council meeting).

Use of the Councillor Request System

During the December 2025 quarter 29 requests were received via the online Councillor Request System. **Table 1** outlines the total number of requests received from each Councillor during the reporting period.

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Moss Vale  
Gundungurra Country

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**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**Table 1: Number of Request by Councillor for October – December 2024 Quarter**



It should be noted that that in accordance the adopted organisational structure the Mayor receives administrative support from the Executive Assistant to the Mayor and General Manager (EA). As such, requests from the Mayor are managed by the EA rather than the online request for information system. Such requests relate the day to day operation of the Office of the Mayor.

Acts of Disorder

During the December quarter, three (3) Ordinary Meetings of Council and one (1) Extraordinary Meeting of Council were held. There were no (0) acts of disorder at any of the four meetings.

Additional Information

As a part of this report copies are the following documents are included via the following links:

- [Operational Plan and Budget 2024/25](#) adopted 26 June 2024
- [Long Term Financial Plan](#) (as included in the Resourcing Strategy) adopted 26 June 2026

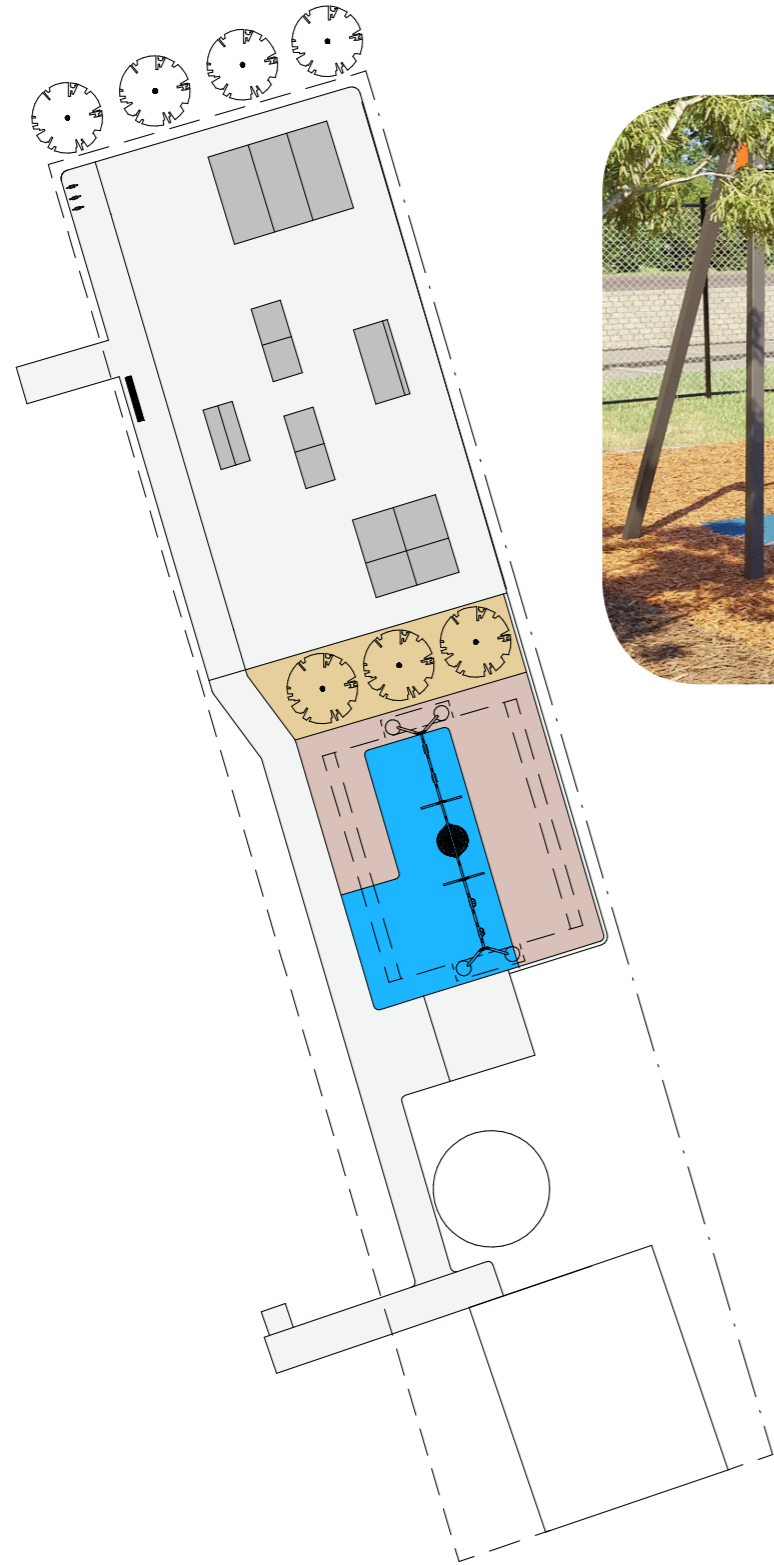


**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

- [Code of Meeting Practice](#) Note: At the meeting held on 20 November Council endorsed a draft Code of Meeting Practice to be placed on public exhibition from 21 November 2024 to 3 January 2025. The outcomes of the public exhibition will be reported to the 19 February 2025 Council meeting.
- [Councillor and Staff Interaction Policy.docx](#) Adopted 7 August 2024.



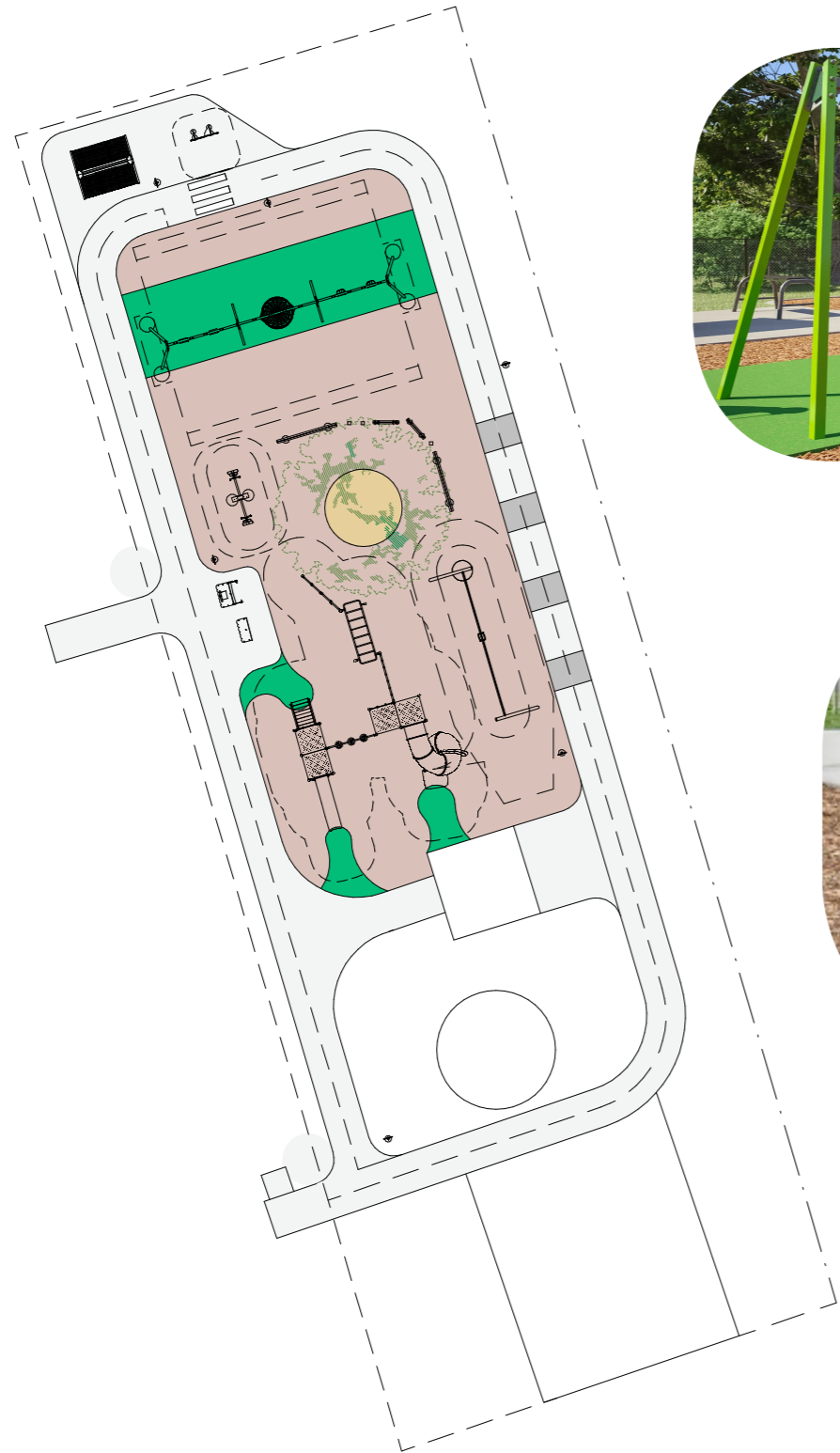




Skate Park w/ Triple Bay Swing







Main Playground area to remain the same, fitness area removed.



Line marking with bumps in the path added to scope.

Town elements added including; ice cream van, stop signs, pedestrian signs & drive safe signs & custom signs.





## **Your Say Wingecarribee Report on what we heard**

### **DAVID WOOD PLAYFIELDS ADVENTURE PLAYSACE UPGRADE**

The Wingecarribee Shire Council has an upgrade planned for David Wood Playing Fields Playspace in East Bowral which will be funded by Wingecarribee Shire Council through the Retford Park Planning Agreement, in partnership with local community group, The 4K's. Council is also seeing additional grant funding for the project through the Stronger country Communities Round 5 Fund.

The upgrade of the playspace aims to deliver an all-inclusive adventure playground that is adjacent to the David Wood Playing fields.

Council presented a masterplan and concept design of the proposed playspace to the community. The design included a variety of play opportunities encouraging explorative play, all abilities equipment, pathways, seating, BBQ and picnic facilities, shade structures and soft landscaping elements including semi-mature tree plantings.

The draft design is to essentially form a masterplan which will allow Council to undertake works without compromising future potential of the space.

Given the magnitude of proposed works, the project has been broken into seven stages. This will allow for implementation as funding allows. The scope of works and timing would be subject to funding availability.

Public consultation for the exhibition of the draft concept plan commenced on Tuesday 20 September 2022 and ran until Friday 14 October 2022.

The project page received 1350 visits. Documents and information were viewed by 619 visitors, and 88 visitors contributed to the online feedback form.

### **THE CONVERSATION**

#### **Online Survey**

An online survey was open during the consultation period on the *Your Say Wingecarribee* website for the community to provide feedback on what they were most excited about in the concept design and what elements of the design that they were concerned with. A total of 88 surveys were completed through the *Your Say Wingecarribee* website. Additionally, submissions were made via email to Council.

#### **Community Drop-In Session**

A community drop-in session was held at David Woods Playing Fields on Wednesday 12 October 2022 from 3pm to 4:30pm to promote the consultation and provide the community with an opportunity to ask questions and share their thoughts. We spoke to approximately nine people during the drop-in session.

Council staff also met with adjacent residents of the proposal at Retford Park on Tuesday 13 October 2020, who requested additional consultation. This provided an additional opportunity for adjacent residents to ask questions and share their thoughts on the project.

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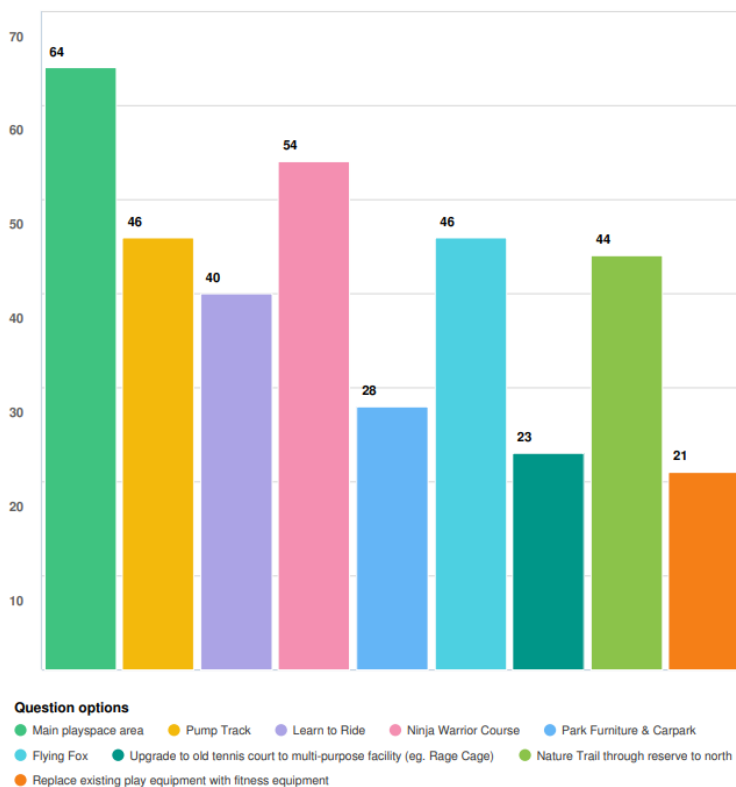
### **WHO WE ENGAGED**

The consultation targeted Wingecarribee residents but did not exclude those who visit from outside the area.

The consultation was promoted via numerous channels including the Your Say Wingecarribee e-newsletter, Community Update, social media, Council’s e-newsletter, radio, along with emails to identified groups.

### **WHAT WE HEARD**

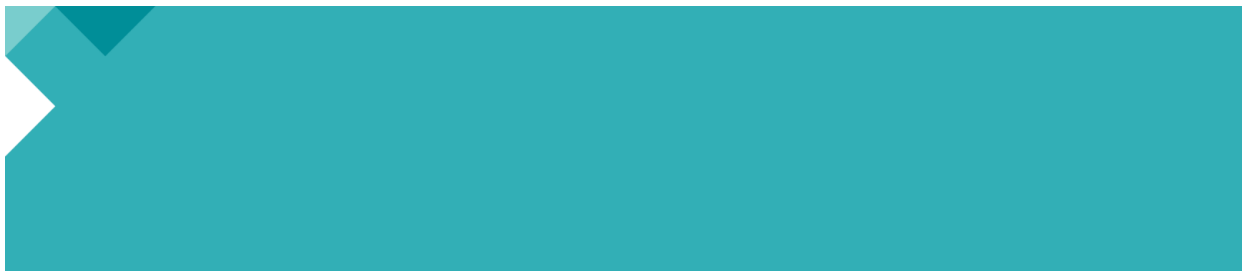
What elements of the concept design are you most excited about? Multiple selections can be made.



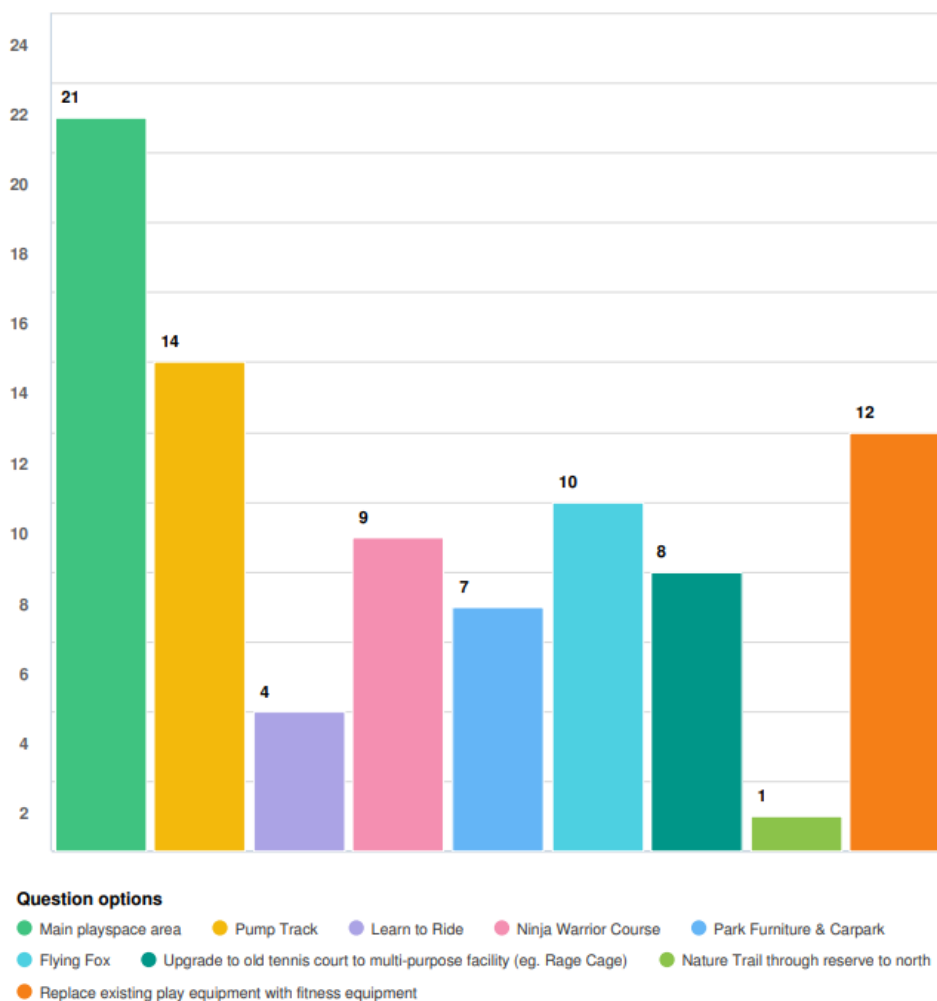
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**What elements of the concept design do you have concerns about? Multiple selections can be made.**



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**Concerns in relation to the Main Play Area**

- **SHADE:** Submissions indicated the need for Council to provide adequate shade over the whole play area. There was a common concern by residents that the concept design does not provide enough shade. This was the most common concern by the participants in the survey.
- **FENCING:** Request to provide fencing or partial fencing in the playspace to protect children from accessing the road and car park as well as to stop young children running on to the more adventurous play areas. Fencing around the swale was also mentioned to reduce risk.
- **ACCESSIBILITY:** There was a request for all the equipment to be accessible for children with disabilities including the play tower.
- **PLAY:** Some submissions indicated more play equipment including providing more imaginative play for younger children (12-18months), sensory play and water play as well as additional swings
- **MATERIALS & FINISHES:** Many respondents requested for more sympathetic materials and colour palette to reflect the area.

**Concerns in relation to the Pump Track**

- **SAFETY:** Some respondents expressed their concern that the playspace will draw in inappropriate social behaviour such as loitering teenagers and vandalism.
- **PLAY:** Many comments were made about integrating a skate park facility. One proposal was to replace the pump track facility with a skate park as it can provide more of a diversity of users (skaters, BMX and scooters).
- **MATERIALS & FINISHES:** Request for more soft planting and barriers to be used around the pump track to improve safety and amenity.
- **SAFETY:** Some respondents expressed their concern that the playspace will draw in inappropriate social behaviour such as loitering teenagers and vandalism.
- **PLAY:** Many comments were made about integrating a skate park facility. One proposal was to replace the pump track facility with a skate park as it can provide more of a diversity of users (skaters, BMX and scooters).
- **MATERIALS & FINISHES:** Request for more soft planting and barriers to be used around the pump track to improve safety and amenity.

**Concerns in relation to the Learn to Ride Area**

- **SAFETY:** Request to reduce hazards between learn to ride and main play area
- **PLAY:** Many comments were made about integrating a skate park facility. One proposal was to replace the learn to ride facility with a skate park as there are many footpaths in the area to learn to ride.

**Concerns in relation to the Ninja Course**

- **SHADE:** Submissions indicated the need for Council to provide adequate shade over the whole play area. There was a common concern by residents that the concept design does not provide enough shade. This was the most common concern by the participants in the survey.
- **LOCATION:** Some respondents were concerned that it was located too close to the residents.
- **PLAY:** Some respondents were concerned that the equipment was too dangerous.

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<b>Concerns in relation to the Park Furniture and Carpark</b>
<ul style="list-style-type: none"><li>• <b>PEDESTRAIN AND BYCICLE ACCESS:</b> Many comments were made about providing safe connections from the playspace to the existing shared path network.</li><li>• <b>SHADE &amp; AMENITY:</b> Provide shade in the car park and provide drinking fountains and bike parking and accessible BBQ facilities.</li><li>• <b>ACCESSIBLE TOILET BLOCK:</b> request for a 'changing places' toilet block.</li></ul>
<b>Concerns in relation to the Flying Fox</b>
<ul style="list-style-type: none"><li>• <b>ACCESSIBILITY:</b> Consider depth under swing and include tie downs at each end.</li><li>• <b>NOISE:</b> Some respondents were concerned that it was located too close to the residents</li></ul>
<b>Concerns in relation to the Rage Cage</b>
<ul style="list-style-type: none"><li>• <b>PLAY:</b> The 2<sup>nd</sup> least desired activity. Some responses indicated that they would still like to use it as a tennis court/basketball court.</li><li>• <b>Skate Park:</b> Suggestion to replace the rage cage with a skate park.</li></ul>
<b>Concerns in relation to the Nature Trail</b>
<ul style="list-style-type: none"><li>• <b>LOCATION:</b> Some respondents were concerned that it was located too close to the residents.</li></ul>
<b>Concerns in relation to replacing existing equipment with fitness facilities</b>
<ul style="list-style-type: none"><li>• <b>PLAY:</b> The least desired activity. Many residents commented on the park focusing on providing play facilities and noted that fitness equipment is hardly used or maintained.</li></ul>
<b>General comments</b>
<ul style="list-style-type: none"><li>• Overall, there is support from the community to deliver the adventure playspace at the David Wood Playing Fields.</li><li>• Many of the adjoining residents were concerned about Noise and Visual pollution for adjoining residents</li><li>• Drainage and water</li><li>• Wildlife and nature</li></ul>

The main playspace area will most likely be constructed first. To help us plan ahead, the community were asked to rank the remaining areas in order of preference. The results are as follows:

1. Pump track learn to ride & ninja warrior course
2. Flying Fox
3. Park furniture & carpark
4. Nature trail through reserve to the north
5. Upgrade of old tennis court to multi-purpose facility
6. Replace existing equipment with fitness equipment



## **KEY INSIGHTS FROM THE COMMUNITY**

### Opportunities:

- Materials colour, indigenous historic interpretation / storytelling (from the Gundungurra People), connection to the adjacent cultural heritage, interpretation of historic use of the space, planting palette, native species habitat (ducks, frogs)
- Robust, durable and natural materials where possible
- Sensory and educational garden, artwork and bespoke play and educational equipment
- A resilient, yet attractive playspace that fits in with the local surroundings
- Provide additional shade.
- Provide fencing to some of the playspace. Provide informal barriers (planting and or park furniture) between playspaces to improve safety.
- All park furniture including BBQ's to be accessible.

### Considerations:

- Car parking and traffic management.
- Pedestrian access from existing shared path network.
- Natural screening to adjacent neighbours to the north along Caroline Avenue.
- Accessible toilet facilities.
- Need to provide accessible entrance from car park (and toilet block) as part of stage 1.

## **WHATS NEXT?**

Feedback from this first stage of engagement will help shape the future stages of this project including the draft detail design for the David Wood Adventure Playspace.

Updates will continue to be provided via the Your Say Wingecarribee page.

## **THANK YOU FOR YOUR FEEDBACK**

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## WHAT WE HEARD REPORT #2

### DAVID WOOD INCLUSIVE ADVENTURE PLAYGROUND

The Wingecarribee Shire Council has an upgrade planned for David Wood Playing Fields Playspace in East Bowral which will be funded by Wingecarribee Shire Council through the Retford Park Planning Agreement, in partnership with local community group, The 4K's. Funding has also been secured for the project through the NSW Government's Stronger Country Communities Round 5 Fund.

The upgrade of the playspace aims to deliver an all-inclusive adventure playground that is adjacent to the David Wood Playing fields.


In October 2022, Council presented a masterplan and concept design of the proposed playspace to the community. The design included a variety of play opportunities encouraging explorative play, all abilities equipment, pathways, seating, BBQ and picnic facilities, shade structures and soft landscaping elements including semi-mature tree plantings. Feedback on this first round of community consultation can be found on the project page.

### THE CONVERSATION


This second round of community consultation was focused on the local First Nations community, to seek feedback on the history of the area so that indigenous themes and references could be incorporated into the final design.



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Feedback was sought on;

- What makes the area special and unique?
- Any special people or events that should be celebrated?
- What energy do you feel and sense in the space?
- Any other feedback that could help theme the playspace.

Consultation commenced on Thursday 14 September 2023 and ran until Thursday 19 October 2023, culminating in an onsite meeting David Wood Playing Fields on Thursday 19 October 2023.

### **WHO WE ENGAGED**

The consultation targeted the local First Nations community. The consultation was promoted via flyers and feedback forms that were distributed via;

- Wingecarribee Aboriginal Community and Cultural Centre, Mittagong.
- The Dhungung Food Share Program.
- Council libraries.
- Council's Civic Centre, Moss Vale.


The consultation was also promoted via the Wingecarribee Aboriginal Network.

### **WHAT WE HEARD**


We would like to thank those who provided feedback as part of this round of consultation, especially those who attended the onsite meeting on Thursday October 19 2023.



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<p><b>Comments in relation to the importance of the place</b></p>	<ul style="list-style-type: none"> <li>- The area is welcoming to all, a unifying place.</li> <li>- The space works well as a family place where all people come together.</li> <li>- Consider naming the playspace to reflect the theme. Murraural? (A waterhole at the junction of the Wollondilly and Wingecarribee Rivers).</li> </ul>
<p><b>Comments in relation to playspace theme and references</b></p>	<ul style="list-style-type: none"> <li>- Theme of providing comfort for all via habitat, shelter and food.</li> <li>- A yarnning circle could be included to represent the bringing together of the people.</li> <li>- Incorporate Gundungurra language in some form.</li> <li>- Creation story of the rivers in the area, the story of Gurangatch and Mirragan. The story describes an almighty struggle between two ancestral creator spirits. One a giant eel-like creature, Gurangatch, an incarnation of the ancestral rainbow serpent and the other, a large native cat or quoll, Mirragan.</li> <li>- Incorporate indigenous design into the playspace, either via art of symbols/references in the playspace items.</li> </ul>
<p><b>Comments in relation to landscaping and habitat</b></p>	<ul style="list-style-type: none"> <li>- Inclusion of native plants for wildlife habitat with corridor links to existing areas of bushland.</li> <li>- Incorporate local fauna into the design e.g. fauna totems.</li> <li>- Consider opportunities for indigenous art/graffiti/murals.</li> </ul>



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Further reading on the story of Gurangatch and Mirrigan can be found below;

[Gurangatch and Mirrigan – Jenolan Caves](#)

### **WHATS NEXT?**


Thank you once again to all the community members who provided us with valuable feedback. The design will now be progressed, integrating themes and references from this round of consultation.

Updates will continue to be provided via the project page. If you have any questions about this project or would like to be kept updated on its progress, please email Matt Harvey (Project Manager) via [mail@wsc.nsw.gov.au](mailto:mail@wsc.nsw.gov.au).


### **THANK YOU FOR YOUR FEEDBACK**



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Section 91 Protection of the Environment Operations Act 1997

## Clean-Up Notice



Licence 1731

Michael McCabe  
Acting General Manager  
Wingecarribee Shire Council  
PO BOX 141  
MOSS VALE NSW 2577

By email: [mail@wsc.nsw.gov.au](mailto:mail@wsc.nsw.gov.au)

Notice Number 3511313  
Reference Number SR-4488  
Date 08-01-2025

### Clean-up Notice

#### Why is the EPA writing to you?

The Environment Protection Authority (EPA) reasonably suspects that a pollution incident has occurred or is occurring on land that forms part of Moss Vale Sewage Treatment Plant (Premises) located at KENNEDY CLOSE MOSS VALE 2577. The EPA has issued you with this Clean-up Notice. Further information is set out in the notice below.

#### What are you required to do?

Please read this notice carefully and carry out the clean-up action specified in this notice by the dates required. If you have any queries about this matter, please contact Tylah Batistuzo-Hale on (02) 8275 1144.

#### BACKGROUND

- A. The EPA has responsibility for the administration and enforcement of the *Protection of the Environment Operations Act 1997 (Act)*.
- B. WINGECARRIBEE SHIRE COUNCIL (Licensee) is the holder of Environment Protection Licence No. 1731 (Licence) issued under the Act in respect of the Premises. The Licence authorises the carrying out of sewage treatment. As the holder of the Licence, the Licensee is the occupier of the Premises for the purposes of section 91(1)(a) of the Act.
- C. The EPA is the appropriate regulatory authority (ARA) for licensed premises per section 6 of the Act.
- D. On 26 November 2024, the EPA was notified by the Licensee that discharge from EPA Point 1 into Whites Creek contained levels of ammonia exceeding the 90th percentile limit contained in condition L3.4 of the licence (Notification). In the period between the Notification and the date of this notice,

Page 1

Phone 131 555  
Phone 02 9995 5555  
(from outside NSW)

TTY 133 677, then  
ask for 131 155

Locked Bag 5022,  
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NSW 2124

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10 Darcy Street  
Parramatta NSW 2150

[info@epa.nsw.gov.au](mailto:info@epa.nsw.gov.au)  
[www.epa.nsw.gov.au](http://www.epa.nsw.gov.au)  
ABN 43 692 285 758

## **Clean-Up Notice**

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- the Premises has continued discharging partially treated effluent containing levels of pollutants exceeding Licence limits into Whites Creek (Incident).
- E. Whites Creek is within a rural residential area and discharges to the Wingecarribee River that forms part of the Sydney Drinking Water Catchment.
  - F. On 29 November 2024, an authorised officer of the EPA requested the Licensee provide a written report of the Incident, in accordance with condition R3 of the licence.
  - G. On 5 December 2024, as part of its response to the request outlined in paragraph F. above, the Licensee attributed the cause of the Incident to 'sub-ideal oxygen transfer into one treatment lagoon' at the Premises (Attributed Cause).
  - H. On 9 December 2024, the EPA requested the Licensee monitor the impacts to Whites Creek resulting from the Incident. That is, the EPA requested the Licensee (1) undertake daily grab samples from EPA Point 1 for submission to a NATA-accredited laboratory; and (2) undertake daily indicative ambient sampling for ammonia and dissolved oxygen levels at EPA Point 1, and appropriate locations upstream and downstream of EPA Point 1.
  - I. Based on a review of results for grab samples taken between 29 November 2024 to date, the licensee has identified numerous breaches of licence limits at EPA Point 1 for faecal coliforms, nitrogen (ammonia), nitrogen (total), and phosphorous.
  - J. The discharge of elevated pollutant levels into Whites Creek may be harmful to the health of the waterway. Specifically, increased levels of ammonia and decreased levels of dissolved oxygen reported at EPA Point 1 and downstream in Whites Creek can be toxic to aquatic life and can lead to an increase in algal activity in stagnant pools of water. There have been no reports of actual harm to aquatic life to date.
  - K. On 20 December 2024, the EPA issued a letter to the Licensee, titled *Moss Vale Sewage Treatment Plant – Environmental performance concerns*, advising that a pollution Incident is occurring at the Premises. The letter requested the licensee investigate and rectify the performance of the sewage treatment plant immediately to ensure compliance with the licence at all times. The letter also advised that clear and effective notification, action and communication procedures should be enacted to ensure the right people are warned and quickly provided with information they may need to act appropriately. Additionally, the letter advised communication procedures should include activating Council's Pollution Incident Response Management Plan (PIRMP) and publication of relevant water quality data and other information on Council's website.
  - L. In a letter of response to the EPA letter described in Point H above, dated 24 December 2024, the licensee advised the EPA it has attempted several corrective measures to rectify the Attributed Cause throughout the Incident. The licensee is continuing to investigate, assess, implement and monitor options to rectify the Incident. The Licensee has advised the EPA it carried out community notification. The licensee has activated its PIRMP, added a notice regarding the Incident to the Licensee's website, and undertook a 'letterbox drop' at residences located downstream of the Premises.
  - M. The objects of the Act include to reduce the risks to human health and prevent the degradation of the environment and to ensure the community has access to relevant and meaningful information about pollution.
  - N. The EPA has considered the Licensee's response to the provision of community information in relation to the Incident. The information about the Incident and publication of monitoring data on the Council website appears limited and not easily accessible. The EPA was unable to find any monitoring data for the Incident on the Council website, nor detailed information about the nature of exceedances at the Premises.



## **Clean-Up Notice**

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- O. The EPA has considered the Licensee's response to the Incident; including actions taken to manage the Incident and to restore the environment. Based on this review, the EPA has determined further clean-up actions are required.

### **Environment Protection Law**

- P. Section 91 of the Act enables the EPA to issue a Clean-up Notice in respect of a pollution Incident. The Dictionary to the Act defines:
- “Pollution incident” as an incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise.
  - “Pollution” as including water pollution.
  - “Water pollution” as placing in or on, or otherwise introducing into or onto, the waters (whether through an act or omission) any refuse, litter, debris or other matter, whether solid or liquid or gaseous, so that the change in the condition of the waters or the refuse, litter, debris or other matter, either alone or together with any other refuse, litter, debris or matter present in the waters makes, or is likely to make, the waters unclean, noxious, poisonous or impure, detrimental to the health, safety, welfare or property of persons, undrinkable for farm animals, poisonous or harmful to aquatic life, animals, birds or fish in or around the waters or unsuitable for use in irrigation, or obstructs or interferes with, or is likely to obstruct or interfere with persons in the exercise or enjoyment of any right in relation to the waters.
- Q. The EPA reasonably suspects that a pollution incident is occurring or is likely to occur at or from the Premises, namely:
- a. Partially treated effluent containing elevated levels of faecal coliforms, nitrogen (ammonia), nitrogen (total), and phosphorous has been discharged daily from the Premises into Whites Creek since 26 November 2024, potentially causing harm to the health of Whites Creek and to aquatic life downstream of the Premises.
- R. The EPA is directing you to take clean-up action because you are the occupier of the Premises.

### **DIRECTION TO TAKE ACTION**

The EPA directs WINGECARRIBEE SHIRE COUNCIL to take the following actions:

#### **Community Engagement Strategy**

1. By 5:00PM on 15 January 2025 the licensee must prepare and provide a written Community Engagement Strategy to the EPA. The Strategy should include, but need not be limited to:
  - a. Details of the Incident, including a description, impacts to the environment and the actions being taken to rectify the Incident and restore the environment;
  - b. Clear and effective notification, action and communication procedures that will be enacted to ensure the right people are informed of the Incident and quickly provided with information they may need to act appropriately. This includes notification of any downstream users such



## **Clean-Up Notice**

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as stock and domestic users, holders of water irrigation licences or recreational water facilities regarding the Incident.

- c. Creation of a webpage on Council's website that provides up-to-date information about the Incident. The webpage must be easily accessible by the public (within 4 clicks of the homepage) and must be updated regularly.
- d. Publication of relevant environmental monitoring data on the above webpage. This should include all NATA-accredited laboratory results for weekly grab samples taken at EPA Point 1 throughout the Incident and all daily dissolved oxygen and ammonia field sampling results that the Licensee has received in relation to the Incident.

### **Assessment by a suitably qualified independent wastewater expert**

2. By 5:00PM on 15 January 2025, engage a suitably qualified independent wastewater treatment expert to:
  - a. Review all plant performance data relevant to the Incident.
  - b. Investigate all remedial actions available to immediately mitigate the Incident.
3. By 5:00PM on 22 January 2025, provide a detailed written report to the EPA, prepared by the suitably qualified independent wastewater treatment expert, that includes but is not limited to the following:
  - a. An assessment of the effectiveness of the actions undertaken by the Licensee to remedy the Incident.
  - b. Identification of actions that will be immediately implemented to improve plant performance to mitigate the Incident and restore the environment. These may relate to the configuration and function of the plant, removing waste offsite, limiting the volume of industrial waste discharges to sewer or other measures.
  - c. Provides clear timeframes for undertaking the identified actions.

### **Assessment by a suitably qualified environmental consultant**

4. By 5:00PM on 15 January 2025, engage a suitably qualified independent environmental consultant to:
  - a. Review all environmental monitoring data relevant to the Incident and receiving environment, including Whites Creek and downstream waterbodies.
  - b. Assess monitoring data obtained by the Licensee throughout the Incident against relevant water quality guidelines for the protection of the receiving environment.

## **Clean-Up Notice**

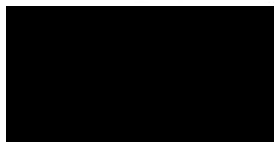
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- c. Investigate the likely effects that the Incident may have caused or is causing on Whites Creek and downstream waterbodies.
5. By 22 January 2025, provide a detailed written report to the EPA, prepared by the suitably qualified independent environmental consultant that includes, but is not limited to the following:
  - a. Collates all available environmental monitoring data relevant to the Incident.
  - b. Compares environmental monitoring data to the relevant guidelines for the protection of the environmental values of the receiving environment.
  - c. Provides an assessment of the actual or potential environmental harm that the Incident may have caused or is causing to the receiving environment.
  - d. Identify actions to help ensure the harm to the environment is minimised and restore the environment. This may include environmental monitoring requirements.
6. All written reports should be provided to the EPA via the specified due dates by email to [info@epa.nsw.gov.au](mailto:info@epa.nsw.gov.au)

### **FEE TO BE PAID**

- You are required by law to pay a fee for the administrative costs of issuing this notice. An invoice for the fee has been attached to this notice.
- It is an offence not to pay this fee. However you can apply for an extension of time to pay the fee or for the fee to be waived. At the end of this notice there is information about how and when to pay the fee and how to apply for an extension or a waiver of the fee.



**Adam Gilligan**  
**Director Metro South Operations**  
(by Delegation)

## **Clean-Up Notice**

---



### **WARNINGS AND INFORMATION ABOUT THIS CLEAN-UP NOTICE**

- This notice is issued under section 91 of the Act.
- It is an offence against the Act not to comply with a clean-up notice unless you have a reasonable excuse.
- Details provided in this notice will be available on the Public Register in accordance with section 308 of the Act
- If this notice is issued to a corporation and the notice is not complied with by the date specified, the EPA may, under s 91A(2) of the Act, issue a supplementary clean-up notice to a current or former director or manager, or a related body corporate, directing them to carry out, or ensure the carrying out of, clean-up action specified in the supplementary notice.

### **Penalty for not complying with this notice**

- The maximum penalty that a court may impose for a corporation is \$2,000,000 and a further \$240,000 for each day the offence continues. The maximum penalty that a court may impose for an individual is \$500,000 and a further \$120,000 for each day the offence continues.

### **When this notice begins to operate**

- This notice operates from the day the notice is given, unless a later date is specified in the notice.

### **Continuing obligation**

- Under section 319A of the Act, your obligation to comply with the requirements of this notice continues until the notice is complied with in full, even if the due date for compliance has passed.

### **Cost recovery from the person(s) who caused or contributed to the incident**

- If you comply with this clean-up notice but you are not the person who caused, or solely caused, the pollution incident to which the notice relates, you have a right to go to court to recover your costs, or part of your costs, of complying with the notice from persons who caused or contributed to the incident.

### **Deadline for paying the fee**

- The fee must be paid by **no later than 30 days after the date of this notice**, unless the EPA extends the time to pay the fee, or waives the fee.

### **How to pay the fee**

- Possible methods of payment are listed on the last page of the attached invoice/statement.
- Please include the payment slip from the attached invoice/statement with your payment.

### **How to apply for an extension of time to pay/waive the fee**

- Any application for an extension of time to pay the fee or for the fee to be waived must be made in writing to the EPA. The application should set out clearly why you think your application should be granted.



## **Clean-Up Notice**

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### **Other costs**

- The Act allows the EPA to recover from you reasonable costs and expenses it incurs in monitoring action taken under this notice, ensuring the notice is complied with and associated matters.
- If you are required to pay these other costs and expenses you will later be sent a separate notice called a "Notice Requiring Payment of Reasonable Costs and Expenses".

### **Variation of this notice**

- The requirements of this notice may only be varied or revoked by written notice issued by the EPA.



Document Ref: WSC EPA 24122024

Your ref DOC24/1058089

24 December 2024

Peter Bloem  
Manager Regulatory Operations  
NSW Environment Protection Authority  
6 Parramatta Square  
12 Darcy Street  
Parramatta  
NSW 2150

*Via email: [info@epa.nsw.gov.au](mailto:info@epa.nsw.gov.au)*

Dear Peter,

**Moss Vale Sewage Treatment Plant – Environmental performance concerns**

I am writing in response to your letter dated 20 December 2024 in relation to environment protection licence EPL 1731.

Council is committed to the health of Whites Creek and is acting to address your concerns.

Currently the existing Moss Vale STP plant is being ran at its maximum capacity to meet the licence conditions stipulated. With this summer's seasonal weather already being notably warmer and drier than recent years, the capacity of the process at the plant is particularly challenging in this current environment.

Councils will continue to respond to the presenting conditions including open consultation and communication with both the Environment Protection Authority (EPA) and Department of Climate Change, Energy, the Environment and Water (DCCEEW) regulators.


On 25<sup>th</sup> November 2024 Council proactively reported a pre-notification to the EPA of an anticipated 90<sup>th</sup> percentile exceedance in those licence conditions with regard treated effluent discharge to Whites Creek.

The exceedance of licence conditions was in respect elevated ammonia levels and resultant reduced dissolved oxygen levels at the discharge point and downstream monitoring point.


On 26<sup>th</sup> November Council consulted with DCCEEW for their expert guidance, as Council continued to try to address the matter. Our staff have a constructive working relationship with the regulator and regularly keep in contact to qualify ideas, options and to gain valued insight.


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Moss Vale  
Gundungurra Country

 PO Box 141 Moss Vale  
NSW 2577

ABN 49 546 344 354

 02 4868 0888

 [mail@wsc.nsw.gov.au](mailto:mail@wsc.nsw.gov.au)

## AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

On 26th November Council received confirmation of a 90<sup>th</sup> percentile exceedance and notified the EPA as required. The EPA responded with a request that Council carry out daily sampling and lab analysis, with which we have immediately complied.

On 6th December Council participated in a Teams meeting with both the EPA and DCCEEW, running through the options Council had investigated and applied to date in response at the site. These included:

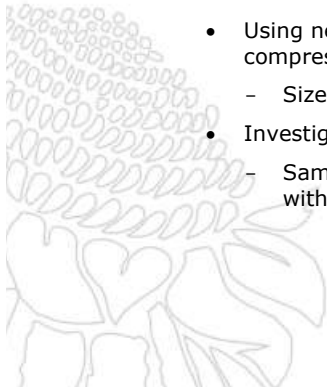
- Reduced supernatant load into the plant and the EAT's
- Reduced alum dosing to encourage biomass wellbeing
- Increased existing air transfer rate to maximum
- Re-seeded biomass with healthy MLSS from Bowral STP (twice)
- Replaced the diffuser heads to increase oxygen transfer

Council discussed options to be investigated and implemented including:

- Changing the compressor pulley sizing to change the 'gearing' and increase air transfer rate above design – completed
- Balancing flows between the EAT's to optimise both treatment streams - completed
- Installing additional surface aeration to reinforce the existing diffuse air system
  - This is proving hard to source in practical timeframes with the expected implementation time frame being 4-6 weeks, but the team is persisting with investigating options
  - Council is pre-emptively investigating electrical capacity and telemetry integration of an additional aeration system
  - It is an unknown outcome given surface aeration is not usually ran with diffuse air systems

Council also discussed options suggested by DCCEEW and EPA in respect:

- Installing a temporary aeration system in the watercourse itself downstream of the discharge point to reinforce dissolved oxygen
  - Completed and has reinforced dissolved oxygen, but the seasonal reduction in dissolved oxygen is persisting
- Discharging to the storm pond and pumping overland to the UV system
  - Proven to be unfeasible due to site layout
- Discharging to the environment from the storm pond itself
  - Concerns around faecal coliform levels given the discharge is to WaterNSW downstream catchment – to be sampled to confirm anticipated levels
  - Will dilute higher ammonia levels
- Decant EAT1 to catch pond and/or EAT2 to catch pond
  - Not feasible due to site pipework
- Using new compressor planned for the new Bowral STP upgrade as an emergency compressor
  - Sized too small for the temporary task
- Investigating a controlled bypass through EPA Point 2
  - Sample results have been returned and this option requires further discussion with WaterNSW and the EPA



## AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

On 11<sup>th</sup> December Council hosted the EPA on site to inspect the STP.

On 18<sup>th</sup> December Council participated in an incident update Teams meeting with the EPA team, discussing outcomes of the above points.

On 20<sup>th</sup> December the EPA instructed Council to carry out a community notification, communicating the situation to the downstream residents. Council distributed a letter drop to the defined list of residents the same day.

As you will be aware, Council has committed to constructing a new Sewage Treatment Plant (STP) to serve the community in Moss Vale with the expected completion date of July 2026.

Council is optimising the treatment capability of the existing plant whilst the new plant is constructed. This includes installation of aeration into Whites Creek immediately downstream of the discharge point to mitigate the impact of the elevated ammonia and reinforce the dissolved oxygen content which has occurred.

Council act conscientiously to maintain the licence and continue to investigate options to address the aeration issue which is fundamental to the success of the biological process given the level of loading on the existing plant. Each option being enacted takes time to assess, implement and monitor to gauge success.

Council is liaising with Beca Hunter H2O (Council's principal designer for all three STP upgrades) to review the current STP hydraulic and treatment process data and assist in identifying any adjustments required to the process to accommodate for the current environmental conditions.


Council will continue to optimise the performance of the STP over the Christmas and new year period. The timing of the surface aeration and the review by Beca Hunter H2O is likely to be known in the week commencing 6 January 2025.

Publication of relevant water quality data can be viewed on Council's website via the following link: <https://www.wsc.nsw.gov.au/Residents/Water-and-Sewer/Regulatory-Reporting-and-Monitoring-Data>

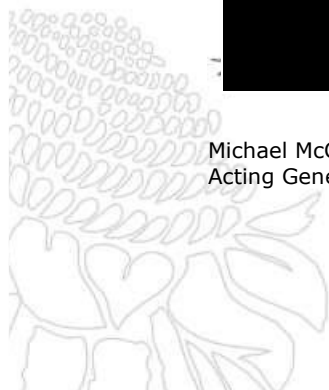
Council will continue to consult with the EPA and DCCEEW whilst enacting solutions and communicating outcomes.

If you have any questions regarding the above, please phone Clinton McAlister - Director Service and Project Delivery on (02) 4868 0767 or via email [Clinton.mcalister@wsc.nsw.gov.au](mailto:Clinton.mcalister@wsc.nsw.gov.au).

Yours sincerely



Michael McCabe  
Acting General Manager



# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025



DATE

Mr Brett Whitworth  
Deputy Secretary  
Office of Local Government  
Email: [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)

Dear Mr Whitworth,

## **Submission: A new model code of meeting practice consultation draft**

Wingecarribee Shire Council appreciates the opportunity to provide the following submission in response to the Office of Local Government's discussion paper titled "New Model Code of Meeting Practice - Consultation Draft". Council welcomes this reform and supports reforms that:

- promote transparency, integrity and public participation
- promote the dignity of the council chamber
- depoliticise the role of the general manager
- simplify the Model Meeting Code.

Council has reviewed the Discussion Paper and draft Model Code and at the Meeting held on 19 February 2024, resolved to provide the following submission.

<insert resolution>

Council is supportive of changes that achieve the objectives outlined above, feedback on specific aspects of the proposed changes are outlined below:

### Promoting Transparency, Integrity and Public Participation

Council is supportive of the following changes:

- Requiring recordings of meetings to be published on a council website for longer
- Providing that councils must not make final planning decisions without a staff report containing an assessment and recommendation, as recommended by ICAC

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## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025**

- Requiring councils to give reasons where they make a decision on a planning matter that departs from the staff recommendation, as recommended by ICAC

As previously outlined in Council's November 2024 Submission to the Office of Local Government's discussion paper '*Councillor Conduct and Meeting Practices – A New Framework*', Council does not support the banning of briefing sessions. While openness and transparency in local government is critical for maintaining trust between a council and its community, briefing sessions should be permitted within a clear framework.

Councillors are elected with varying skills and experience in civic roles. It is important that all councillors feel safe asking questions and understand alternate views or solutions to an issue. It is also important that Council officers can provide detailed background information to councillors in relation to matters that may come before them. This process of becoming fully informed cannot be achieved within the formality of a council meeting and banning of briefing sessions may ultimately delay timely decision making.

Briefings sessions should be established as an information sharing process and an opportunity for allowing open and frank discussion. Council supports a ban on decision making in briefing sessions and this can be managed via the general manager chairing the meeting and establishing a clear policy that these sessions can operate within. Controls can be put in place to ensure that briefing sessions do not become decision making forums. Requirements to publish key information relating to briefings could be mandated such as briefing agenda items and meeting proceedings.

The 2024 discussion paper acknowledged the need for candid conversations between the mayor and the general manager outside of formal meetings. Council is also of the belief that there are times that such conversations should also be extended to councillors. Only allowing such candid conversations to occur between the mayor and general manager could create an unnecessary information imbalance and impact on informed decision making.

It is noted that State and Federal Ministers receive confidential briefing sessions to support informed decision making. It is only equitable that councillors receive the opportunity to attend briefing sessions that are not open to the public.

## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025**

Council is supportive of openness and transparency of information however there are some practical concerns relating to the requirement for the general manager to publish business papers for items considered in closed meetings on the council's website after the information ceases to be confidential. This would require the general manager to continuously monitor all previous business papers and determine if they are no longer confidential. This would result in a large and unnecessary resource burden on councils. It is suggested that it would be more efficient if this requirement was to be monitored on an annual basis and items no longer considered confidential are published following an annual assessment.

Further, Council does not support the requirement for the general manager to consult with the council before publishing information that was previously confidential on its website. This is an operational matter and Council officers are best positioned to determine if information is no longer confidential.

### Promoting the Dignity of the Council Chamber

Council is supportive of the following changes:

- Restricting the circumstances in which the council may withhold a leave of absence
- Mandating modes of address
- Making it clear that community decisions are made in council meetings and not in other forums
- Strengthening the deterrence against acts of disorder that allows councillors to be expelled from successive meetings where they fail to apologise for an act of disorder at an earlier meeting.

Council does not support the proposed provisions that permit the mayor to call an extraordinary meeting without the need to obtain the signature of two (2) councillors and removing restrictions on mayoral minutes. The current practice should be maintained.

Council is not supportive of mandating the requirement for councillors and staff to stand when the mayor enters the council chamber and when addressing the meeting. This is an unnecessary formality that may negatively impact councillors and staff that have

## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025**

mobility issues. Additionally, it is impractical and inefficient for councillors and staff to be required to stand when speaking. Such changes may make it harder to hear and see councillors as they speak at a greater distance from the microphone and may require modifications to microphone placement/technology creating an additional cost burden on councils. Requiring councillors to stand when speaking is likely to reduce the efficiency and pace of meetings. Effective chairing of a meeting will have a more significant impact on the dignity of the council chamber than a requirement to stand. Council supports the recommendation that LGNSW has made in relation to the proposed requirement to stand, being that it should be required only at a council's discretion. Making the relevant provisions non mandatory rather than mandatory would resolve this concern.

Removing the option for councils to reduce the duration of speeches is not supported by Council. It should be an option for each council to determine to reduce the duration of speeches to ensure meetings are managed effectively and efficiently.

Council is not supportive of changes to limit the circumstances when councillors can attend meetings via audio-visual link. Restricting the ability for councillors to participate in council meetings via audio-visual link disadvantages those with work and/or have carer responsibilities. It will also disadvantage local government areas that are geographically expansive, such changes may discourage individuals standing for council, thereby limiting the diversity of candidates that stand for election. In addition, the proposed change to the mode of attendance does not adequately acknowledge that current technology and past experience has consistently demonstrated that hybrid meetings function effectively.

Council is not supportive of removing the option for staff to attend meetings by audio visual link. The proposed change removes the flexibility to accommodate senior staff or other subject matter experts to answer a question from a councillor, but for reasons such as a health issue or unforeseen caring responsibilities are unable to attend in person. It is recommended that there be a consistent approach for both councillors and staff, with a flexible approach to attendance permitted comparable to what is currently available.



## **AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025**

### Depoliticising the role of the General Manager

Council does not support removing the requirement for general managers to prepare reports for notices of motion with financial implications. It is appropriate for the general manager to provide advice to Council's via a report on the financial implications of any notice of motion to ensure the long-term financial sustainability of the council. Removing this provision may result in councils making decisions that have unforeseen financial implications.

Council does not support removing restriction that prevents councillors from asking a question with notice that comprises a complaint against the general manager or staff or implies wrongdoing. This provision protects the general manager and staff from unfair criticism, airing personal grievances and reputational damage. There are other more appropriate mechanisms for dealing with complaints and allegations via internal and external procedures. Additionally, removing this provision will not promote dignity in the council chamber.

Council does not support conferring responsibility on the council to determine staff attendance at meetings. Consistent with their functions under the Act, the general manager has the required operational knowledge to assess which staff should attend a council meeting. The authority to determine this should therefore remain with the general manager.

### Simplifying the Model Code of Meeting Practice

Council is supportive of the following changes:

- Streamlining the code by removing necessary provisions
- Simplifying the rules governing public representations to the council on the closure of meeting to the public
- Simplifying the rules for dealing with urgent business without notice at meeting
- Simplifying rules of debate by removing the provision allowing motions to be foreshadowed

Council does not support removing the non-mandatory rules governing public forum. Removing these provisions means that councils will have no guidance for the fair and

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

orderly way members of the public address council. This may lead to inconsistent opportunities for community to participate across NSW and the omission of key procedures and protocols for councillors and members of the public.

Should you require any additional information please contact Danielle Lidgard, Manager Governance and Corporate Performance on 02 4868 0888 during business hours Monday to Friday. Please quote the reference number above on all correspondence.

Yours Sincerely

Lisa Miscamble  
GENERAL MANAGER

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Office of Local Government



# A new model code of meeting practice

Consultation draft

December 2024

[olg.nsw.gov.au](http://olg.nsw.gov.au)



## Acknowledgement of Country

The Department of Planning, Housing and Infrastructure acknowledges that it stands on Aboriginal land. We acknowledge the Traditional Custodians of the land and we show our respect for Elders past, present and emerging through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

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## Minister's foreword

Council meetings are where a council's most important decisions are made. They are where councillors, as democratically elected representatives, set the future direction of their council. For these reasons, it is important that meetings are effective, allow for robust, respectful debate and result in actionable outcomes for New South Wales communities.

Unfortunately, there has been a shift in the culture in local government. Debate in council meetings has been stifled by code of conduct complaints that aim to silence councillors from expressing contrary views. Rather than productively disagreeing, there have been too many cases where councillors have resorted to disorderly conduct, distracting from the critical work that is done in council meetings. By making changes to the Model Code of Meeting Practice for Local Councils in NSW, I hope to set a new balance between mayors, councillors and general managers and restore dignity to the council chamber.

Under the *Local Government Act 1993*, mayors are responsible for presiding at meetings of the council. Under the proposed changes outlined in this paper and the consultation draft of the new Model Meeting Code, they will have greater powers to control the agenda and activities of their council and better enforce order in meetings. Mayors will have the power to take immediate action against disorderly councillors or members of the public in meetings, which I hope will lessen the need for councils to resort to the broken code of conduct process. By further providing that mayors be granted respect, by standing when they enter, councils can begin to build a culture where it is the accepted duty of the mayor to run a dignified and democratic council chamber.

The changes will also reinforce the boundaries between councillors and general managers by depoliticising the role they play in council meetings. General managers will no longer need to provide advice on motions requiring the expenditure of funds. Disputes over the future direction of a council and the spending of ratepayer money should rightfully occur between elected councillors.



**The Hon. Ron Hoenig MP**  
**Minister for Local Government**

The most important of the reforms is to end private councillor briefing sessions. While well-intentioned as a means of educating councillors on matters before council, these sessions have had a corrosive effect on the transparency of council decision making. Communities are entitled to know the deliberations of their councillors and the nature of the advice given to assist them in making responsible decisions. These changes will ensure that all material given to a councillor to make a decision in a council meeting is provided in a public fashion.

Local government is the legitimate third tier of Government in New South Wales. Through these reforms, I aim to uplift the standards at council meetings so that they should, as best as possible, resemble the forthright and effective debate that occurs at the State and Federal levels. It is the duty of all councils to work together to provide outcomes that lead to better lives for the communities they are elected to serve. These outcomes are decided within the confines of the council chambers. It is critical that councillors can make these informed decisions in an environment that supports democracy, transparency and where elected representatives are given the respect they deserve.

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## Introduction

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The Office of Local Government (OLG) is inviting feedback from the local government sector and others on proposed amendments to the Model Code of Meeting Practice for Local Councils in NSW (Model Meeting Code).

A consultation draft of the new Model Meeting Code has been published on OLG's website at [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au). The proposed amendments to the Model Meeting Code are indicated in track changes.

The amendments are part of the Government's agenda to ensure that councillors are visibly in control of their councils, demonstrating to the community that decision making is genuinely local.

The reform of the codes and procedures governing how councillors gather, debate and make decisions was flagged by the Minister for Local Government as part of the discussion paper issued in September, "[Councillor conduct and meeting practice: a new framework](#)".

The proposed amendments to the Model Meeting Code are the first tranche of reforms to the regulation of meetings. The second tranche will be legislated in 2025 as part of the measures implemented to reform the regulation of councillor conduct and will have a particular focus on behaviour at meetings.

Information on how to make a submission together with targeted questions is provided at the end of this paper.

The feedback OLG receives will be used to inform the amendments that are ultimately made to the Model Meeting Code.

It is anticipated that the new Model Meeting Code will be prescribed in early 2025.

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## What is the Model Meeting Code?

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The Model Meeting Code is prescribed under the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

Section 360 of the Act provides that:

- The regulations may prescribe a model code of meeting practice for the conduct of meetings of councils and committees of councils of which all the members are councillors.
- The Model Meeting Code may contain both mandatory and non-mandatory provisions.
- A council must, not later than 12 months after an ordinary election of councillors, adopt a code of meeting practice that incorporates the mandatory provisions of the model meeting code prescribed by the regulations. The adopted code may also incorporate the non-mandatory provisions and other provisions.
- A meeting code adopted or amended by the council must not contain provisions that are inconsistent with the mandatory provisions.
- A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by it.

The current version of the Model Meeting Code was prescribed in 2021.

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## What policy objectives inform the proposed amendments?

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The proposed amendments to the Model Meeting Code have been foreshadowed in the discussion paper OLG issued in September, "[Councillor conduct and meeting practice: a new framework](#)" (the September discussion paper).

A council chamber is a chamber of democracy, and the mayor as figurehead represents the authority of that council.

A key focus of the Government's reform agenda for the regulation of council meetings, is to promote community confidence in councils' decision making by ensuring that the forum in which decisions are made is conducted in a way that is befitting to a democratic institution comprising of elected representatives.

As observed in the September discussion paper, council meetings can be conducted without the appropriate level of dignity or reverence that suggests the importance of the debate and the need for civility. Councillors are not expected to agree with each other. In fact, debate is encouraged, but the debate should be fair and respectful.

The September discussion paper proposed the following reforms to the way council meetings are conducted:

- Conferring power on mayors to expel councillors for acts of disorder and to remove a councillor's entitlement to receive a fee for the month in which they have been expelled from a meeting.
- Requiring councillors to apologise for an act of disorder at the meeting at which it occurs and, if they fail to comply at that meeting, at each subsequent meeting until they comply. Each failure to apologise becomes an act of misbehaviour and may see the councillor lose their entitlement to receive their fee for a further month.
- Expanding the grounds for mayors to expel members of the public from the chamber for acts of disorder and enable the issuing of a penalty infringement notice where members of the public refuse to leave a meeting after being expelled.
- Promoting transparency and addressing corruption risks by banning councillor briefing sessions. The community has the right to understand the mode of reasoning behind council decisions without material being provided to councillors by council staff behind closed doors.

The proposed amendments to the Model Meeting Code give effect to many of these reforms and expand upon them. They are designed to deliver the following outcomes:

- promoting transparency, integrity and public participation
- promoting the dignity of the council chamber
- depoliticising the role of the general manager
- simplifying the Model Meeting Code.

The amendments to the Model Meeting Code will be given legal force through an update to the reference to the code in the Regulation. These amendments will also prescribe the restrictions on briefing sessions.



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## What changes are being proposed?

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A brief overview of the proposed changes is provided below. This is not a complete or detailed summary of the proposed changes.

Councils and others should review the accompanying draft Model Meeting Code for a more complete and detailed view of the proposed changes. These are made in track changes in the document.

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## Promoting transparency, integrity and public participation

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The proposed amendments will promote greater transparency and public participation by:

- Removing pre-meeting councillor briefings. It is the Government's expectation that any material provided to councillors, other than the mayor, that will affect or impact or be considered by councillors in their deliberations or decisions made on behalf of the community must be provided to them in either a committee meeting or council meeting. The restriction on briefing sessions will be prescribed in the Regulation.
- Requiring information considered at closed meetings to be made public after it ceases to be confidential, as recommended by ICAC. The general manager will, after consulting with the council, be required to publish business papers for items considered in closed meetings on the council's website after the information in them ceases to be confidential.
- Requiring recordings of meetings to be published on council websites for longer. Recordings must be published on council websites for the balance of the council term, or, in the case of an election year, for at least 12 months.
- Providing that councils must not make final planning decisions without a staff report containing an assessment and recommendation, as recommended by ICAC.
- Requiring councils to give reasons where they make a decision on a planning matter that departs from the staff recommendation, as recommended by ICAC.

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## Promoting the dignity of the council chamber

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The proposed amendments will promote the dignity of the council chamber by:

- Enhancing the authority of the mayor. The mayor will be permitted to call extraordinary meetings without a request and the restrictions on mayoral minutes will be removed.
- Requiring councillors to stand when a councillor addresses the meeting, or when the mayor enters the chamber, as well as by mandating modes of address at meetings.
- Removing the option for councils to reduce the duration of speeches, to ensure all councillors may have their say on important community issues.
- Making clear to the community that decisions are made in council meetings and not in other forums that the community can't access, like briefing sessions.
- Refining the definitions of disorder to remove phrases that could be weaponised to impede debate.
- Providing as a default that councillors are to attend meetings in person. Councillors will only be permitted to attend meetings by audio visual link where they are prevented from attending a meeting in person because of ill health or another medical reason or unforeseen caring responsibilities. Councillors will not be permitted to participate in meetings at which a mayoral election is being held by audio visual link. To facilitate this, the rules governing attendance at meetings by audio visual link will be mandated.
- Restricting the circumstances in which the council may withhold a leave of absence. Where a councillor gives an apology from attending a meeting, the council will be deemed to have accepted the apology and granted a leave of absence from the meeting unless the council resolves otherwise and gives reasons for its decision.
- Removing the option for staff to attend meetings by audio visual link.
- Strengthening the deterrence against disorder by codifying the common law position that allows councillors to be expelled from successive meetings where they fail to apologise for an act of disorder at an earlier meeting.

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## Depoliticising the role of the general manager

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The proposed amendments will depoliticise the role of the general manager by:

- Removing the requirement for general managers to prepare reports for notices of motion. General managers will no longer be required to prepare reports on notices of motions with financial implications or to identify sources of funding where a notice of motion proposes expenditure that has not been budgeted for. These will be matters for the council to determine.
- Providing that the mayor, not the general manager has discretion on whether council staff should respond to questions with notice. It will be open to the mayor to rule a question with notice out of order at the meeting if it breaches the disorder provisions of the council's code of meeting practice.
- Conferring responsibility on the council to determine staff attendance at meetings. Because councillors are best placed to determine what support they require from staff at meetings, it will be a matter for the council to determine which staff attend meetings.

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## Simplifying the Model Meeting Code

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The proposed amendments will simplify the Model Meeting Code by:

- Streamlining the code by removing unnecessary provisions.
- Removing the non-mandatory rules governing public forums. Councils will be free to determine their own rules for public forums.
- Simplifying the rules governing public representations to the council on the closure of meetings to the public.
- Simplifying the rules for dealing with urgent business without notice at meetings.
- Simplifying the rules of debate by removing the provisions allowing motions to be foreshadowed.
- Mandating some current non-mandatory provisions including those allowing meetings to be cancelled or held by audio visual link in the event of natural disasters and public health emergencies and those governing councillors' attendance at meetings by audio visual link.

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## Restricting councils from holding briefing sessions

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Proposed amendments to the Regulation will restrict councils from holding briefing sessions. The amendments will establish the appropriate ways councillors are to make decisions and receive information based on the following principles:

- Decision making by councillors must be through a resolution adopted at a council or committee meeting.
- Information is to be provided to councillors through clear and established channels:
  - information may be provided to councillors by staff in response to a request for information or action made through the councillor request system,
  - general information to assist councillors' understanding of sector wide issues (e.g. legislative changes), should be received from the general manager (and other external sources),
  - training materials to meet learning and development requirements come through established training programs,
  - information to enable councillors to understand the function, service delivery standards, strengths, weaknesses, threats and opportunities of council operations should be provided in periodic workshop format (e.g. an annual strategic planning workshop), and
  - information requiring a specific decision or resolution of council is to be provided by the general manager as a part of a report prepared for the business papers of a council or committee meeting.
- The distribution of information in a meeting or format that is not consistent with the above pathways (e.g. through briefing sessions), is not permitted.
- The mayor will not be subject to these restrictions and may receive information in order to undertake their functions under the Act.

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## What are the next steps?

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After reviewing submissions received on the consultation draft of the Model Meeting Code, the Minister's approval will be sought for the prescription of the new Model Meeting Code. If approved, it will be prescribed by Regulation.

The amendment Regulation prescribing the new Model Meeting Code will also contain provisions that will amend the Regulation to give effect to some of the proposed new measures contained in it, including:

- changes to the definitions of acts of disorder,
- a requirement for recordings of meetings to be retained on council websites for at least 12 months or for the balance of the council term, whichever is the longer period, and
- the pathways in which councillors can receive information and the restriction on briefing sessions.

As noted above, the proposed amendments to the Model Meeting Code are the first tranche of the Government's reform agenda for the regulation of council meetings.

In 2025, the Government will be introducing legislation to implement the reforms to the regulation of councillor

conduct foreshadowed in the September discussion paper. These will have a particular focus on behaviour at meetings and will complement the proposed amendments to the Model Meeting Code.

The proposed amendments to the Act will:

- empower mayors to expel councillors from meetings for acts of disorder
- remove a councillor's entitlement to receive a fee for a month in which they have been expelled from a meeting
- confer a right of review on councillors in relation to a decision to expel them from a meeting and the resulting loss of their entitlement to receive a fee.

Amendments will also be made to the Act and Regulation (as required) to empower councils to issue penalty infringement notices to members of the public who disrupt meetings.

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## Submissions

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### Have your say

We now want to hear from you.

### Key questions to consider:

- Will the proposed amendments made in the consultation draft of the Model Meeting Code achieve the policy outcomes identified in this paper?
- Are there any other amendments you would suggest that will achieve these policy outcomes?
- Will the proposed amendments have any unintended consequences?
- Are there any other amendments the Government should consider?

### How to make a submission

Submissions can be made using the online form available on OLG's website at [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au).

OR

By email: [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)

OR

By post: Office of Local Government  
Locked Bag 3015 NOWRA NSW 2541

Submissions should be labelled "Model Meeting Code amendments" and marked to the attention of OLG's Council Governance Team.

### Closing date

**COB Friday 28 February 2025**

## Privacy Notice

When you give us your feedback, OLG will be collecting some personal information about you, in particular:

- your name
- your email address
- the name of your organisation (if provided).

All feedback received through this consultation process may be made **publicly available**. Please do not include any personal information in your feedback that you do not want published.

As part of the consultation process, we may need to share your information with people outside OLG, including other public authorities and government agencies. We may also use your email contact details to send you notifications about further feedback opportunities or the outcome of the consultation.

You should also be aware there may be circumstances when OLG is required by law to release information (for example, in accordance with the requirements of the *Government Information (Public Access) Act 2009*). There is also a privacy policy located on OLG's website that explains how some data is automatically collected (such as your internet protocol (IP) address) whenever you visit OLG's website. The link to that policy is <https://www.olg.nsw.gov.au/about-us/privacy-policy/>

### Further information

For more information, please contact OLG's Council Governance Team on (02) 4428 4100 or via email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

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Office of Local Government

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[olg.nsw.gov.au](http://olg.nsw.gov.au)



**MODEL CODE OF MEETING PRACTICE  
FOR LOCAL COUNCILS IN NSW**

**2021-2024**

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## **1 INTRODUCTION**

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

The Model Meeting Code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

The provisions of the Model Meeting Code that are not mandatory are indicated in **red font**.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

The Model Meeting Code also applies to meetings of the boards of joint organisations and county councils. The provisions that are specific to meetings of boards of joint organisations are indicated in **blue font**.

In adopting the Model Meeting Code, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".

In adopting the Model Meeting Code, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".

## **2 MEETING PRINCIPLES**

2.1 Council and committee meetings should be:

*Transparent:* Decisions are made in a way that is open and accountable.

*Informed:* Decisions are made based on relevant, quality information.

*Inclusive:* Decisions respect the diverse needs and interests of the local community.

*Principled:* Decisions are informed by the principles prescribed under Chapter 3 of the Act.

*Trusted:* The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole

community.

*Respectful:* Councillors, staff and meeting attendees treat each other with respect.

*Effective:* Meetings are well organised, effectively run and skilfully chaired.

*Orderly:* Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

### **3 BEFORE THE MEETING**

#### Timing of ordinary council meetings

~~3.1 Ordinary meetings of the council will be held on the following occasions: [council to specify the frequency, time, date and place of its ordinary meetings]~~

3.21 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

**Note: Councils must use either clause 3.1 or 3.2**

**Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.**

**Note: Under section 396 of the Act, county councils are required to meet at least four (4) times each year.**

**Note: Under section 400T of the Act, boards of joint organisations are required to meet at least four (4) times each year, each in a different quarter of the year.**

#### Extraordinary meetings

3.32 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

**Note: Clause 3.32 reflects section 366 of the Act.**

~~3.3 The mayor may call an extraordinary meeting without the need to obtain the signature of two (2) councillors.~~

#### Notice to the public of council meetings

3.44 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

## AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

**Note: Clause 3.44 reflects section 9(1) of the Act.**

3.55 For the purposes of clause 3.44, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

3.66 For the purposes of clause 3.44, notice of more than one (1) meeting may be given in the same notice.

### Notice to councillors of ordinary council meetings

3.77 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

**Note: Clause 3.77 reflects section 367(1) of the Act.**

3.88 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, unless the council determines otherwise, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

**Note: Clause 3.88 reflects section 367(3) of the Act.**

### Notice to councillors of extraordinary meetings

3.99 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

**Note: Clause 3.99 reflects section 367(2) of the Act.**

### Giving notice of business to be considered at council meetings

3.100 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted ~~{council to specify notice period required}~~ within such reasonable time -business days before the meeting is to be held as determined by the council.

3.141 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

~~3.12 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in~~

## AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

~~relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.~~

~~3.13—A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:~~

~~(a)—prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or~~

~~(b)—by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.~~

### Questions with notice

~~3.124~~ A councillor may, by way of a notice submitted under clause 3.1~~90~~, ask a question for response by the general manager about the performance or operations of the council.

~~3.153~~ A councillor is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.

~~3.16~~—The general manager or their nominee may respond to a question with notice submitted under clause 3.1~~42~~ by way of a report included in the business papers for the relevant meeting of the council ~~or orally at the meeting.~~

### Agenda and business papers for ordinary meetings

~~3.174~~ The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.

~~3.158~~—The general manager must ensure that the agenda for an ordinary meeting of the council states:

- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
- (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
- (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
- (d) any business of which due notice has been given under clause 3.10.

~~3.196~~ Nothing in clause 3.1~~85~~ limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.~~67~~.

## AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

3.2017 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.

3.2418 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must, in consultation with the mayor, ensure that the agenda of the meeting:

- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
- (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

**Note: Clause 3.2418 reflects section 9(2A)(a) of the Act.**

3.2219 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

### Statement of ethical obligations

~~3.23 — Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.~~

### Availability of the agenda and business papers to the public

3.240 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

**Note: Clause 3.240 reflects section 9(2) and (4) of the Act.**

3.251 Clause 3.2024 does not apply to the business papers for items of business that the general manager has identified under clause 3.2419 as being likely to be considered when the meeting is closed to the public.

**Note: Clause 3.251 reflects section 9(2A)(b) of the Act.**

## AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

3.262 For the purposes of clause 3.240, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

**Note: Clause 3.262 reflects section 9(3) of the Act.**

3.273 A copy of an agenda, or of an associated business paper made available under clause 3.240, may in addition be given or made available in electronic form unless the council determines otherwise.

**Note: Clause 3.273 reflects section 9(5) of the Act.**

### Agenda and business papers for extraordinary meetings

3.284 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.

3.2925 Despite clause 3.284, business may be considered at an extraordinary meeting of the council at which all councillors are present, even though due notice ~~of the business~~ has not been given of the business, if: the council resolves to deal with the business on the grounds that it is urgent and

- ~~(a) a motion is passed to have the business considered at the meeting, and~~
- ~~(b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council. A resolution adopted under this clause must state the reasons for the urgency.~~

3.26 A motion moved under clause 3.25 can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with. Despite clauses 10.18–10.27, only the mover of a motion moved under clause 3.25, and the mayor, if they are not the mover of the motion, can speak to the motion before it is put.

3.27 If all councillors are not present at the extraordinary meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 3.25 and the mayor also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.

~~3.30 A motion moved under clause 3.29(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.~~

~~3.31 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.29(a) can speak to the motion before it is put.~~

3.3228 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.2927(b) on whether a matter is of great urgency.

### Pre-meeting briefing sessions

~~3.33 Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council. 3.35 Pre-meeting briefing sessions may be held by audio-visual link.~~

~~3.34 Pre-meeting briefing sessions are to be held in the absence of the public.~~

~~3.35 Pre-meeting briefing sessions may be held by audio-visual link.~~

~~3.36 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.~~

~~3.37 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.~~

~~3.38 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.~~

#### **4 PUBLIC FORUMS**

4.1 The council may hold a public forum prior to ~~each~~ ordinary meetings of the council and committees of councillors for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of other committees of the council.

4.2 The council may determine the rules under which the public forum is to be conducted.

~~4.2 Public forums may be held by audio-visual link.~~

~~4.3 Public forums are to be chaired by the mayor or their nominee.~~

~~4.4 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by **[date and time to be specified by the council]** before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.~~

~~4.5 A person may apply to speak on no more than **[number to be specified by the council]** items of business on the agenda of the council meeting.~~



- ~~4.6 — Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.~~
- ~~4.7 — The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.~~
- ~~4.8 — No more than [number to be specified by the council] speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.~~
- ~~4.9 — If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.~~
- ~~4.10 — If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.~~
- ~~4.11 — Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than [number to be specified by the council] days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.~~
- ~~4.12 — The general manager or their delegate is to determine the order of speakers at the public forum.~~
- ~~4.13 — Each speaker will be allowed [number to be specified by the council] minutes to address the council. This time is to be strictly enforced by the chairperson.~~
- ~~4.14 — Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.~~
- ~~4.15 — A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.~~
- ~~4.16 — Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to [number to be specified by the council] minutes.~~

- ~~4.17 — Speakers at public forums cannot ask questions of the council, councillors, or council staff.~~
- ~~4.18 — The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to **[number to be specified by the council]** minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.~~
- ~~4.19 — Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.~~
- ~~4.20 — When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.~~
- ~~4.21 — If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.~~
- ~~4.22 — Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.~~
- ~~4.23 — Where a speaker engages in conduct of the type referred to in clause 4.20, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.~~
- ~~4.24 — Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.~~
- ~~— **Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.**~~

## **5 COMING TOGETHER**

### Attendance by councillors at meetings

- 5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

**Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.**

- 5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.

- 5.3 The board of the joint organisation may, if it thinks fit, transact any of its business at a meeting at which representatives (or some representatives) participate by telephone or other electronic means, but only if any representative who speaks on a matter before the meeting can be heard by the other representatives. For the purposes of a meeting held in accordance with this clause, the chairperson and each other voting representative on the board have the same voting rights as they have at an ordinary meeting of the board.

**Note: Clause 5.3 reflects section 397G of the Regulation. Joint organisations may adopt clause 5.3 and omit clause 5.2. Councils must not adopt clause 5.3.**

- 5.4 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings.

~~This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.~~

- 5.55 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.

- 5.6 The council must not act unreasonably when considering whether to grant a councillor's request for a leave of absence.

5.7 Clause 5.4 does not prevent a councillor from making an apology if they are unable to attend a meeting. Where a councillor makes an apology, the council will be deemed to have accepted the apology and granted them a leave of absence for the meeting for the purposes of section 234(1)(d) of the Act unless the council resolves not to accept the apology or to grant a leave of absence for the meeting. Where the council resolves not to accept an apology and to

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grant a leave of absence it must state the reasons for its decision in its resolution.

- 5.78 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

**Note: Clause 5.78 reflects section 234(1)(d) of the Act.**

~~5.8 — A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.~~

The quorum for a meeting

- 5.99 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

**Note: Clause 5.99 reflects section 368(1) of the Act.**

- 5.100 Clause 5.9-9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

**Note: Clause 5.100 reflects section 368(2) of the Act.**

- 5.141 A meeting of the council must be adjourned if a quorum is not present:

- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
- (b) within half an hour after the time designated for the holding of the meeting, or
- (c) at any time during the meeting.

- 5.122 In either case, the meeting must be adjourned to a time, date, and place fixed:

- (a) by the chairperson, or
- (b) in the chairperson's absence, by the majority of the councillors present, or
- (c) failing that, by the general manager.

- 5.133 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.

- 5.144 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by

attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.

- 5.155 Where a meeting is cancelled under clause 5.143, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called by the mayor under clause 3.3.

Meetings held by audio-visual link

- 5.166 A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each councillor.

- 5.177 Where the mayor determines under clause 5.167 that a meeting is to be held by audio-visual link, the general manager must:

- (a) give written notice to all councillors that the meeting is to be held by audio-visual link, and
- (b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
- (c) cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.

- 5.188 This code applies to a meeting held by audio-visual link under clause 5.16 in the same way it would if the meeting was held in person.

**Note: Where a council holds a meeting by audio-visual link under clause 5.16, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.**

Attendance by councillors at meetings by audio-visual link

- 5.1919 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee where they are prevented from attending the meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities.

5.20 Clause 5.19 does not apply to meetings at which a mayoral election is to be

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held.

5.201 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.

5.242 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.201.

5.223 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.

5.234 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.

5.245 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:

(a) the meetings the resolution applies to, and

(b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.

5.256 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.

5.2627 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link. However, the council and committees of the council are under no obligation to approve a councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the councillor to attend the meeting by these means.

5.2728 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.

5.2829 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.

5.2930 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.

5.301 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

#### Entitlement of the public to attend council meetings

5.342 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

**Note: Clause 5.342 reflects section 10(1) of the Act.**

5.323 Clause 5.324 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

5.334 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

- (a) by a resolution of the meeting, or
- (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

**Note: Clause 5.334 reflects section 10(2) of the Act.**

**Note: If adopted, clauses 15.14–15 and 15.45–16 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 15.145 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 15.156 authorises chairpersons to expel persons other than councillors from a council or committee meeting.**

#### Webcasting of meetings

5.354 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.

5.365 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:



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- (a) the meeting is being recorded and made publicly available on the council's website, and
- (b) persons attending the meeting should refrain from making any defamatory statements.

5.376 The recording of a meeting is to be made publicly available on the council's website:

- (a) at the same time as the meeting is taking place, or
- (b) as soon as practicable after the meeting.

5.387 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting or for the balance of the council's term, whichever is the longer period.

5.3938 Clauses 5.367 and 5.378 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

**Note: Clauses 5.345 – 5.3839 reflect section 236 of the Regulation.**

5.3940 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

**Note: Joint organisations are not required to webcast meetings but may choose to do so by adopting clauses 5.345–5.3939. Joint organisations that choose to webcast meetings may omit clauses 5.345–5.3939.**

Attendance of the general manager and other staff at meetings

5.401 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

**Note: Clause 5.401 reflects section 376(1) of the Act.**

5.412 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

**Note: Clause 5.412 reflects section 376(2) of the Act.**

5.423 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

**Note: Clause 5.423 reflects section 376(3) of the Act.**

5.434 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager as determined by the council from time to time.

~~5.44 The general manager and other council staff may attend meetings of the~~



~~council and committees of the council by audio-visual link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the general manager.~~

## **6 THE CHAIRPERSON**

### The chairperson at meetings

- 6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

**Note: Clause 6.1 reflects section 369(1) of the Act.**

- 6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

**Note: Clause 6.2 reflects section 369(2) of the Act.**

### Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

- 6.4 The election of a chairperson must be conducted:

- (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
- (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.

- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

- 6.6 For the purposes of clause 6.5, the person conducting the election must:

- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
- (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

### Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:

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- (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
- (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

### 7 MODES OF ADDRESS

~~7.1 Where they can, councillors and staff must stand when the mayor enters the chamber and when addressing the meeting.~~

7.42 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.

7.23 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson' or 'Chair'.

7.34 A councillor is to be addressed as 'Councillor [surname]'.

7.45 A council officer is to be addressed by their official designation or as Mr/Ms [surname].

### 8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

8.1 At a meeting of the council, the general order of business is as fixed by resolution of the council.

~~8.2 The general order of business for an ordinary meeting of the council shall be: [councils may adapt the following order of business to meet their needs]~~

- ~~01 Opening meeting~~
- ~~02 Acknowledgement of country~~
- ~~03 Apologies and applications for a leave of absence or attendance by audio visual link by councillors~~
- ~~04 Confirmation of minutes~~
- ~~05 Disclosures of interests~~
- ~~06 Mayoral minute(s)~~
- ~~07 Reports of committees~~
- ~~08 Reports to council~~
- ~~09 Notices of motions/Questions with notice~~
- ~~10 Confidential matters~~
- ~~11 Conclusion of the meeting~~

~~Note: Councils must use either clause 8.1 or 8.2.~~

8.32 The order of business as fixed under clause ~~[8.1/8.2]~~ ~~[delete whichever is not applicable]~~ 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

**Note: If adopted, Part 13 allows council to deal with items of business by exception.**

- 8.43 Despite clauses ~~10.2018–10.3027~~, only the mover of a motion referred to in clause ~~8.3-2 and the mayor, if they are not the mover of the motion,~~ may speak to the motion before it is put.

## **9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS**

### Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
- (a) unless a councillor has given notice of the business, as required by clause 3.10, and
  - (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the council, or
  - (b) is the election of a chairperson to preside at the meeting, or
  - (c) ~~subject to clause 9.9,~~ is a matter or topic put to the meeting by way of a mayoral minute, or
  - (d) is a motion for the adoption of recommendations of ~~a committee, including, but not limited to,~~ a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council at which all councillors are present even though ~~due notice of the business~~ has not been given of the business to the councillors, ~~if:~~ the council resolves to deal with
- ~~(a) a motion is passed to have the business considered at the meeting, and~~
  - ~~(b) the business to be considered is ruled by the chairperson to be of great urgency~~the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting ~~of the council.~~ A resolution adopted under this clause must state the reasons for the urgency.
- ~~9.4 A motion moved under clause 9.3 can be moved without notice. Despite clauses 10.18–10.27, only the mover of a motion referred to in clause 9.3 and the mayor, if they are not the mover of the motion, can speak to the motion before it is put.~~
- ~~9.5 If all councillors are not present at a meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 9.3, and the mayor also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.~~
- ~~9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.~~

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- 9.56 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b)5.

### Mayoral minutes

- 9.67 ~~Subject to clause 9.9, if~~ the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that ~~is within the jurisdiction of the council, or of which the council has official knowledge~~ the mayor determines should be considered at the meeting.

- 9.78 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.

- 9.89 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.

~~9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.~~

~~9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.~~

### Staff reports

- 9.140 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

### Reports of committees of council

- 9.121 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.

- 9.132 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

### Questions

- 9.143 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.142, unless the council by resolution, and the mayor determines otherwise in accordance with clause 9.3.

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- 9.154 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.165 A councillor may, through the ~~mayor~~general manager, put a question to ~~a council employee~~the general manager about a matter on the agenda. The general manager may request another council employee to answer the question. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.
- 9.176 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.187 Councillors must put questions directly, succinctly, ~~respectfully~~ and without argument.
- 9.198 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

### 10 RULES OF DEBATE

#### Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

#### Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it ~~after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the~~ councillor may request ~~the~~ its withdrawal ~~of the motion when it is before the council at any time. If the notice of motion is withdrawn after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the mayor is to note the withdrawal of the notice of motion at the meeting.~~
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
  - the chairperson may defer consideration of the motion until the next meeting of the council.

#### Chairperson's duties with respect to motions

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- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8 Any motion, amendment, or other matter that the chairperson has ruled out of order is taken to have been lost.

### Motions requiring the expenditure of funds

~~10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.~~

### Amendments to motions

- ~~10.109~~ An amendment to a motion must be moved and seconded before it can be debated.
- 10.140 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.121 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.132 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.143 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.154 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.165 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Foreshadowed ~~motions~~ amendments

~~10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.~~

10.18~~6~~ Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.

10.19~~7~~ Foreshadowed ~~motions and foreshadowed~~ amendments are to be considered in the order in which they are proposed. ~~However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.~~

Limitations on the number and duration of speeches

10.20~~18~~ A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.

10.24~~19~~ A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.

10.22~~0~~ A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.

10.23~~1~~ Despite clause 10.22~~0~~, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

~~10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.~~

10.25~~22~~ Despite clauses 10.20-18 and 10.24~~19~~, a councillor may move that a motion or an amendment be now put:

- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or

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(b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.

10.2623 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.2522. A seconder is not required for such a motion.

10.2724 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.2018.

10.285 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.

10.296 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.

10.3027 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

### Participation by non-voting representatives in joint organisation board meetings

10.3428 Non-voting representatives of joint organisation boards may speak on but must not move, second or vote on any motion or an amendment to a motion.

**Note: Under section 400T(1)(c) of the Act, non-voting representatives of joint organisation boards may attend but are not entitled to vote at a meeting of the board.**

**Note: Joint organisations must adopt clause 10.3428. Councils must not adopt clause 10.3428.**

## 11 VOTING

### Voting entitlements of councillors

11.1 Each councillor is entitled to one (1) vote.

**Note: Clause 11.1 reflects section 370(1) of the Act.**

**Note: Under section 400T(1) of the Act, voting representatives of joint organisation boards are entitled to one (1) vote each at meetings of the board.**

11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

**Note: Clause 11.2 reflects section 370(2) of the Act.**



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- 11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.
- 11.4 A motion at a meeting of the board of a joint organisation is taken to be lost in the event of an equality of votes.

**Note: Clause 11.4 reflects section 397E of the Regulation. Joint organisations must adopt clause 11.4 and omit clauses 11.2 and 11.3. Councils must not adopt clause 11.4.**

**Note: Under section 400U(4) of the Act, joint organisations may specify more stringent voting requirements for decisions by the board such as a 75% majority or consensus decision making. Where a joint organisation's charter specifies more stringent voting requirements, clause 11.4 must be adapted to reflect those requirements.**

### Voting at council meetings

- 11.5 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- 11.6 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.
- 11.7 The decision of the chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.
- 11.8 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.
- 11.9 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this code.
- 11.10 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.
- 11.11 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

**Note: If clause 11.11 is adopted, clauses 11.6 – 11.9 and clause 11.4-15 may be omitted.**

Voting on planning decisions

11.12 The council or a council committee must not make a final planning decision without receiving a staff report containing an assessment and recommendation in relation to the matter put before the council for a decision.

11.13 Where the council or a council committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.

~~11.12~~14 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.

~~11.13~~15 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.

~~11.14~~16 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

~~11.15~~17 Clauses 11.124–11.146 apply also to meetings that are closed to the public.

**Note: Clauses 11.142–11.157 reflect section 375A of the Act.**

**Note: The requirements of clause 11.124 may be satisfied by maintaining a register of the minutes of each planning decision.**

**12 COMMITTEE OF THE WHOLE**

12.1 The council may resolve itself into a committee to consider any matter before the council.

**Note: Clause 12.1 reflects section 373 of the Act.**

12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches and requiring councillors and staff to stand when addressing the meeting.

**Note: Clauses 10.2018–10.30–27 limit the number and duration of speeches.**

**Note: Clause 7.1 requires councillors and staff to stand when addressing the meeting where they can.**

12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting

to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.

- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

### **13 DEALING WITH ITEMS BY EXCEPTION**

- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.32.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 ~~in accordance with the requirements of the council's code of conduct.~~

### **14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC**

#### Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than councillors),
  - (b) the personal hardship of any resident or ratepayer,

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- (d) commercial information of a confidential nature that would, if disclosed:
  - (i) prejudice the commercial position of the person who supplied it, or
  - (ii) confer a commercial advantage on a competitor of the council, or
  - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of the council's code of conduct.

**Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.**

- 14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

**Note: Clause 14.2 reflects section 10A(3) of the Act.**

Matters to be considered when closing meetings to the public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
  - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

**Note: Clause 14.3 reflects section 10B(1) of the Act.**

- 14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:
- (a) are substantial issues relating to a matter in which the council or committee is involved, and
  - (b) are clearly identified in the advice, and
  - (c) are fully discussed in that advice.

**Note: Clause 14.4 reflects section 10B(2) of the Act.**

- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of

the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

**Note: Clause 14.5 reflects section 10B(3) of the Act.**

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
  - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
  - (ii) cause a loss of confidence in the council or committee.

**Note: Clause 14.6 reflects section 10B(4) of the Act.**

14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

**Note: Clause 14.7 reflects section 10B(5) of the Act.**

Notice of likelihood of closure not required in urgent cases

14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:

- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
- (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
  - (i) should not be deferred (because of the urgency of the matter), and
  - (ii) should take place in a part of the meeting that is closed to the public.

**Note: Clause 14.8 reflects section 10C of the Act.**

Representations by members of the public

14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

**Note: Clause 14.9 reflects section 10A(4) of the Act.**

14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

14.11 Despite clauses 14.9 and 14.10, the council may resolve to close the meeting to the public in accordance with this Part to hear a representation from a

member of the public as to whether the meeting should be closed to consider an item of business where the representation involves the disclosure of information relating to a matter referred to in clause 14.1.

- 14.14~~2~~ Where the matter has been identified in the agenda of the meeting under clause 3.24-18 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in ~~the approved form. Applications must be received by [date and time to be specified by the council] before the meeting at which the matter is to be considered~~ a manner determined by the council.
- ~~14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.~~
- ~~14.13 No more than [number to be specified by the council] speakers are to be permitted to make representations under clause 14.9.~~
- ~~14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.~~
- ~~14.15 The general manager (or their delegate) is to determine the order of speakers.~~
- ~~14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than [number to be specified by the council] speakers to make representations in such order as determined by the chairperson.~~
- ~~14.17 Each speaker will be allowed [number to be specified by the council] minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.~~

#### Expulsion of non-councillors from meetings closed to the public

- 14.48~~13~~ If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.

14.~~19~~14 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using ~~only~~ such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Obligations of councillors attending meetings by audio-visual link

14.~~20~~15 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

14.~~24~~16 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:

- (a) the relevant provision of section 10A(2) of the Act,
- (b) the matter that is to be discussed during the closed part of the meeting,
- (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

**Note: Clause 14.~~24~~16 reflects section 10D of the Act.**

Resolutions passed at closed meetings to be made public

14.~~22~~17 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.

14.~~23~~18 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.~~22~~17 during a part of the meeting that is webcast where practicable.

14.19 The general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.

14.20 The general manager must consult with the council before publishing information on the council's website under clause 14.19.

## **15 KEEPING ORDER AT MEETINGS**

### Points of order

15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.

~~15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.~~

15.32 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

### Questions of order

15.43 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.

15.54 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.

15.65 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.

15.76 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

### Motions of dissent

15.87 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.

15.98 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.

15.409 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.



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### Acts of disorder

15.140 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:

- (a) contravenes the Act, the Regulation or this code, or
- (b) assaults or threatens to assault another councillor or person present at the meeting, or
- (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
- (d) insults, makes unfavourable personal remarks about, or imputes improper motives to any other council official, ~~or alleges a breach of the council's code of conduct,~~ or uses any language, words or gestures that would be regarded as disorderly in the NSW Legislative Assembly, or
- (e) says or does anything that is inconsistent with maintaining order at the meeting ~~or is likely to bring the council or the committee into disrepute.~~

**Note: Clause 15.44-10 reflects section 182 of the Regulation.**

15.121 The chairperson may require a councillor:

- (a) to apologise without reservation for an act of disorder referred to in clauses 15.140(a), (b), or (e), or
- (b) to withdraw a motion or an amendment referred to in clause 15.140(c) and, where appropriate, to apologise without reservation, or
- (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.140(d) and (e).

**Note: Clause 15.121 reflects section 233 of the Regulation.**

15.12 A failure to comply with a requirement under clause 15.11 constitutes a fresh act of disorder for the purposes of clause 15.10.

15.13 Where a councillor fails to take action in response to a requirement by the chairperson to remedy an act of disorder under clause 15.11 at the meeting at which the act of disorder occurred, the chairperson may require the councillor to take that action at each subsequent meeting until such time as the councillor complies with the requirement.

### How disorder at a meeting may be dealt with

15.4314 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

### Expulsion from meetings

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~~15.1415~~ All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.

~~15.1516~~ All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.

**Note: Councils may use either clause ~~15.145~~ or clause ~~15.156~~.**

~~15.1617~~ Clause [~~15.145/15.156~~] **[delete whichever is not applicable]**, does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

~~15.1718~~ A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause ~~15.121~~. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

**Note: Clause ~~15.17-18~~ reflects section 233(2) of the Regulation.**

~~15.1819~~ A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.

~~15.1920~~ Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

~~15.201~~ If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using ~~only~~ such force as is reasonably necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

How disorder by councillors attending meetings by audio-visual link may be dealt with

~~15.212~~ Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.

~~15.223~~ If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

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### Use of mobile phones and the unauthorised recording of meetings

- 15.234 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.245 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.256 Without limiting clause 15.4819, a contravention of clause 15.24-25 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.4819. Any person who contravenes or attempts to contravene clause 15.2425, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.267 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using *only* such force as is *reasonably* necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

### 16 CONFLICTS OF INTEREST

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

### 17 DECISIONS OF THE COUNCIL

#### Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

**Note: Clause 17.1 reflects section 371 of the Act in the case of councils and section 400T(8) in the case of joint organisations.**

**Note: Under section 400U(4) of the Act, joint organisations may specify more stringent voting requirements for decisions by the board such as a 75% majority or consensus decision making. Where a joint organisation's charter specifies more stringent voting requirements, clause 17.1 must be adapted to reflect those requirements.**

- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given ~~under clause 3.10~~ in accordance with this code.

**Note: Clause 17.3 reflects section 372(1) of the Act.**

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

**Note: Clause 17.4 reflects section 372(2) of the Act.**

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with ~~clause 3.10~~ this code.

**Note: Clause 17.5 reflects section 372(3) of the Act.**

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

**Note: Clause 17.6 reflects section 372(4) of the Act.**

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

**Note: Clause 17.7 reflects section 372(5) of the Act.**

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

**Note: Clause 17.8 reflects section 372(7) of the Act.**

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than ~~the council to specify the period of time~~ 1 day after the meeting at which the resolution was adopted.

17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

**Note: Clause 17.11 reflects section 372(6) of the Act.**

17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

- (a) a notice of motion signed by three councillors is submitted to the chairperson at the meeting, and
- (b) ~~the council resolves to deal with the motion at the meeting on the to have the motion considered at the meeting is passed, and~~
- (c) ~~the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council.~~

17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses ~~10.2018–10.3027~~, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.

17.14 ~~A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c) resolution adopted under clause 17.12(b) must state the reasons for the urgency.~~

Recommitting resolutions to correct an error

17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:

- (a) to correct any error, ambiguity or imprecision in the council's resolution, or
- (b) to confirm the voting on the resolution.

17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.

17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses ~~10.2018–10.3027~~, only the mover of a motion referred to in clause 17.15 and the mayor, if they are not the mover of the motion, can speak to the motion before it is put.

## AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.

17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

### 18 TIME LIMITS ON COUNCIL MEETINGS

18.1 Meetings of the council and committees of the council are to conclude at a time the council may from time to time determine ~~no later than [council to specify the time].~~

~~18.2 If the business of the meeting is unfinished at [council to specify the time], the council or the committee may, by resolution, extend the time of the meeting.~~

18.3~~2~~ If the business of the meeting is unfinished at [council to specify the time] the time the council has determined, and the council does not resolve to extend the meeting, the chairperson must either:

- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
- (b) adjourn the meeting to a time, date and place fixed by the chairperson.

18.4~~3~~ Clause 18.3~~2~~ does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.

18.5~~4~~ Where a meeting is adjourned under clause 18.3~~2~~ or 18.4~~3~~, the general manager must:

- (a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
- (b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

### 19 AFTER THE MEETING

#### Minutes of meetings

19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

**Note: Clause 19.1 reflects section 375(1) of the Act.**

19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

- (a) the names of councillors attending a council meeting and whether they

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

- attended the meeting in person or by audio-visual link,
- (b) details of each motion moved at a council meeting and of any amendments moved to it,
  - (c) the names of the mover and seconder of the motion or amendment,
  - (d) whether the motion or amendment was passed or lost, and
  - (e) such other matters specifically required under this code.
- 19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

**Note: Clause 19.3 reflects section 375(2) of the Act.**

- 19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

**Note: Clause 19.5 reflects section 375(2) of the Act.**

- 19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

- 19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

**Note: Clause 19.8 reflects section 11(1) of the Act.**

- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

**Note: Clause 19.9 reflects section 11(2) of the Act.**

- 19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

**Note: Clause 19.10 reflects section 11(3) of the Act.**

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
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- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

- 19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

**Note: Clause 19.12 reflects section 335(b) of the Act.**

**20 COUNCIL COMMITTEES**

Application of this Part

- 20.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

- 20.2 The council may, by resolution, establish such committees as it considers necessary.
- 20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.
- 20.4 The quorum for a meeting of a committee of the council is to be:
- (a) such number of members as the council decides, or
  - (b) if the council has not decided a number – a majority of the members of the committee.

Functions of committees

- 20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of committee meetings

- 20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:
- (a) the time, date and place of the meeting, and
  - (b) the business proposed to be considered at the meeting.
- 20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Attendance at committee meetings

~~20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:~~



**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

- ~~(a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or~~
- ~~(b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.~~

~~20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.~~

Non-members entitled to attend committee meetings

20.108 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

20.119 The chairperson of each committee of the council must be:

- (a) the mayor, or
- (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
- (c) if the council does not elect such a member, a member of the committee elected by the committee.

20.120 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

20.131 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

20.142 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

20.153 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.

## AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

20.164 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.153.

20.175 A motion at a committee of a joint organisation is taken to be lost in the event of an equality of votes.

**Note: Clause 20.175 reflects section 397E of the Regulation. Joint organisations must adopt clause 20.175 and omit clause 20.164. Councils must not adopt clause 20.175.**

20.186 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

### Closure of committee meetings to the public

20.197 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.

20.2018 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ~~ended~~, ~~ended and~~ report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

20.2419 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.20-18 during a part of the meeting that is webcast where practicable.

20.20 The general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.

20.21 The general manager must consult with the committee before publishing information on the council's website under clause 20.20.

### Disorder in committee meetings

20.22 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

### Minutes of council committee meetings

20.23 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the

## AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

following matters are recorded in the committee's minutes:

- (a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
- (b) details of each motion moved at a meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this code.

**20.24 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.**

20.25 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.

20.26 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

20.27 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

20.28 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

20.29 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

### 21 IRREGULARITIES

21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:

- (a) a vacancy in a civic office, or
- (b) a failure to give notice of the meeting to any councillor or committee member, or
- (c) any defect in the election or appointment of a councillor or committee member, or
- (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
- (e) a failure to comply with this code.

**Note: Clause 21.1 reflects section 374 of the Act.**

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**22 DEFINITIONS**

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.140 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.149 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.186 of this code during debate on the first amendment
<del>foreshadowed motion</del>	<del>means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion</del>
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan, a <u>planning agreement</u> or a development contribution plan under that Act,

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

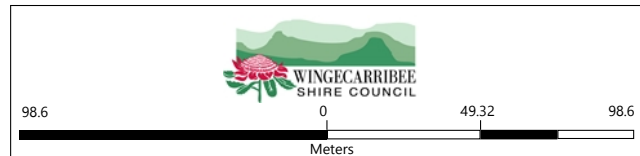
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	but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2021</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

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**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**



Wingecarribee Shire Council

Any information (numerical or otherwise), representation, statement, opinion or advice expressed or implied in this publication is made in good faith but on the basis that the council of the shire of Wingecarribee, its agents and its employees are not liable (whether by reason of negligence, lack of care or otherwise) to any person for any damage or loss whatsoever which has occurred or may occur in relation to that person taking or not taking (as the case may be) action in respect of any information, representation, statement, or advice referred to above.  
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## Development Assessment Performance: NSW Planning Council League Table: Nov 24 – Jan 25

1 July 2024 - 31 January 2025

Nov 24 – Jan 25

### Development application lodgement performance



**14 days**  
Lodgement days expectation<sup>A</sup>



**23 days**  
Average lodgement days



**42%**  
% of applications meeting expectation<sup>A</sup>




**0%**  
% of councils meeting expectation<sup>A</sup>

- Lodgements Value
- Lodgements
- Lodgements meeting expectations
- Lodgements meeting expectations


\$138.8m  
105  
46  
**44%**

Council name	Average lodgement days	Number of applications lodged	Number of applications meeting expectation <sup>A</sup>	% of applications meeting expectation <sup>A</sup>	Total development cost
Wingecarribee	23	245	104	42%	\$437,396,047
<b>Total</b>	<b>23</b>	<b>245</b>	<b>104</b>	<b>42%</b>	<b>\$437,396,047</b>

### Development application assessment performance




Expectations days differ by council, see column below



**246 days**  
Average assessment days



**24%**  
% of applications meeting expectation<sup>A</sup>

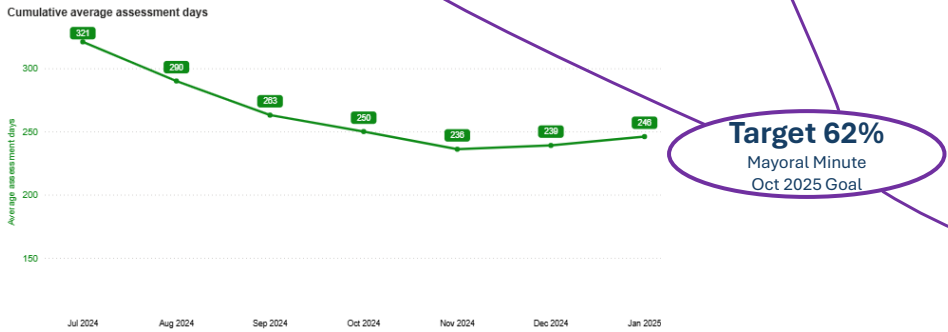


**0%**  
% of councils meeting expectation<sup>A</sup>

- Assessments Value
- Assessments
- Assessments meeting expectations
- Assessments meeting expectations

\$59.4m  
116  
34  
**29%**

Council name	Expectation days <sup>A</sup>	Average assessment days	Number of applications assessed	Number of applications meeting expectation <sup>A</sup>	% of applications meeting expectation <sup>A</sup>	Total development cost
Wingecarribee	115	246	254	61	24%	\$188,568,463
<b>Total</b>	<b>115</b>	<b>246</b>	<b>254</b>	<b>61</b>	<b>24%</b>	<b>\$188,568,463</b>



	Nov 24 – Jan 25	24/25 FY
• Determination Rate (Assessments / Lodgements)	110%	104%
• In-House Allocation	90%	54%
• L&E Court Cases	5	17
• o deemed refusals	2	5







## **Monthly Financial Report**

JANUARY 2025



*We're with you*

WINGECARRIBEE SHIRE COUNCIL

**WINGECARRIBEE SHIRE COUNCIL  
MONTHLY FINANCIAL REPORT**  
for the 2024/25 financial year

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**WINGECARRIBEE SHIRE COUNCIL**  
**MONTHLY FINANCIAL REPORT**  
for the 2024/25 financial year

**Introduction**

The Council's Operational Plan outlines key achievements, goals, and the revenue policy, including projected income and expenses. To support Council in fulfilling its financial and operational responsibilities, a standardised set of financial reports is provided. Detailed information on these reports is outlined below.

**Consolidated Fund**

Under Section 409(1) of the Local Government Act 1993, all money and property received by Council is held in the Council's Consolidated Fund.

The Income Statement for the Consolidated Fund is included in these financial reports, incorporating cash and other assets from the following business activities:

- General Fund
- Water Fund
- Sewer Fund

Income Statements for each business activity are also included, along with a summary of capital

**General Fund**

This fund comprises the resources and provisions for projects, programs, and services delivered by Council.

**Water Fund**

This fund comprises the entirety of the operations and assets of the water supply systems.

**Sewer Fund**

This fund comprises the entirety of the operations and assets of the sewerage reticulation and treatment system.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL MONTHLY FINANCIAL REPORT

for the 2024/25 financial year

### Monthly Financial Report - January 2025 Income & Expenses - Council Consolidated

	Original Budget 2024/25	Adopted Budget 2024/25 Q1	YTD Actuals 2024/25	Remaining Budget 2024/25	YTD % 2024/25
<b>Income</b>					
Rates & Annual Charges	99,465,038	99,485,038	85,928,811	13,556,227	86%
User Charges & Fees	26,166,233	25,226,233	12,110,362	13,115,871	48%
Interest & Investments Revenue	8,400,000	8,400,000	6,630,097	1,769,904	79%
Other Revenues	3,453,615	3,725,723	2,327,658	1,398,066	62%
Grants & Contribution - Operating	11,718,705	10,671,686	2,433,999	8,237,687	23%
Grants & Contribution - Capital	36,816,298	41,034,226	15,086,365	25,947,861	37%
<b>Total Income</b>	<b>186,019,889</b>	<b>188,542,906</b>	<b>124,517,291</b>	<b>64,025,615</b>	<b>66%</b>
<b>Expenses</b>					
Employee Costs	50,395,602	48,945,509	28,219,829	20,725,680	58%
Borrowing Costs	730,272	730,272	211,112	519,160	29%
Materials & Services	56,427,315	60,288,547	29,675,207	30,613,337	49%
Depreciation	50,719,652	50,719,652	30,614,732	20,104,920	60%
Other Expenses	3,579,183	3,768,920	2,185,459	1,583,460	58%
Loss / (Gain) on Disposal of Assets	-	-	-	-	0%
<b>Total Expenses</b>	<b>161,852,023</b>	<b>164,452,900</b>	<b>90,906,340</b>	<b>73,546,557</b>	<b>55%</b>
<b>Net Operating Result</b>	<b>24,167,866</b>	<b>24,090,006</b>	<b>33,610,951</b>	<b>(9,520,941)</b>	
<b>Net Operating Result before Capital Income</b>	<b>(12,648,432)</b>	<b>(16,944,220)</b>	<b>18,524,586</b>	<b>(35,468,803)</b>	

#### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	481.6
Headcount (excluding casuals)	497.0

#### Notes:

Original Budget was adopted by Council on 26 June 2024

Projected Year End Result = Original Budget +/- approved budget changes in Quarterly Budget Reviews

Reconciliation to Budget	Original Budget 2024/25	Adopted Budget 2024/25 Q1	YTD Actuals 2024/25	Remaining Budget 2024/25	YTD % 2024/25
Net Operating Result for the year (as above)	24,167,866	24,090,006	33,610,951	(9,520,945)	
<b>Less:</b>					
Capital Purchases	105,252,461	122,117,598	42,417,301	79,700,297	35%
Loan Principal Repayments	2,082,269	2,082,269	(233,038)	2,315,307	-11%
Transfer to Reserve	71,606,693	69,855,693	16,858,594	52,997,099	24%
<b>Add:</b>					
Proceeds from Sale of Assets	2,078,900	2,078,900	-	2,078,900	0%
Transfers from Reserve	81,454,347	96,646,341	100,067	96,546,274	0%
New Borrowings	20,575,000	20,575,000	-	20,575,000	0%
Depreciation Expense	50,719,652	50,719,652	30,614,732	20,104,920	60%
<b>Budget Surplus/(Deficit) Result</b>	<b>54,340</b>	<b>54,340</b>	<b>5,282,893</b>	<b>(5,228,553)</b>	

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL MONTHLY FINANCIAL REPORT for the 2024/25 financial year

### Monthly Financial Report - January 2025 Income & Expenses - General Fund

	Original Budget 2024/25	Adopted Budget 2024/25 Q1	YTD Actuals 2024/25	Remaining Budget 2024/25	YTD % 2024/25
<b>Income</b>					
Rates & Annual Charges	73,483,858	73,503,858	74,565,531	(1,061,673)	101%
User Charges & Fees	14,604,933	13,664,933	6,046,626	7,618,307	44%
Interest & Investments Revenue	3,070,000	3,070,000	3,029,353	40,647	99%
Other Revenues	3,144,251	3,416,359	1,941,263	1,475,096	57%
Grants & Contribution - Operating	11,718,705	10,671,686	2,433,999	8,237,687	23%
Grants & Contribution - Capital	9,216,298	13,434,226	10,128,218	3,306,007	75%
<b>Total Income</b>	<b>115,238,045</b>	<b>117,761,062</b>	<b>98,144,991</b>	<b>19,616,072</b>	<b>83%</b>
<b>Expenses</b>					
Employee Costs	42,124,612	40,674,520	23,734,850	16,939,669	58%
Borrowing Costs	721,325	721,325	205,017	516,308	28%
Materials & Services	36,557,489	40,409,741	18,615,244	21,794,496	46%
Depreciation	31,640,583	31,640,583	18,473,507	13,167,076	58%
Other Expenses	3,565,913	3,755,650	2,150,245	1,605,404	57%
Loss / (Gain) on Disposal of Assets			-	-	0%
<b>Total Expenses</b>	<b>114,609,922</b>	<b>117,201,818</b>	<b>63,178,863</b>	<b>54,022,955</b>	<b>54%</b>
<b>Net Operating Result</b>	<b>628,123</b>	<b>559,244</b>	<b>34,966,127</b>	<b>(34,406,883)</b>	
<b>Net Operating Result before Capital Income</b>	<b>(8,588,175)</b>	<b>(12,874,982)</b>	<b>24,837,909</b>	<b>(37,712,891)</b>	

#### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	426.6
Headcount (excluding casuals)	442.0

#### Notes:

Original Budget was adopted by Council on 26 June 2024

Projected Year End Result = Original Budget +/- approved budget changes in Quarterly Budget Reviews

Reconciliation to Budget	Original Budget 2024/25	Adopted Budget 2024/25 Q1	YTD Actuals 2024/25	Remaining Budget 2024/25	YTD % 2024/25
Net Operating Result for the year (as above)	628,123	559,244	34,966,127	(34,406,883)	
<b>Less:</b>					
Capital Purchases	42,584,132	56,208,364	20,191,406	46,936,316	36%
Loan Principal Repayments	1,460,652	1,460,652	(589,260)	2,049,912	-40%
Transfer to Reserve	26,938,225	25,187,225	16,858,594	8,328,631	67%
<b>Add:</b>					
Proceeds from Sale of Assets	1,771,900	1,771,900	-	1,771,900	0%
Transfers from Reserve	37,042,419	48,984,530	100,067	48,884,463	0%
New Borrowings	-	-	-	-	0%
Depreciation Expense	31,640,583	31,640,583	18,473,507	13,167,076	58%
<b>Budget Surplus/(Deficit) Result</b>	<b>100,017</b>	<b>100,017</b>	<b>17,078,961</b>	<b>(27,898,302)</b>	

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL MONTHLY FINANCIAL REPORT for the 2024/25 financial year

### Monthly Financial Report - January 2025 Income & Expenses - General Fund

This statement sets out the details of variations between Council's Revised Budget and Year to Date Actuals as part of the Monthly Financial Reporting.

#### Income

##### **Rates & Annual Charges**

The majority of rates and charges are recognised as income when levied each July. Income currently exceeds budget due to the introduction of part-year rating from 2024/25, allowing newly subdivided properties to be charged rates and levies within the current rating year, rather than from the beginning of the next financial year as was previously practised. Consequently, income above budget will continue to be generated throughout the remainder of the 2024/25 year.

##### **User Charges & Fees**

User charges and fees are tracking slightly below budget at the end of January, with only 44% of the budget received. This shortfall is primarily due to certain user charges, such as those from the Moss Vale Memorial Aquatic Centre, not being recorded in the financial system until year-end.

##### **Interest and Investment Revenue**

Council's investments have outperformed the benchmark consistently each month this financial year with income at 99% of budget at the end of January.

##### **Other Revenues**

Other revenues are tracking slightly below budget with 57% of budget received at the end of January. Income is expected to meet budget.

##### **Grants & Contributions**

Grants and contributions are tracking below budget at the end of January. 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.

#### Expenses

##### **Employee Costs**

Employee costs are tracking as expected at the end of January at 58% of revised budget.

##### **Borrowing Costs**

Interest on loans is paid in accordance with loan agreements. 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 are tracking on budget at 57% at the end of January.

##### **Loss / (Gain) on Disposal of Assets**

Council does not budget for net losses on the disposal of assets. However, any cash received from asset disposals is included as income in the budget above.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL MONTHLY FINANCIAL REPORT for the 2024/25 financial year

### Monthly Financial Report - January 2025 Income & Expenses - Water Fund

	Original Budget 2024/25	Adopted Budget 2024/25 Q1	YTD Actuals 2024/25	Remaining Budget 2024/25	YTD % 2024/25
<b>Income</b>					
Rates & Annual Charges	4,535,047	4,535,047	1,976,935	2,558,112	44%
User Charges & Fees	10,064,550	10,064,550	5,331,406	4,733,144	53%
Interest & Investments Revenue	2,900,000	2,900,000	2,033,671	866,329	70%
Other Revenues	301,287	301,287	382,925	(81,638)	127%
Grants & Contribution - Operating	-	-	-	-	0%
Grants & Contribution - Capital	1,500,000	1,500,000	3,411,914	(1,911,914)	227%
<b>Total Income</b>	<b>19,300,884</b>	<b>19,300,884</b>	<b>13,136,851</b>	<b>6,164,033</b>	<b>68%</b>
<b>Expenses</b>					
Employee Costs	3,980,118	3,980,118	2,783,305	1,196,813	70%
Borrowing Costs	-	-	-	-	0%
Materials & Services	7,915,944	7,924,922	4,661,565	3,263,356	59%
Depreciation	8,365,976	8,365,976	5,323,803	3,042,173	64%
Other Expenses	-	-	18,294	(18,294)	0%
Loss / (Gain) on Disposal of Assets	-	-	-	-	0%
<b>Total Expenses</b>	<b>20,262,038</b>	<b>20,271,016</b>	<b>12,786,967</b>	<b>7,484,049</b>	<b>63%</b>
<b>Net Operating Result</b>	<b>(961,154)</b>	<b>(970,132)</b>	<b>349,884</b>	<b>(1,320,016)</b>	
<b>Net Operating Result before Capital Income</b>	<b>(2,461,154)</b>	<b>(2,470,132)</b>	<b>(3,062,030)</b>	<b>591,899</b>	

#### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	27.0
Headcount (excluding casuals)	27.0

#### Notes:

Original Budget was adopted by Council on 26 June 2024

Projected Year End Result = Original Budget +/- approved budget changes in Quarterly Budget Reviews

Reconciliation to Budget	Original Budget 2024/25	Adopted Budget 2024/25 Q1	YTD Actuals 2024/25	Remaining Budget 2024/25	YTD % 2024/25
Net Operating Result for the year (as above)	(961,154)	(970,132)	349,884	(1,320,016)	
<b>Less:</b>					
Capital Purchases	9,890,000	11,837,092	2,761,545	10,524,298	23%
Loan Principal Repayments	-	-	-	-	0%
Transfer to Reserve	8,118,711	8,118,711	-	8,118,711	0%
<b>Add:</b>					
Disposal Assets	-	-	-	-	0%
Proceeds from Sale of Assets	211,500	211,500	-	211,500	0%
Transfers from Reserve	10,392,389	12,348,459	-	12,348,459	0%
New Borrowings	-	-	-	-	0%
Depreciation Expense	8,365,976	8,365,976	5,323,803	3,042,173	64%
<b>Budget Surplus/(Deficit) Result</b>	<b>(0)</b>	<b>(0)</b>	<b>2,912,141</b>	<b>(4,360,893)</b>	

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL MONTHLY FINANCIAL REPORT for the 2024/25 financial year

### Monthly Financial Report - January 2025 Income & Expenses - Water Fund

This statement sets out the details of variations between Council's Revised Budget and Year to Date Actuals as part of the Monthly Financial Reporting.

#### Income

##### **Rates & Annual Charges**

Income is recognised upon billing, with current revenue reflecting water access charges raised up to approximately 31 July. Additional notices will be issued in January and April for charges up to the end of March 2025, with an adjustment at the end of the financial year to accrue charges through to 30 June 2025 that extend into the next financial year. Income is expected to meet the budget; however, a further review in April 2025 will confirm this.

##### **User Charges & Fees**

Water usage charges are levied in the same manner as the water access charges described above.

##### **Interest and Investment Revenue**

Council's investments have outperformed the benchmark consistently each month this financial year with income at 99% of budget at the end of January.

##### **Other Revenues**

Other revenues such as leases are above budget. This is due to leases revenue being raised in advance to ensure payment terms are met. This is expected to exceed budget, slightly, at the end of the financial year following accrual journals to ensure prepayment is recognised in the correct financial year.

##### **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.

#### Expenses

##### **Employee Costs**

Employee costs are tracking-above budget at the end of January at 70 % of revised budget and are expected to track on budget by the end of the financial year.

##### **Borrowing Costs**

Interest on loans is paid in accordance with loan agreements. Council is up to date with all loan repayments.

##### **Materials & Services**

Materials and Services are tracking on budget 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 above budget at the end of January. Payments that have been allocated to this expenditure class are currently being reviewed and will be offset by budgets held in the Materials and Service expenditure class.

##### **Loss / (Gain) on Disposal of Assets**

Council does not budget for net losses on the disposal of assets. However, any cash received from asset disposals is included as income in the budget above.



# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL MONTHLY FINANCIAL REPORT for the 2024/25 financial year

### Monthly Financial Report - January 2025 Income & Expenses - Sewer Fund

	Original Budget 2024/25	Adopted Budget 2024/25 Q1	YTD Actuals 2024/25	Remaining Budget 2024/25	YTD % 2024/25
<b>Income</b>					
Rates & Annual Charges	21,446,133	21,446,133	9,386,345	12,059,788	44%
User Charges & Fees	1,496,750	1,496,750	732,330	764,420	49%
Interest & Investments Revenue	2,430,000	2,430,000	1,567,073	862,927	64%
Other Revenues	8,077	8,077	3,470	4,607	43%
Grants & Contribution - Operating	-	-	-	-	0%
Grants & Contribution - Capital	26,100,000	26,100,000	1,546,232	24,553,768	6%
<b>Total Income</b>	<b>51,480,960</b>	<b>51,480,960</b>	<b>13,235,450</b>	<b>38,245,511</b>	<b>26%</b>
<b>Expenses</b>					
Employee Costs	4,290,872	4,290,872	1,701,674	2,589,198	40%
Borrowing Costs	8,947	8,947	6,095	2,852	68%
Materials & Services	11,953,882	11,953,882	6,398,398	5,555,484	54%
Depreciation	10,713,093	10,713,093	6,817,423	3,895,670	64%
Other Expenses	13,270	13,270	16,920	(3,650)	128%
Loss / (Gain) on Disposal of Assets	-	-	-	-	0%
<b>Total Expenses</b>	<b>26,980,063</b>	<b>26,980,063</b>	<b>14,940,510</b>	<b>12,039,553</b>	<b>55%</b>
<b>Net Operating Result</b>	<b>24,500,897</b>	<b>24,500,897</b>	<b>(1,705,060)</b>	<b>26,205,957</b>	
<b>Net Operating Result before Capital Income</b>	<b>(1,599,103)</b>	<b>(1,599,103)</b>	<b>(3,251,293)</b>	<b>1,652,189</b>	

#### Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	28.0
Headcount (excluding casuals)	28.0

#### Notes:

Original Budget was adopted by Council on 26 June 2024

Projected Year End Result = Original Budget +/- approved budget changes in Quarterly Budget Reviews

Reconciliation to Budget	Original Budget 2024/25	Adopted Budget 2024/25 Q1	YTD Actuals 2024/25	Remaining Budget 2024/25	YTD % 2024/25
Net Operating Result for the year (as above)	24,500,897	24,500,897	(1,705,060)	26,205,957	
<b>Less:</b>					
Capital Purchases	52,778,329	54,072,142	19,464,349	45,563,039	36%
Loan Principal Repayments	621,618	621,618	356,222	265,396	57%
Transfer to Reserve	13,974,757	13,974,757	-	13,974,757	0%
<b>Add:</b>					
Proceeds from Sale of Assets	95,500	95,500	-	95,500	0%
Transfers from Reserve	32,065,215	33,359,028	-	33,359,028	0%
New Borrowings	-	-	-	-	0%
Depreciation Expense	10,713,093	10,713,093	6,817,423	3,895,670	64%
<b>Budget Surplus/(Deficit) Result</b>	<b>0</b>	<b>0</b>	<b>(14,708,209)</b>	<b>3,752,963</b>	

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL MONTHLY FINANCIAL REPORT for the 2024/25 financial year

### Monthly Financial Report - January 2025 Income & Expenses - Sewer Fund

This statement sets out the details of variations between Council's Revised Budget and Year to Date Actuals as part of the Monthly Financial Reporting.

#### Income

##### **Rates & Annual Charges**

Income is recognised upon billing, with current revenue reflecting sewerage access charges raised up to approximately 31 July. Additional notices will be issued in January and April for charges up to the end of March 2025, with an adjustment at the end of the financial year to accrue charges through to 30 June 2025 that extend into the next financial year. Income is expected to meet the budget; however, a further review in April 2025 will confirm this.

##### **User Charges & Fees**

Sewerage usage charges are levied in the same manner as the water access charges described above.

##### **Interest and Investment Revenue**

Council's investments have outperformed the benchmark consistently each month this financial year with income at 99% of budget at the end of January.

##### **Other Revenues**

Other revenues, such as leases, are tracking slightly below budget. Income is expected to meet the budget.

##### **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.

#### Expenses

##### **Employee Costs**

Employee costs are tracking slightly lower than expected at the end of January at 44% of revised budget. This will need to be monitored during the quarter.

##### **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 on budget 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 November. Payments have been allocated to this expenditure class and will be offset by budgets held in the Materials and Service expenditure class.

##### **Loss / (Gain) on Disposal of Assets**

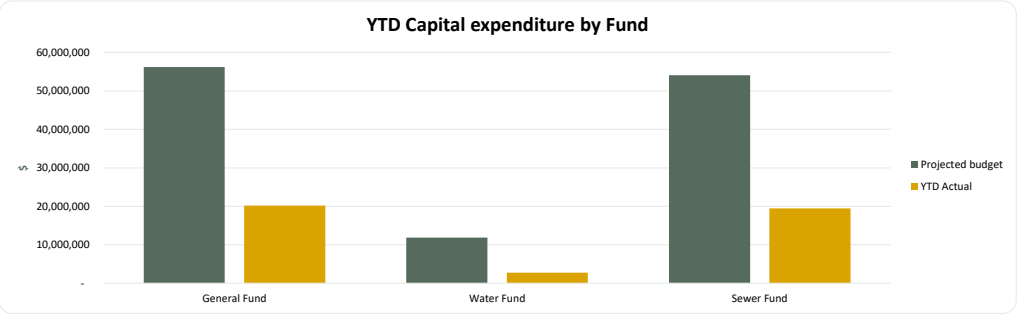
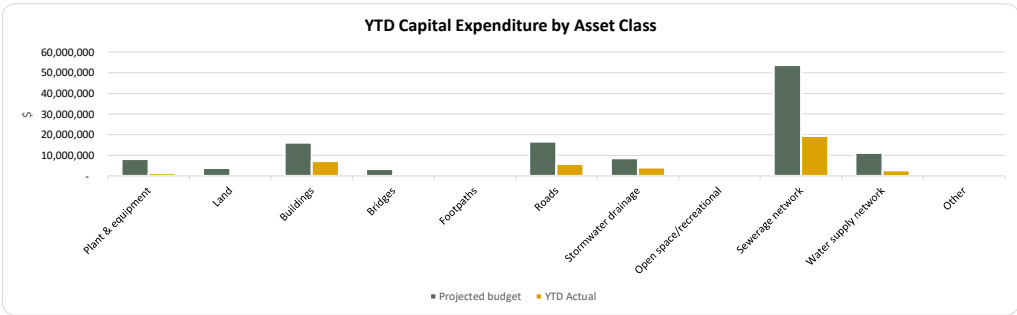
Council does not budget for net losses on the disposal of assets. However, any cash received from asset disposals is included as income in the budget above.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## WINGECARRIBEE SHIRE COUNCIL MONTHLY FINANCIAL REPORT for the 2024/25 financial year

### Monthly Financial Report - January 2025 Capital Expenditure Program

Asset Class	Original Budget 2024/25	Projected Year End Result 2024/25	YTD Actuals 2024/25	Remaining Budget 2024/25	YTD Percentage 2024/25
Plant and equipment	7,952,000	8,158,036	1,377,288	6,780,748	17%
Land	3,889,000	3,921,447	260,517	3,660,930	7%
Buildings	9,440,646	16,106,903	7,192,637	8,914,266	45%
Bridges	2,849,000	3,343,581	711,949	2,631,632	21%
Footpaths	650,000	127,134	167,536	(40,402)	132%
Roads	11,394,486	16,757,262	5,860,124	10,897,138	35%
Stormwater Drainage	7,180,000	8,537,261	4,104,516	4,432,745	48%
Water Supply Network	9,245,000	11,192,092	2,761,390	8,430,702	25%
Sewerage Network	52,428,329	53,722,142	19,464,349	34,257,793	36%
Other	224,000	251,740	110,654	141,086	44%
<b>Total Capital Expenditure</b>	<b>105,252,460</b>	<b>122,117,597</b>	<b>42,010,960</b>	<b>80,106,637</b>	<b>34%</b>



## Wingecarribee Shire Council Investment Report Summary

For the period ending 30 November 2024

### List of Investments

Council's investment portfolio as at 30 November 2024 consists of the following investments:

INVESTMENT PORTFOLIO AS AT 30 November 2024						
Institution	Type	Amount	Interest Rate	Investment Term - Days	Maturity Date	% Investment Portfolio
ING	Term Deposit	5,000,000	5.34%	365	04/12/2024	2.24%
BOQ	Term Deposit	5,000,000	5.35%	366	05/12/2024	2.24%
ING	Term Deposit	5,000,000	5.19%	335	16/12/2024	2.24%
NAB	Term Deposit	7,000,000	5.12%	343	07/01/2025	3.14%
NAB	Term Deposit	5,000,000	5.10%	345	16/01/2025	2.24%
NAB	Term Deposit	5,000,000	5.13%	357	30/01/2025	2.24%
ING	Term Deposit	5,000,000	5.20%	367	17/02/2025	2.24%
CBA	Term Deposit	5,000,000	4.93%	365	21/02/2025	2.24%
ING	Term Deposit	10,000,000	5.08%	364	28/02/2025	4.48%
GSB	Term Deposit	5,000,000	5.09%	365	06/03/2025	2.24%
NAB	Term Deposit	10,000,000	5.25%	367	28/04/2025	4.48%
NAB	Term Deposit	5,000,000	5.25%	322	18/03/2025	2.24%
NAB	Term Deposit	5,000,000	5.25%	350	15/04/2025	2.24%
GSB	Term Deposit	5,000,000	5.20%	356	12/05/2025	2.24%
GSB	Term Deposit	5,000,000	5.20%	365	21/05/2025	2.24%
GSB	Term Deposit	5,000,000	5.22%	313	01/04/2025	2.24%
Auswide	Term Deposit	5,000,000	5.30%	365	29/05/2025	2.24%
ING	Term Deposit	5,000,000	5.23%	731	01/06/2026	2.24%
NAB	Term Deposit	5,000,000	5.25%	365	11/06/2025	2.24%
NAB	Term Deposit	5,000,000	5.50%	362	24/06/2025	2.24%
NAB	Term Deposit	5,000,000	5.48%	356	18/06/2025	2.24%
NAB	Term Deposit	5,000,000	5.18%	727	24/06/2026	2.24%
ING	Term Deposit	8,000,000	5.35%	731	29/06/2026	3.59%
Judo	Term Deposit	5,000,000	5.50%	364	02/07/2025	2.24%
NAB	Term Deposit	5,000,000	5.33%	349	08/07/2025	2.24%
ING	Term Deposit	5,000,000	5.27%	357	22/07/2025	2.24%
Judo	Term Deposit	5,000,000	5.00%	356	29/07/2025	2.24%
AMP	Term Deposit	5,000,000	5.20%	300	12/06/2025	2.24%
AMP	Term Deposit	5,000,000	4.75%	339	25/07/2025	2.24%
CBA	Term Deposit	5,000,000	4.69%	347	05/08/2025	2.24%
CBA	Term Deposit	5,000,000	4.68%	350	12/08/2025	2.24%
CBA	Term Deposit	5,000,000	4.72%	356	19/08/2025	2.24%

## Wingecarribee Shire Council Investment Report Summary

For the period ending 30 November 2024

INVESTMENT PORTFOLIO AS AT 30 November 2024						
Institution	Type	Amount	Interest Rate	Investment Term - Days	Maturity Date	% Investment Portfolio
Judo	Term Deposit	3,000,000	5.10%	182	28/02/2025	1.35%
BOQ	Term Deposit	5,000,000	4.70%	363	09/09/2025	2.24%
ING	Term Deposit	5,000,000	4.74%	348	16/09/2025	2.24%
BOQ	Term Deposit	5,000,000	4.90%	336	30/09/2025	2.24%
BOQ	Term Deposit	5,000,000	4.90%	333	07/10/2025	2.24%
Auswide	Term Deposit	6,000,000	5.10%	333	28/10/2025	2.69%
CBA	Call Account	17,991,923	4.35%	NA	NA	8.07%
Bendigo	Call Account	1,023,725	1.45%	NA	NA	0.46%
Bendigo	Savings acc	40	0.00%	NA	NA	0.00%
<b>Total Investments</b>		<b>\$223,015,688</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 November 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%	27.80%	62,000,000	YES	YES
CBA	A1+	40%	17.04%	37,991,923	YES	YES
ING	A1	25%	21.52%	48,000,000	YES	YES
AMP	A2	15%	4.48%	10,000,000	YES	YES
BOQ	A2	15%	8.97%	20,000,000	YES	YES
ME (acquired by BOQ)	A2	Combined with BOQ %		0	YES	YES
Bendigo	A2	15%	0.46%	1,023,765	NO	YES
MyState	A2	15%	0.00%	0	NO	YES
Auswide	A2	15%	4.93%	11,000,000	NO	YES
GSB	A2	15%	8.97%	20,000,000	NO	YES
BankVIC	A2	15%	0.00%	0	NO	YES
Judo	A3	10%	5.83%	13,000,000	NO	YES
<b>Total</b>			<b>100.00%</b>	<b>223,015,688</b>		

### Portfolio Credit Limits

A summary of investments placed by credit limit is as follows:

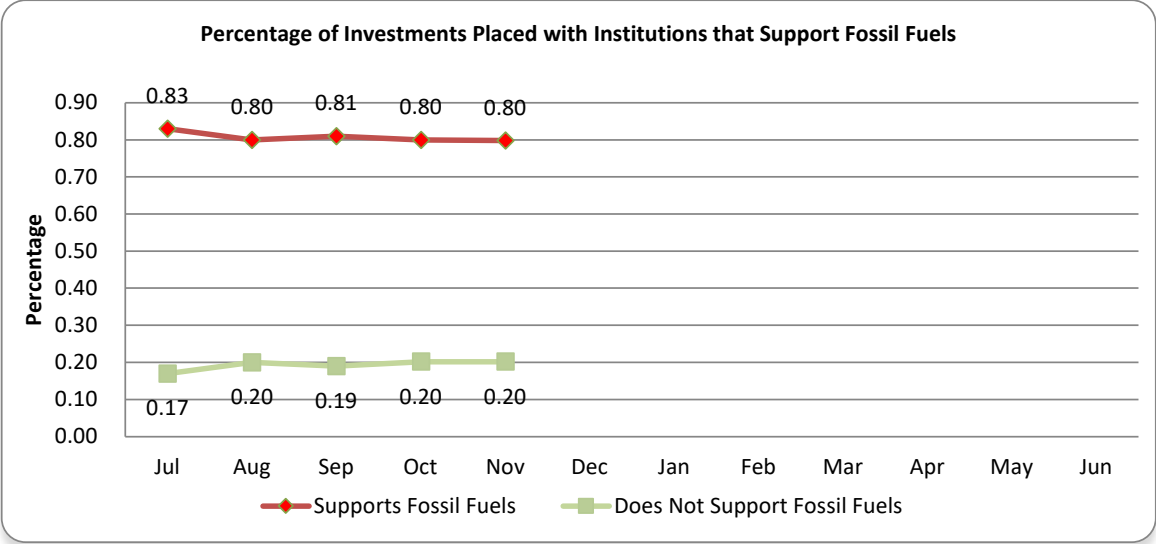
S&P Short Term Rating	Maximum %	Actual %	Invested \$	Policy Compliance
A1+	100%	44.84%	99,991,923	YES
A1	80%	21.52%	48,000,000	YES
A2	60%	27.81%	62,023,765	YES
A3	20%	5.83%	13,000,000	YES
Govt	25%	0.00%	0	YES
<b>Total</b>		<b>100.00%</b>	<b>223,015,688</b>	

**Wingecarribee Shire Council  
Investment Report Summary**  
For the period ending 30 November 2024

**Non-Fossil Fuel Investment Preferecing**

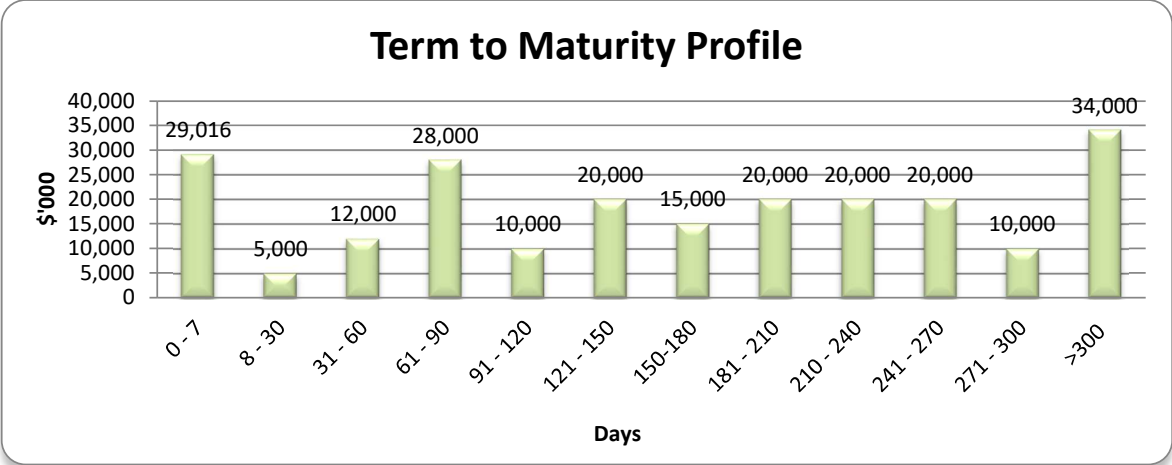
Council’s adopted Investment Policy states a preference for placing funds with institutions that do not support the fossil fuel industry. The chart below identifies Council’s percentage of investments placed with institutions that do not support the fossil fuel industry.

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.

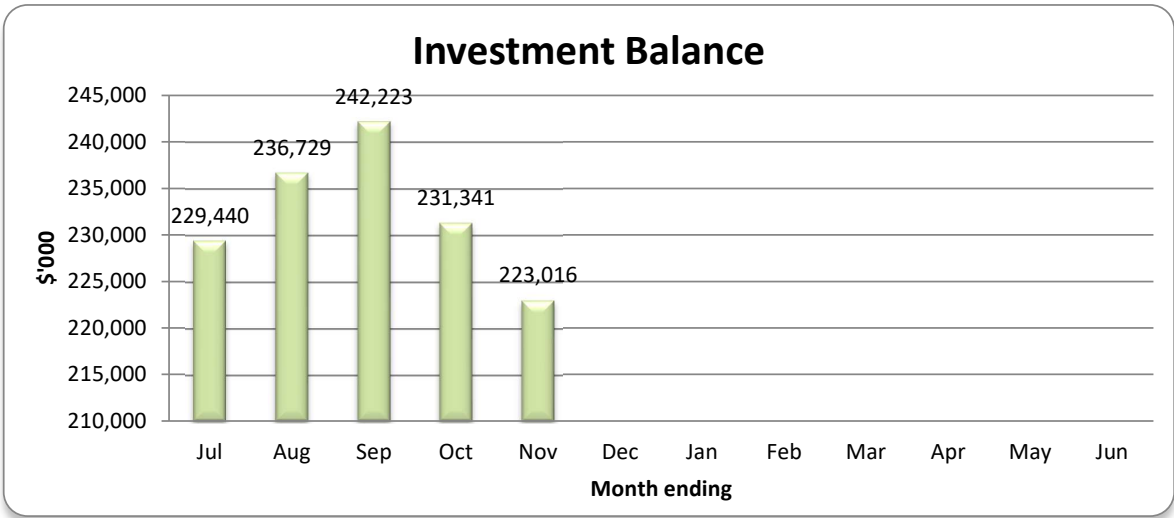


## Wingecarribee Shire Council Investment Report Summary

For the period ending 30 November 2024

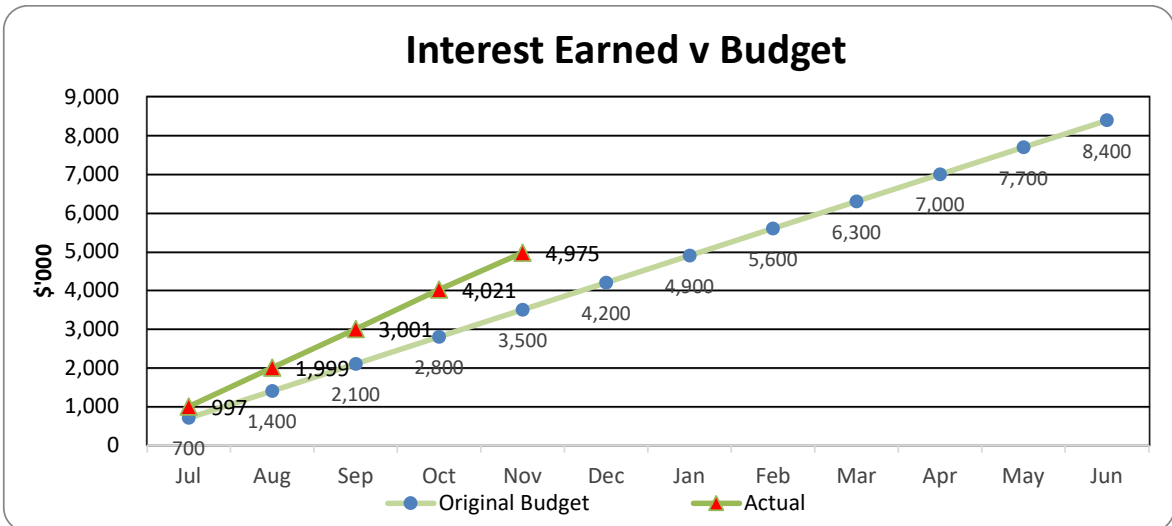
### Portfolio Performance

Council’s investment balance at the end of November 2024 was \$223.0 million. This has decreased by \$8.33 million since the end of October 2024.



### Interest Revenue

Council continues to seek the best available returns while managing the investment portfolio in accordance with Council’s investment policy.



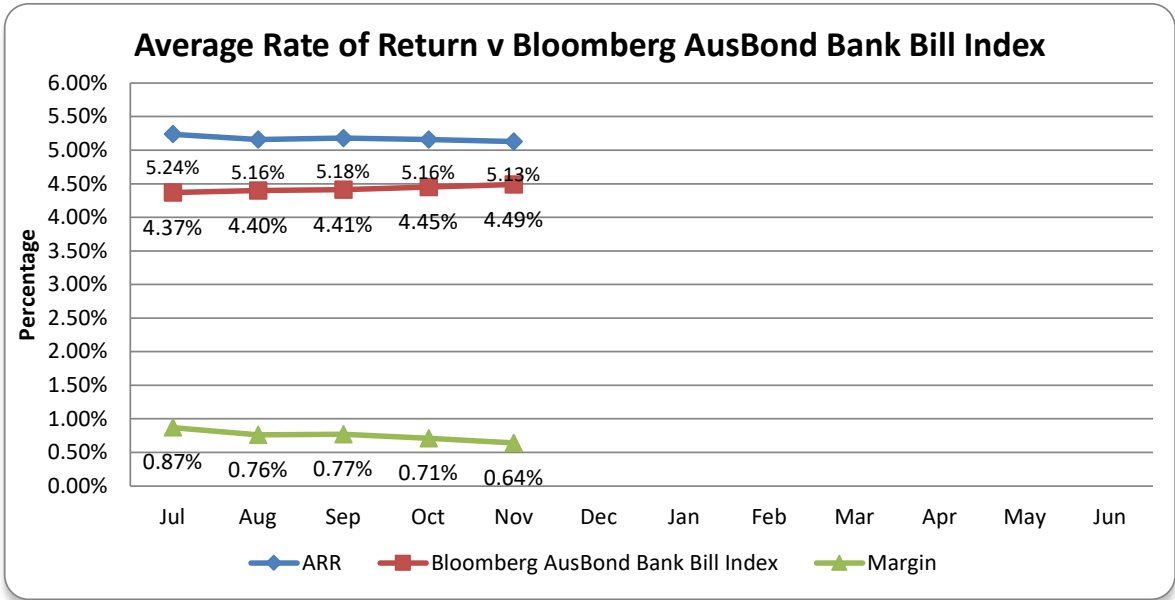


**Wingecarribee Shire Council  
Investment Report Summary**  
For the period ending 30 November 2024

**Performance against Benchmark**

Council’s investment portfolio is benchmarked against the Bloomberg AusBond Bank Bill Index.

The average rate of return (ARR) achieved for November 2024 was 5.13% which has decreased by 0.03% since October 2024. The Bloomberg AusBond Bank Bill Index for 1 year was 4.49%. The margin against the Bloomberg AusBond Bank Bill Index was 0.64% for November 2024.



## Wingecarribee Shire Council Investment Report Summary

For the period ending 31 December 2024

### List of Investments

Council's investment portfolio as at 31 December 2024 consists of the following investments:

INVESTMENT PORTFOLIO AS AT 31 December 2024						
Institution	Type	Amount	Interest Rate	Investment Term - Days	Maturity Date	% Investment Portfolio
NAB	Term Deposit	7,000,000	5.12%	343	07/01/2025	3.16%
NAB	Term Deposit	5,000,000	5.10%	345	16/01/2025	2.26%
NAB	Term Deposit	5,000,000	5.13%	357	30/01/2025	2.26%
ING	Term Deposit	5,000,000	5.20%	367	17/02/2025	2.26%
CBA	Term Deposit	5,000,000	4.93%	365	21/02/2025	2.26%
ING	Term Deposit	10,000,000	5.08%	364	28/02/2025	4.52%
GSB	Term Deposit	5,000,000	5.09%	365	06/03/2025	2.26%
NAB	Term Deposit	10,000,000	5.25%	367	28/04/2025	4.52%
NAB	Term Deposit	5,000,000	5.25%	322	18/03/2025	2.26%
NAB	Term Deposit	5,000,000	5.25%	350	15/04/2025	2.26%
GSB	Term Deposit	5,000,000	5.20%	356	12/05/2025	2.26%
GSB	Term Deposit	5,000,000	5.20%	365	21/05/2025	2.26%
GSB	Term Deposit	5,000,000	5.22%	313	01/04/2025	2.26%
Auswide	Term Deposit	5,000,000	5.30%	365	29/05/2025	2.26%
ING	Term Deposit	5,000,000	5.23%	731	01/06/2026	2.26%
NAB	Term Deposit	5,000,000	5.25%	365	11/06/2025	2.26%
NAB	Term Deposit	5,000,000	5.50%	362	24/06/2025	2.26%
NAB	Term Deposit	5,000,000	5.48%	356	18/06/2025	2.26%
NAB	Term Deposit	5,000,000	5.18%	727	24/06/2026	2.26%
ING	Term Deposit	8,000,000	5.35%	731	29/06/2026	3.61%
Judo	Term Deposit	5,000,000	5.50%	364	02/07/2025	2.26%
NAB	Term Deposit	5,000,000	5.33%	349	08/07/2025	2.26%
ING	Term Deposit	5,000,000	5.27%	357	22/07/2025	2.26%
Judo	Term Deposit	5,000,000	5.00%	356	29/07/2025	2.26%
AMP	Term Deposit	5,000,000	5.20%	300	12/06/2025	2.26%
AMP	Term Deposit	5,000,000	4.75%	339	25/07/2025	2.26%
CBA	Term Deposit	5,000,000	4.69%	347	05/08/2025	2.26%
CBA	Term Deposit	5,000,000	4.68%	350	12/08/2025	2.26%
CBA	Term Deposit	5,000,000	4.72%	356	19/08/2025	2.26%
Judo	Term Deposit	3,000,000	5.10%	182	28/02/2025	1.36%
BOQ	Term Deposit	5,000,000	4.70%	363	09/09/2025	2.26%
ING	Term Deposit	5,000,000	4.74%	348	16/09/2025	2.26%

## Wingecarribee Shire Council Investment Report Summary

For the period ending 31 December 2024

INVESTMENT PORTFOLIO AS AT 31 December 2024						
Institution	Type	Amount	Interest Rate	Investment Term - Days	Maturity Date	% Investment Portfolio
BOQ	Term Deposit	5,000,000	4.90%	336	30/09/2025	2.26%
BOQ	Term Deposit	5,000,000	4.90%	333	07/10/2025	2.26%
Auswide	Term Deposit	6,000,000	5.10%	333	28/10/2025	2.71%
GSB	Term Deposit	6,000,000	5.04%	305	14/10/2025	2.71%
CBA	Call Account	25,347,209	4.35%	NA	NA	11.45%
Bendigo	Call Account	1,024,942	1.45%	NA	NA	0.46%
Bendigo	Savings acc	40	0.00%	NA	NA	0.00%
<b>Total Investments</b>		<b>\$221,372,191</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 31 December 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%	28.01%	62,000,000	YES	YES
CBA	A1+	40%	20.48%	45,347,209	YES	YES
ING	A1	25%	17.17%	38,000,000	YES	YES
AMP	A2	15%	4.52%	10,000,000	YES	YES
BOQ	A2	15%	6.78%	15,000,000	YES	YES
ME (acquired by BOQ)	A2	Combined with BOQ %		0	YES	YES
Bendigo	A2	15%	0.46%	1,024,982	NO	YES
MyState	A2	15%	0.00%	0	NO	YES
Auswide	A2	15%	4.97%	11,000,000	NO	YES
GSB	A2	15%	11.74%	26,000,000	NO	YES
BankVIC	A2	15%	0.00%	0	NO	YES
Judo	A3	10%	5.87%	13,000,000	NO	YES
<b>Total</b>			<b>100.00%</b>	<b>221,372,191</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%	48.49%	107,347,209	YES
A1	80%	17.17%	38,000,000	YES
A2	60%	28.47%	63,024,982	YES
A3	20%	5.87%	13,000,000	YES
Govt	25%	0.00%	0	YES
<b>Total</b>		<b>100.00%</b>	<b>221,372,191</b>	

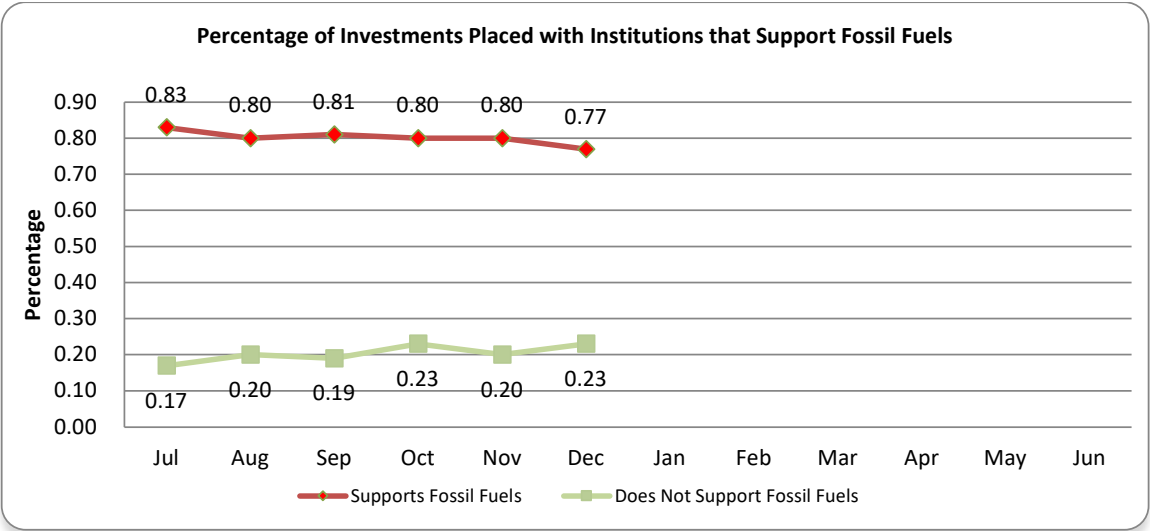
## Wingecarribee Shire Council Investment Report Summary

For the period ending 31 December 2024

### Non-Fossil Fuel Investment Preferecing

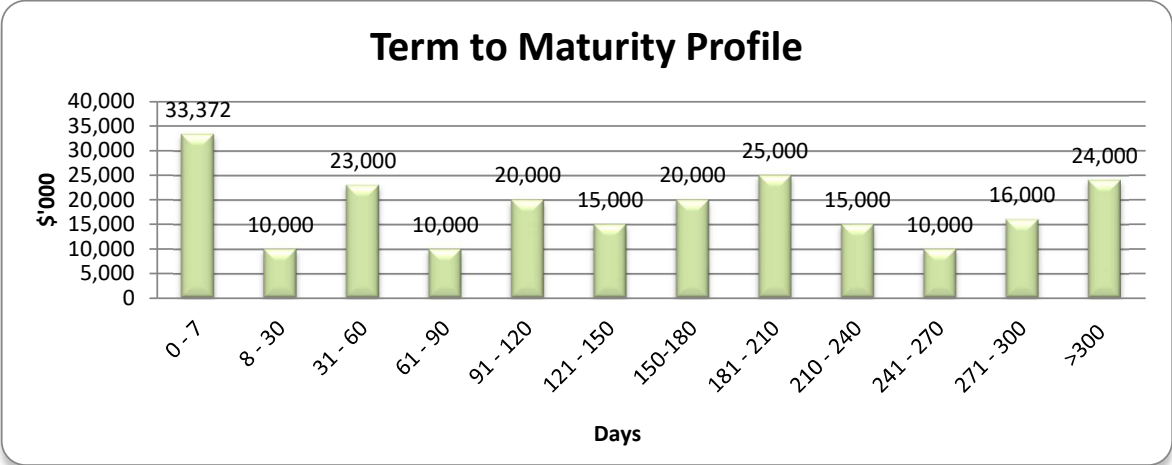
Council’s adopted Investment Policy states a preference for placing funds with institutions that do not support the fossil fuel industry. The chart below identifies Council’s percentage of investments placed with institutions that do not support the fossil fuel industry.

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.

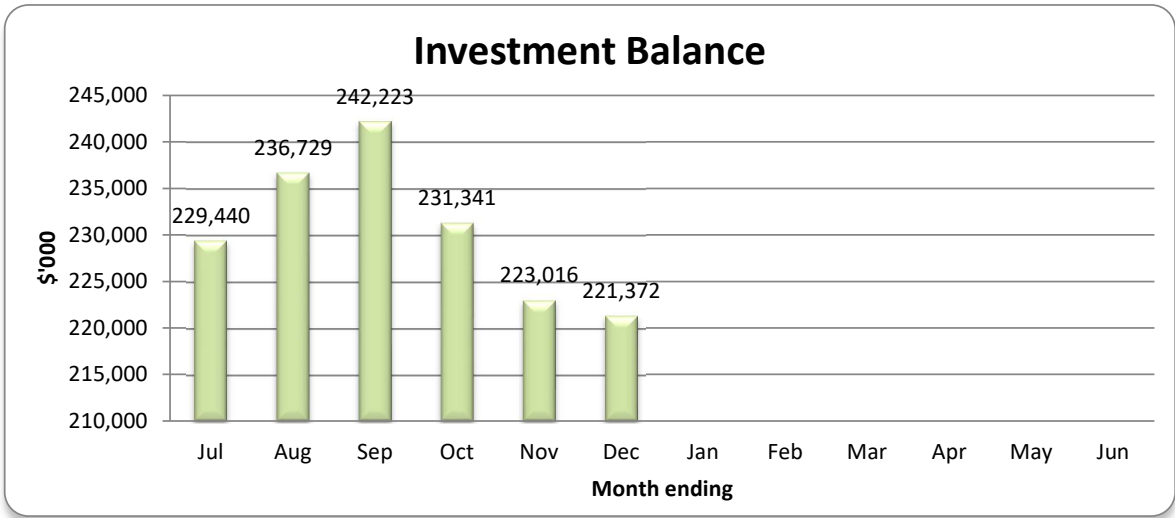


## Wingecarribee Shire Council Investment Report Summary

For the period ending 31 December 2024

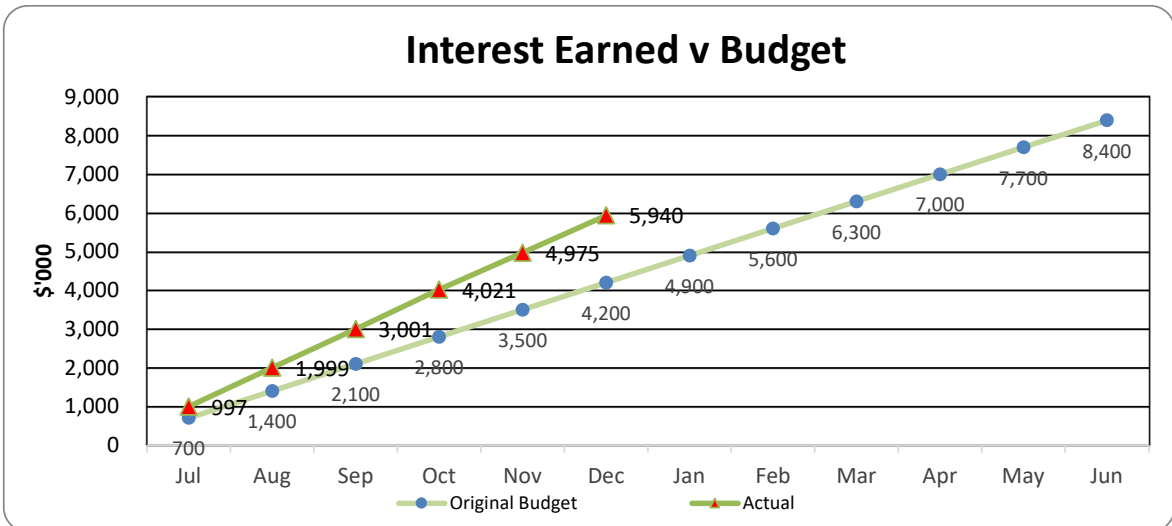
### Portfolio Performance

Council’s investment balance at the end of December 2024 was \$221.3 million. This has decreased by \$1.64 million since the end of November 2024.



### Interest Revenue

Council continues to seek the best available returns while managing the investment portfolio in accordance with Council’s investment policy.



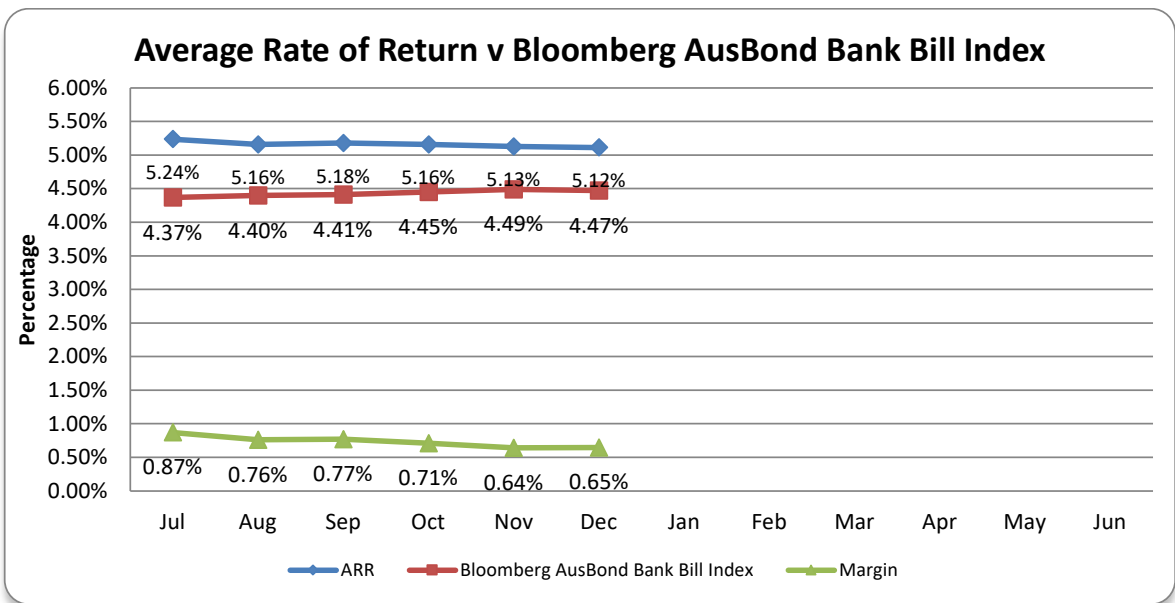
## Wingecarribee Shire Council Investment Report Summary

For the period ending 31 December 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 December 2024 was 5.12% which has decreased by 0.01% since November 2024. The Bloomberg AusBond Bank Bill Index for 1 year was 4.47%. The margin against the Bloomberg AusBond Bank Bill Index was 0.65% for December 2024.



## Wingecarribee Shire Council Investment Report Summary

For the period ending 31 January 2025

### List of Investments

Council's investment portfolio as at 31 January 2025 consists of the following investments:

INVESTMENT PORTFOLIO AS AT 31 January 2025						
Institution	Type	Amount	Interest Rate	Investment Term - Days	Maturity Date	% Investment Portfolio
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	4.49%
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	4.49%
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%
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	3.59%
Judo	Term Deposit	5,000,000	5.50%	364	02/07/2025	2.25%
NAB	Term Deposit	5,000,000	5.33%	349	08/07/2025	2.25%
ING	Term Deposit	5,000,000	5.27%	357	22/07/2025	2.25%
Judo	Term Deposit	5,000,000	5.00%	356	29/07/2025	2.25%
AMP	Term Deposit	5,000,000	5.20%	300	12/06/2025	2.25%
AMP	Term Deposit	5,000,000	4.75%	339	25/07/2025	2.25%
CBA	Term Deposit	5,000,000	4.69%	347	05/08/2025	2.25%
CBA	Term Deposit	5,000,000	4.68%	350	12/08/2025	2.25%
CBA	Term Deposit	5,000,000	4.72%	356	19/08/2025	2.25%
Judo	Term Deposit	3,000,000	5.10%	182	28/02/2025	1.35%
BOQ	Term Deposit	5,000,000	4.70%	363	09/09/2025	2.25%
ING	Term Deposit	5,000,000	4.74%	348	16/09/2025	2.25%
BOQ	Term Deposit	5,000,000	4.90%	336	30/09/2025	2.25%
BOQ	Term Deposit	5,000,000	4.90%	333	07/10/2025	2.25%
Auswide	Term Deposit	6,000,000	5.10%	333	28/10/2025	2.70%
GSB	Term Deposit	6,000,000	5.04%	305	14/10/2025	2.70%
Auswide	Term Deposit	7,000,000	5.00%	300	03/11/2025	3.14%



## Wingecarribee Shire Council Investment Report Summary

For the period ending 31 January 2025

INVESTMENT PORTFOLIO AS AT 31 January 2025						
Institution	Type	Amount	Interest Rate	Investment Term - Days	Maturity Date	% Investment Portfolio
AMP	Term Deposit	5,000,000	5.05%	280	23/10/2025	2.25%
CBA	Call Account	31,584,985	4.35%	NA	NA	14.19%
Bendigo	Call Account	1,026,201	1.45%	NA	NA	0.46%
Bendigo	Savings acc	40	0.00%	NA	NA	0.00%
<b>Total Investments</b>		<b>\$222,611,225</b>				<b>100.00%</b>

Institution Legend		
AMP = AMP Limited ANZ = Australia & New Zealand Banking Group Auswide = Auswide Bank BOQ = Bank of Queensland BDCU = Berri 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 31 January 2025

### 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%	20.21%	45,000,000	YES	YES
CBA	A1+	40%	23.17%	51,584,985	YES	YES
ING	A1	25%	17.07%	38,000,000	YES	YES
AMP	A2	15%	6.74%	15,000,000	YES	YES
BOQ	A2	15%	6.74%	15,000,000	YES	YES
ME (acquired by BOQ)	A2	Combined with BOQ %		0	YES	YES
Bendigo	A2	15%	0.46%	1,026,241	NO	YES
MyState	A2	15%	0.00%	0	NO	YES
Auswide	A2	15%	8.09%	18,000,000	NO	YES
GSB	A2	15%	11.68%	26,000,000	NO	YES
BankVIC	A2	15%	0.00%	0	NO	YES
Judo	A3	10%	5.84%	13,000,000	NO	YES
<b>Total</b>			<b>100.00%</b>	<b>222,611,225</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%	43.39%	96,584,985	YES
A1	80%	17.07%	38,000,000	YES
A2	60%	33.70%	75,026,241	YES
A3	20%	5.84%	13,000,000	YES
Govt	25%	0.00%	0	YES
<b>Total</b>		<b>100.00%</b>	<b>222,611,225</b>	

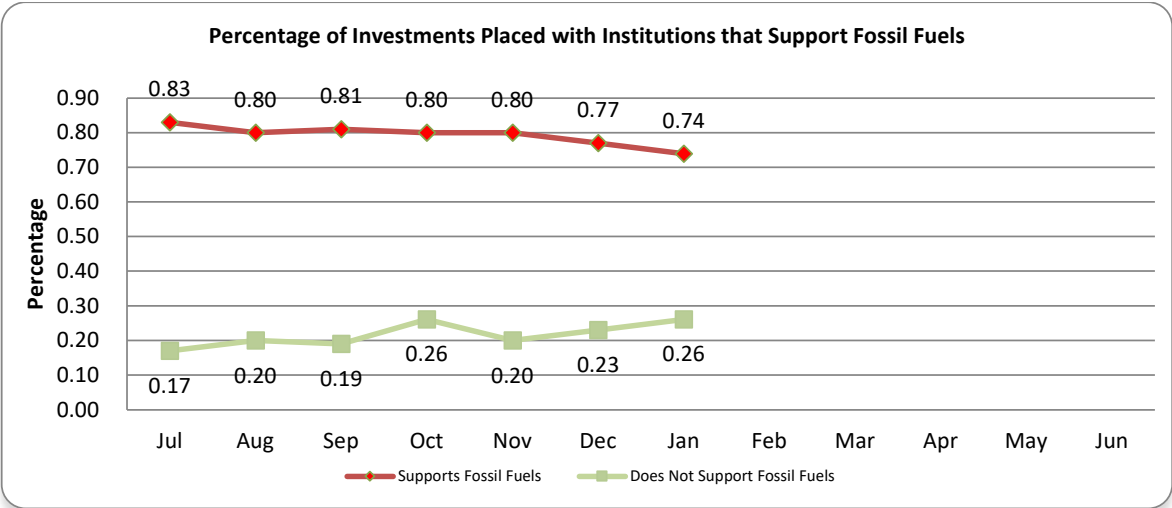
## Wingecarribee Shire Council Investment Report Summary

For the period ending 31 January 2025

### Non-Fossil Fuel Investment Preferecing

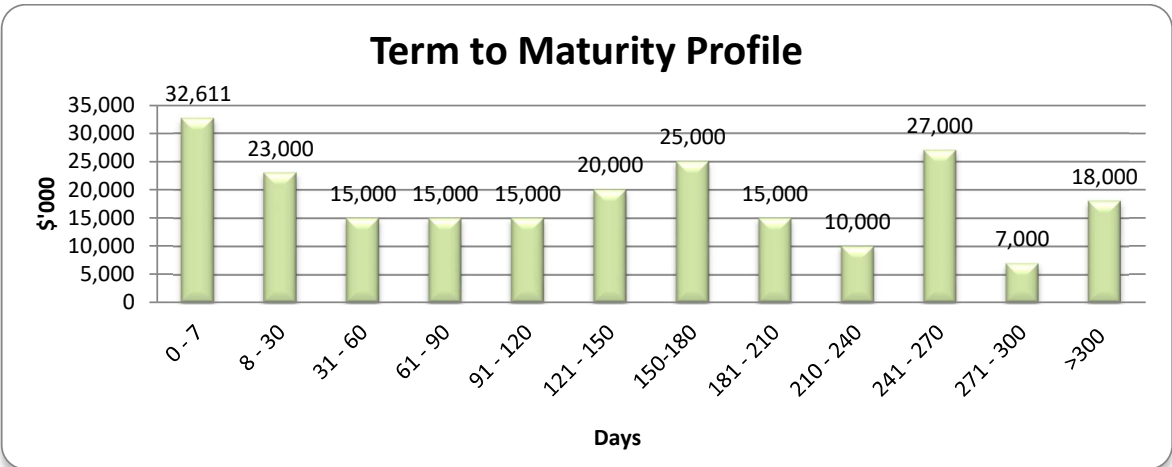
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As investments mature Council will actively seek investments with institutions that do not support the fossil fuel industry, on the basis that they offer equivalent returns and are compliant with legislation and the objectives and parameters of the 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.

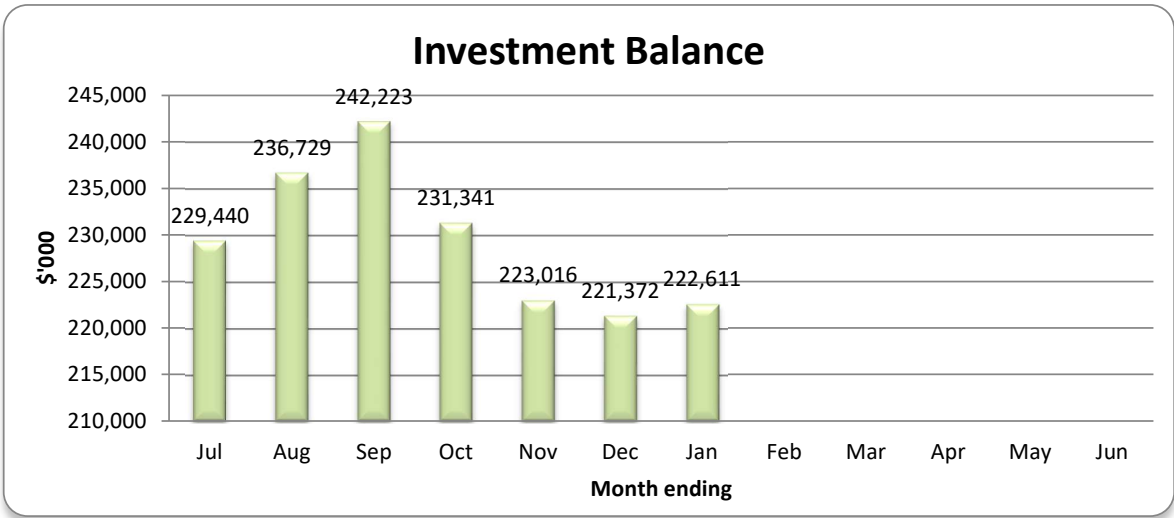


## Wingecarribee Shire Council Investment Report Summary

For the period ending 31 January 2025

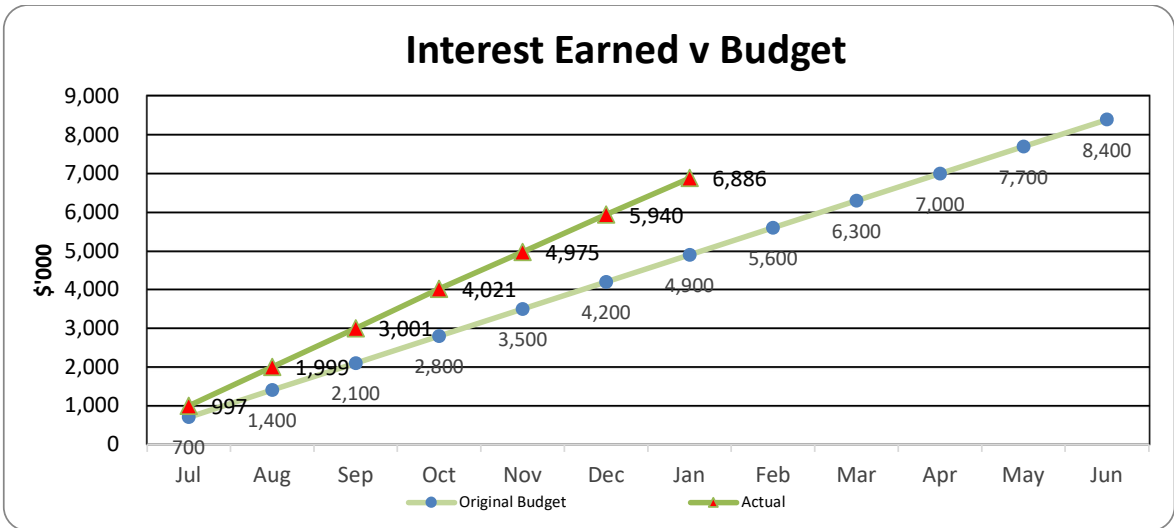
### Portfolio Performance

Council's investment balance at the end of January 2025 was \$222.6 million. This has increased by \$1.24 million since the end of December 2024.



### Interest Revenue

Council continues to seek the best available returns while managing the investment portfolio in accordance with Council's investment policy.



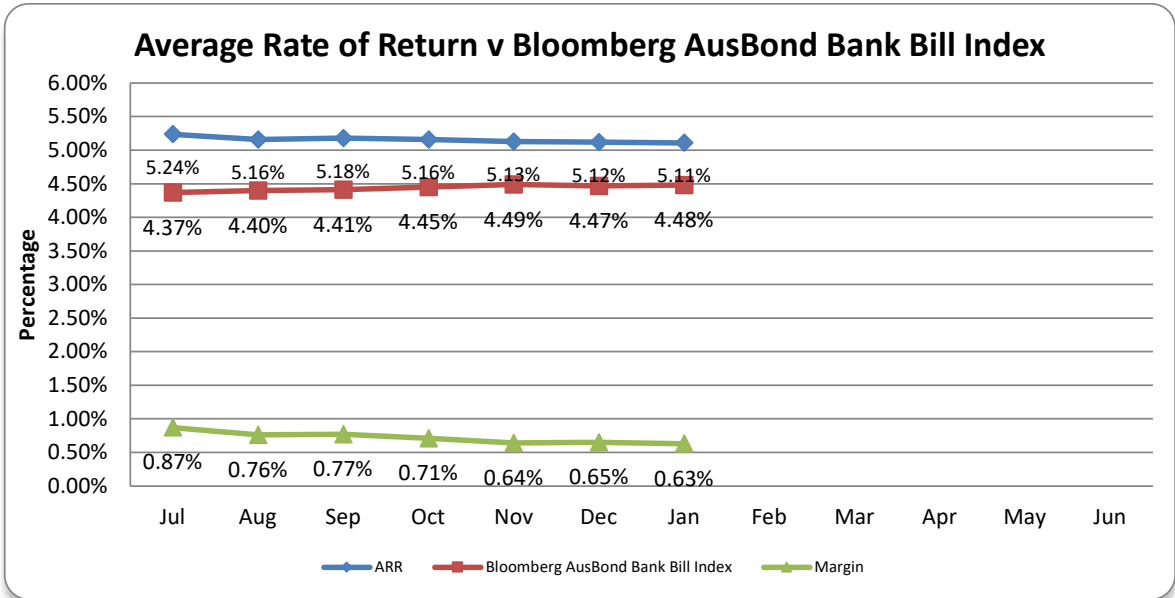
## Wingecarribee Shire Council Investment Report Summary

For the period ending 31 January 2025

### Performance against Benchmark

Council’s investment portfolio is benchmarked against the Bloomberg AusBond Bank Bill Index.

The average rate of return (ARR) achieved for January 2025 was 5.11% which has decreased by 0.01% since December 2024. The Bloomberg AusBond Bank Bill Index for 1 year was 4.48%. The margin against the Bloomberg AusBond Bank Bill Index was 0.63% for January 2025.



# DRAFT MINUTES

## Audit, Risk and Improvement Committee



*We're with you*

Thursday 28 November 2024

Bong Bong Room, Wingecarribee Shire Council Civic Centre  
68 Elizabeth Street, Moss Vale

The meeting commenced at 10:57 am

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE  
THURSDAY 28 NOVEMBER 2024**

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<b>1 OPENING OF THE MEETING.....</b>	<b>4</b>
<b>2 ACKNOWLEDGEMENT OF COUNTRY .....</b>	<b>4</b>
<b>3 APOLOGIES .....</b>	<b>4</b>
<b>4 ADOPTION OF MINUTES OF PREVIOUS MEETING.....</b>	<b>4</b>
<b>5 DECLARATIONS OF INTEREST .....</b>	<b>5</b>
<b>6 GENERAL MANAGER UPDATE.....</b>	<b>6</b>
<b>7 REPORTS .....</b>	<b>7</b>
7.1 Annual Report 2023/24 Including State Of Our Shire Report .....	7
7.2 Quarterly Progress Review - Operational Plan .....	8
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# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE THURSDAY 28 NOVEMBER 2024

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MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING OF WINGECARRIBEE SHIRE COUNCIL HELD IN BONG BONG ROOM, CIVIC CENTRE, ELIZABETH STREET, MOSS VALE ON THURSDAY 28 NOVEMBER 2024 COMMENCING AT 10:57 AM

**Present:**

**ARIC members** Mr Stephen Horne Chair  
Mr Mark McCoy  
Ms Simone Schwarz  
Mr Michael Quirk

**In Attendance:**

Ms Lisa Miscamble General Manager  
Ms Shelley Jones Director Corporate Strategy and Resourcing  
Mr Clinton McAlister Director Service and Project Delivery  
Mr Pav Kuzmanovski Chief Financial Officer  
Ms Danielle Lidgard Manager Governance and Corporate Performance  
Mr John Shillito Manager Development Assessment and Regulation  
Mr Graeme Mellor Manager Water Services  
Mr George Harb Chief Information Officer  
Ms Paige Zelunzuk Coordinator Governance  
Ms Michelle Gordon Governance Officer

**Also in attendance:**

Ms Aisling Kilgannon Partner Risk Consulting, KPMG\*  
Ms Adriana Marque Associate Director, KPMG  
Mr Mr Furqan Yousuf Director, Financial Audit, Audit Office NSW\*

**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.

The Chief Information Officer joined the meeting at 12:12 pm and left the meeting at 12:53 pm

The Manager Water Services joined the meeting at 12:17 pm and left the meeting at 1:29 pm

ARIC member Ms Simone Schwarz left the meeting at 12.50 pm



# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE THURSDAY 28 NOVEMBER 2024

---

### 1 OPENING OF THE MEETING

The Chairperson opened the meeting and welcomed the Committee members.

### 2 ACKNOWLEDGEMENT OF COUNTRY

The Chairperson acknowledged country both for those in the room and for people on other lands joining the meeting online today.

### 3 APOLOGIES

Mr Michael McCabe, Director Communities and Place.

### 4 ADOPTION OF MINUTES OF PREVIOUS MEETING

ARIC 2024/54

***THAT**, subject to the correction of minor typographical errors (identified), the minutes of the Audit, Risk and Improvement Advisory Committee meeting held on 3 September 2024 (ARIC 2024/34 to ARIC 2024/35 inclusive), copies of which were forwarded to Committee members, be confirmed as a correct record of the proceedings of the meeting.*

ARIC 2024/55

***THAT** the minutes of the Audit, Risk and Improvement Advisory Committee meeting held on 5 September 2024 (ARIC 2024/36 to ARIC 2024/53 inclusive), copies of which were forwarded to Committee members, be confirmed as a correct record of the proceedings of the meeting.*

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE  
THURSDAY 28 NOVEMBER 2024**

---

**5 DECLARATIONS OF INTEREST**

Ms Simone Schwarz declared that since the last meeting of ARIC, she has become Chair of the Burwood Council ARIC and joined the City of Canada Bay Council ARIC. Ms Schwarz also declared that she consults for Centium. It was noted that this meetings agenda does not contain reports associated with Centium.

Mr Michael Quirk declared that since the last meeting of ARIC, he has become Chair of the Wollondilly Council ARIC.

**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

No items from those discussions were deemed necessary to bring formally into the record for this meeting.

An in-camera meeting with the Professional Conduct Coordinator had failed due to technological issues and will be rescheduled.

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE THURSDAY 28 NOVEMBER 2024

---

### 6 GENERAL MANAGER UPDATE

---

#### 6.1 Update to ARIC on Organisational Matters

---

**Report Author:** General Manager  
**Authoriser:** General Manager

#### PURPOSE

---

This report provides the General Manager's update to the ARIC.

#### PROCEEDINGS IN BRIEF

---

The General Manager addressed the meeting.

#### PRECIS

---

An overview of organisational matters was provided.

#### DISCUSSION

---

The General Manager provided an update on organisational matters including:

- The onboarding of the new Council
- The success of the all staff conference
- A reduction in staff turnover rate from 24% to 14%
- An increase in number of trainees from 3 to 17
- An update on the progress of the Reinvigorate Project
- Daisy AI project and development application turnaround
- Review of Development Control Plans

The ARIC discussed the update on organisational matters including:

- Plasrefine - the demands in relation to Council's time and resources. The General Manager advised there had been three public meetings, two briefings with the IPC, two reports presented to Council and that Council has written to minister requesting a public hearing
- The progress of the Strategic Roadmap. The General Manager confirmed progress was on track, with the focus for the next quarter on planning for growth, bringing together Council's strategic documents to determine required infrastructure and the alignment of assets. Also, the preparation of an Organisational Resourcing Strategy to ensure financial sustainability and that Council has the right skills and number of people in place to support delivery of the CSP and Delivery Plan.
- Disaster Recovery Funding. The General Manager confirmed continued advocacy to State and Federal Government, including a recent road trip Wombeyan Caves Road with the Minister for Regional Roads and the Deputy Secretary of Transport for NSW to show them first hand the scale of the issue. It was noted that auditing at invoice level continues to be an administrative burden.

#### COMMITTEE RESOLUTION

ARIC 2024/56

***THAT the Audit, Risk and Improvement Committee note the Update to ARIC on Organisational Matters report.***

---

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE THURSDAY 28 NOVEMBER 2024

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### 7 REPORTS

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#### 7.1 Annual Report 2023/24 including State of Our Shire Report

---

**Report of:** Coordinator Strategy & Business Improvement  
**Authorised by:** Director Corporate Strategy and Resourcing

#### PURPOSE

---

This report provides an update of the completion of Council's Annual Report for the 2023/24 financial year.

#### PROCEEDINGS IN BRIEF

---

The Manager Governance and Corporate Performance addressed the meeting.

#### PRECIS

---

An update on the completion of the Annual Report 2023/24 including the State of Our Shire Report was provided.

#### DISCUSSION

---

The ARIC discussed the Annual Report 2023/24 and the State of Our Shire Report, noting the following:

- All statutory requirements had been met
- The purpose of the State of the Shire Report is to assist in the review and update of the Community Strategic Plan and inform the development of the newly elected Council's Delivery Program
- The Community Research Survey results in terms of community engagement and levels of satisfaction with the Council Administrator, roads and development
- The importance of sound survey methodology and the function of survey results in terms of decision making processes
- Community understanding of each level of Governments' responsibility and the role of Council in advocating for the community in relation to availability and access to public transport

#### COMMITTEE RESOLUTION

ARIC 2024/57

***THAT*** the Audit, Risk and Improvement Committee note the update on Council's Annual Report 2023/24 including the State of Our Shire Report and Community Research Survey Report.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE  
THURSDAY 28 NOVEMBER 2024**

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**7.2 Quarterly Progress Review - Operational Plan**

---

**Report Author:** Coordinator Strategy & Business Improvement  
**Authoriser:** Director Corporate Strategy and Resourcing

**PURPOSE**

---

The purpose of this report is to provide an overview of Council's progress towards delivering its Delivery Program and Operational Plan 2024/25.

**PROCEEDINGS IN BRIEF**

---

The Manager Governance and Corporate Performance addressed the meeting.

**PRECIS**

---

An overview of Council's progress towards delivering its Delivery Program and Operational Plan 2024/25 was provided.

**DISCUSSION**

---

The ARIC discussed the quarterly delivery program report, noting the progress of priority actions in relation to the first quarter period, matters delayed (and their underlying root causes).

**COMMITTEE RESOLUTION**

**ARIC 2024/58**

***THAT the Audit, Risk and Improvement Committee note the Quarterly Progress Report on the Delivery Program and Operational Plan for the period ended 30 September 2024 in Attachment 1.***

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE  
THURSDAY 28 NOVEMBER 2024**

---

**7.3 Performance Improvement Order**

---

**Report Author:**           **Manager Governance and Corporate Performance**  
**Authoriser:**           **Director Corporate Strategy and Resourcing**

**PURPOSE**

---

The purpose of this report is to provide the Audit, Risk and Improvement Committee with an overview of the Performance Improvement Order issued by the Minister for Local Government, The Honourable Ron Hoeing.

**PROCEEDINGS IN BRIEF**

---

The Manager Governance and Corporate Performance addressed the meeting.

**PRECIS**

---

An overview of the Performance Improvement Order was provided.

**DISCUSSION**

---

The Chair confirmed that this matter had been covered in his recent induction briefing for new Councillors.

The ARIC discussed the Performance Improvement Order and confirmed:

- its role in relation to oversight of Council's governance practices and the provision of advice regarding financial rigour and discipline
- arrangements for the ARIC Chair to be kept apprised by the General Manager, Chief Financial Officer and/or Governance Unit of any matters falling within this scope during the period of the Order

**ACTION**

A Performance Improvement Order compliance report be included as a standing item in the General Manager's ARIC update report.

**COMMITTEE RESOLUTION**

*ARIC 2024/59*

***THAT the Audit, Risk and Improvement Committee note the report.***

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE THURSDAY 28 NOVEMBER 2024

---

### 7.4 Internal Audit Activity Status

---

**Report Author:** Governance Officer  
**Authoriser:** 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 FY25.

#### PROCEEDINGS IN BRIEF

---

Ms Aisling Kilgannon, Partner Risk Consulting, KPMG addressed the meeting.

#### PRECIS

---

An update on the status of the Internal Audit services performed was provided.

#### DISCUSSION

---

The ARIC referenced the in-camera session held with the internal auditor prior to the meeting, during which detailed aspects of the work program and methodology had been discussed.

The ARIC noted the Report provided, and here discussed:

- sustainability reporting requirements in relation to climate related risk
- the timing of the Natural Management Internal Audit

Ms Kilgannon notified the ARIC that KPMG had recently acquired Chartertech and advised that a future report will be provided to the ARIC regarding the independent operation of Chartertech (which is providing advice and assistance to Council) to manage conflict of interest considerations.

#### COMMITTEE RESOLUTION

ARIC 2024/60

***THAT the Audit, Risk and Improvement Committee note the report.***

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE THURSDAY 28 NOVEMBER 2024

---

### 7.5 Audit Office - Conduct of the 2024 Final Audit

---

**Report Author:** Deputy Chief Financial Officer  
**Authoriser:** Chief Financial Officer

#### PURPOSE

---

The purpose of this report is to table the Engagement Closing Report for the year ended 30 June 2024 issued by the Audit Office of New South Wales.

#### PROCEEDINGS IN BRIEF

---

The Chief Financial Officer and Mr Furqan Yousef, Director, Financial Audit, Audit Office NSW addressed the meeting.

#### PRECIS

---

The Engagement Closing Report for the year ended 30 June 2024 issued by the Audit Office of New South Wales was tabled.

#### DISCUSSION

---

Mr Yousef of the Audit Office NSW thanked the Finance team for their ongoing assistance and provided an outline of the key matters contained in the Engagement Closing Report.

The ARIC noted the report provided and discussed the following matters:

- The finalisation of the Management Letter noting that there were no high risk observations
- Comprehensive asset classes
- Quality and timeliness of reporting
- Capital expenditure
- The split of \$74.1 million devaluation. The ARIC were advised it was estimated at \$35 million capitalisation and the remaining related to deterioration. Mr Yousef took this query as a question on notice and the Chief Financial Officer will confirm out of session
- Comprehensive revaluations. Caused by found-assets as a result of the revaluation exercise, namely underground assets not previously identified.

The ARIC observed that the Management Letter from the Audit Office NSW was due at this meeting as per the Client Service Plan, but had not been received. Mr Yousef indicated that it was very close to finalisation, and confirmed that there were no additional items to the ones raised in the Closing Report.

*[Update: Management Letter was received the following day, 29 November 2024]*

#### COMMITTEE RESOLUTION

ARIC 2024/61

***THAT the Audit, Risk and Improvement Committee note the Engagement Closing Report for the year ended 30 June 2024.***



# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE THURSDAY 28 NOVEMBER 2024

---

### 7.6 Finance Update

---

**Report Author:** Deputy Chief Financial Officer  
**Authoriser:** Chief Financial Officer

#### PURPOSE

---

The purpose of this report is to provide the ARIC an update on Finance and Procurement matters.

#### PROCEEDINGS IN BRIEF

---

The Chief Financial Officer addressed the meeting.

#### PRECIS

---

An update on Finance and Procurement matters was provided.

#### DISCUSSION

---

The ARIC noted the report provided, and discussed the following matters:

- Budget adjustments including the back of house refurbishment and pensioner subsidies
- Income adjustments
  - \$20K increase in rates and annual charges a result of actuals compared with what was budgeted
  - \$1.096M decrease of Regional Roads Block Grant brought to account - offset by reserve funding
- Operating expenditure
  - \$196K decrease in Shire Presentation contractors relating to Special Rate Variation Reserve (a historic obligation)
  - \$355K increase for Waste Levy costs as a result of legacy EPA order relating to stock reset levy - green waste lost in fires and crushed aggregate asbestos were not accounted
- The Chief Financial Officer took a question on notice in relation to grant debtors and Council's advocacy efforts regarding ineligibility for reimbursement under the Disaster Recovery Funding Agreement
- Non-Fossil Fuel Investment Preferencing. The ARIC requested that the table legend be amended and discussed the mechanism for validation
- The rate and the continued trend in relation to purchase orders raised after invoice received was of concern to the ARIC and not satisfactory, and reinforcement of staff training was required. If the trend is not abated, the issue may need to be addressed through performance management.
- Capital Projects rephasing

#### COMMITTEE RESOLUTION

ARIC 2024/62

**THAT the Audit, Risk and Improvement Committee note the report.**

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE THURSDAY 28 NOVEMBER 2024

---

### 7.7 ICT Update

---

**Report Author:** Chief Information Officer  
**Authoriser:** Director Corporate Strategy and Resourcing

#### PURPOSE

---

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 action items outlined in the report presented to the ARIC in March 2023, together with current topics.

#### DISCUSSION

---

The ARIC noted (and complimented) the detailed report, and the following matters were discussed:

- Disaster Recovery Plan implementation
- The disappointing outcomes of the phishing awareness campaign undertaken in September 2024 were discussed at some length, questioning root causes and culture and seeking assurance on further actions to improve this behaviour
- Progress of the ICT Roadmap including Bookable, completion of the defibrillator rollout across the Shire and confirmation that there had been no notifiable data breaches since the last ARIC meeting
- The use of Artificial Intelligence. The Chief Information Officer discussed the parameters of AI use within Council and the importance of ensuring the security of personally identifiable information. The Chief Information Officer also confirmed Council had worked with legal firms with regard to the implementation of the 'Daisy' project
- The engagement of a cyber security firm to undertake penetration testing
- Cyber Incident Response Plan was discussed in some detail, and complimented
- The Cyber Security Framework including its strategy, incorporated policies, KPIs and controls were discussed in some detail, and complimented
- The use of playbooks which indicated the maturity of the organisation

#### COMMITTEE RESOLUTION

ARIC 2024/63

***THAT the Audit, Risk and Improvement Committee note the report.***

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE  
THURSDAY 28 NOVEMBER 2024**

---

**7.8 Animal Shelter Service Review**

---

**Report Author:** Acting Manager Business and Property Services  
**Authoriser:** Director Corporate Strategy and Resourcing

**PURPOSE**

---

The purpose of this report is to provide the ARIC with the outcomes and recommendations of the Animal Shelter Service Review. The outcomes and recommendations of this review will be used to ensure a smooth transition to the new animal shelter facility currently under construction.

**PROCEEDINGS IN BRIEF**

---

The Director Corporate Strategy and Resourcing addressed the meeting.

**PRECIS**

---

The outcomes and recommendations of the Animal Shelter Service Review were provided.

**DISCUSSION**

---

The Director Corporate Strategy and Resourcing advised that the Shelter Review was undertaken as a Council resolution action and in readiness for the move of shelter operations to the new facility. The Director also advised that the Draft Wingecarribee Shire Council and Friends of the Wingecarribee Animal Shelter MOU is on public exhibition.

The ARIC discussed the following matters:

- The operational rather than strategic nature of the review (owing to the current circumstances of the facility)
- The timing of the move to the new facility

**COMMITTEE RESOLUTION**

ARIC 2024/64

***THAT the Audit, Risk and Improvement Committee note the report.***

# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE THURSDAY 28 NOVEMBER 2024

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### 7.9 Water Services Review

---

**Report Author:**               **Manager Water Services**  
**Authoriser:**                 **Director Service and Project Delivery**

#### PURPOSE

---

The purpose of this report is to present the findings, recommendations and proposed actions of the Water Services Service Review.

#### PROCEEDINGS IN BRIEF

---

The Manager Water Services addressed the meeting.

#### PRECIS

---

The findings, recommendations and proposed actions of the Water Services Service Review were presented.

#### DISCUSSION

---

The Manager Water Services provided an overview of the objectives and approach of the review and the key recommendations were summarised.

The ARIC noted (and complimented) the very thorough and professional review, and report, and discussed the following matters:

- Service review approach. The ARIC complimented the approach and advised that the review was robust and contained quality comparative data
- Workplace Culture was discussed at some length, given some of the actual staff quotes provided in the Report. It was noted that some of the Team Concerns referenced in the review were provided by a small group of staff prior to the implementation of the salary review and were a result of legacy issues such as role confusion
- Human Resource Management. It was noted vacancies within the structure are being filled with a positive trend towards a greater number of better qualified applicants
- Implementation of the TechOne strategic asset module and works management system which will ensure the management of customer service requests is effective and prevent task duplication
- Collaboration Opportunities including the all staff conference, Evolve 3.5 and recent initiatives in relation to the onboarding of trainees
- Timeframe classifications of proposed actions
- The presentation of review findings. The ARIC were advised a summary of the service review will be presented to Council in accordance with the Service Review Framework

The ARIC discussed in some detail the value of establishing a centralised tracking system to assist management in its monitoring progress of the very large number of actions that flow from Service Reviews, and were advised that Council is currently exploring options in this regard.

ARIC indicated that it is desirable for all actions and recommendations from all sources to be processed through a single source-of-truth system, rather than multiple unconnected systems and manual records, otherwise tracking may become excessively burdensome and potentially ineffective.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE  
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---

ARIC clarified that detailed reporting of service reviews and consultancies to ARIC is not expected, although periodic summary-form reporting is expected.

Detailed reporting to ARIC is required for Internal Audit and External Audit recommendations, and actions arising from ARIC meetings.

**COMMITTEE RESOLUTION**

ARIC 2024/65

***THAT the Audit, Risk and Improvement Committee note the Water Services Review report.***

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE  
THURSDAY 28 NOVEMBER 2024**

---

**7.10 Outstanding Service Review Recommendations**

---

**Report Author:** Coordinator Strategy & Business Improvement  
**Authoriser:** Chief Financial Officer

**PURPOSE**

---

The purpose of this report is to provide an update on implementation of recommendations from the Financial Services Review under Council's Service Review Program.

**PROCEEDINGS IN BRIEF**

---

The ARIC briefly discussed the Outstanding Service Review Recommendations report.

**PRECIS**

---

An update on the implementation of Service Review Recommendations was provided.

**DISCUSSION**

---

The potential for the integration of reporting was discussed in terms of improving the management of actions.

**ACTION**

Consideration of options for establishing a centralised tracking system to assist management in its monitoring progress of actions that flow from all forms of audits and reviews be accelerated, given the expected increased rate of action points from both service review and internal audits during 2025.

*[ARIC clarified that detailed reporting of service reviews and consultancies to ARIC is not expected, although periodic summary-form reporting is expected. Detailed reporting to ARIC is required for Internal Audit and External Audit recommendations, and actions arising from ARIC meetings]*

**COMMITTEE RESOLUTION**

ARIC 2024/66

***THAT*** the Audit, Risk and Improvement Committee note the Finance Service Review Recommendations report update.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE  
THURSDAY 28 NOVEMBER 2024**

---

**7.11 External Audit Management Letter Recommendations Update**

---

**Report Author:** Coordinator Governance  
**Authoriser:** Director Corporate Strategy and Resourcing

**PURPOSE**

---

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 ARIC briefly discussed the status of previous Management Letter recommendations.

**COMMITTEE RESOLUTION**

ARIC 2024/67

***THAT the Audit, Risk and Improvement Committee note the External Audit Management Letter Recommendations Update report.***

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE  
THURSDAY 28 NOVEMBER 2024**

---

**7.12 Legal Matters**

---

**Report Author:** Coordinator Governance  
**Authoriser:** Director Corporate Strategy and Resourcing

**PURPOSE**

---

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 September 2024.

**PROCEEDINGS IN BRIEF**

---

The ARIC briefly discussed the Legal Matters Report.

**PRECIS**

---

An update on the status of Council's current legal matters as at 30 September 2024 was provided.

**DISCUSSION**

---

The ARIC discussed the nature and outcomes of the Land and Environment Court proceedings.

**COMMITTEE RESOLUTION**

ARIC 2024/68

***THAT the Audit Risk and Improvement Committee note the Legal Matters report.***



# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE THURSDAY 28 NOVEMBER 2024

---

### 7.13 Outstanding Internal Audit Recommendations

---

**Report Author:** Governance Officer

**Authoriser:** 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

---

An update to the ARIC on the implementation of outstanding recommendations from previous internal audits was provided.

#### DISCUSSION

---

The ARIC noted the report provided and discussed:

- progress of outstanding internal recommendations.
- the rationalisation (cleanup, refresh and re-set) of historic recommendations which, now having been done, require priority and focused attention from the responsible managers. If the re-set deadlines are not achieved, ARIC will require a detailed explanation in-person from the responsible Director
- The increased volume of internal audit recommendations likely to flow from 2025, and hence the importance of:
  - an effective accountability process over the clearance of these. It is requested that this be brought to the attention of all Directors and executive team meetings be used to maintain accountability over open audit actions
  - a strong process of engagement with management by the internal auditors during the finalisation of reports with a view to providing “agreed management actions” rather than recommendations. If Internal Audit felt that management’s proposed timeframe was out of line with the risks involved, progressive staged actions ought be explored to enable operations to exist within risk appetite. If that is not possible, Internal Audit should bring the matter to ARIC for discussion and resolution.

#### ACTION

The Governance Unit formally convey this item from the Minutes to all Directors and the Internal Auditors.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
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**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE  
THURSDAY 28 NOVEMBER 2024**

---

**COMMITTEE RESOLUTION**

ARIC 2024/69

***THAT the Audit, Risk and Improvement Committee note the Outstanding Internal Audit Recommendations Progress Report for November 2024.***

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE  
THURSDAY 28 NOVEMBER 2024**

---

**7.14 Update on Outstanding ARIC Actions**

---

**Report Author:** Governance Officer  
**Authoriser:** Director Corporate Strategy and Resourcing

**PURPOSE**

---

The purpose of this report is to provide an update on the progress of outstanding Audit, Risk and Improvement Committee (ARIC) action items.

**PROCEEDINGS IN BRIEF**

---

The report was noted.

**COMMITTEE RESOLUTION**

ARIC 2024/70

***THAT the Audit, Risk and Improvement Committee note the Update on Outstanding ARIC Actions report.***

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE  
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---

**7.15 Meeting Dates for 2025**

---

**Report Author:**                    **Coordinator Governance**  
**Authoriser:**                    **Director Corporate Strategy and Resourcing**

**PURPOSE**

---

This report confirms the Audit Risk and Improvement Committee dates for 2025.

**PROCEEDINGS IN BRIEF**

---

The Manager Governance and Corporate Performance advised that the proposed meeting dates for 2025 now conflict with the General Manager's required attendance at meetings of the Canberra Joint Regional Organisation. The Manager Corporate Governance and Performance advised that she would liaise directly with the ARIC members regarding suitable alternative dates.

**ACTION**

The Manager Corporate Governance and Performance to liaise with the ARIC to determine suitable meeting dates for 2025.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
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**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE  
THURSDAY 28 NOVEMBER 2024**

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**8 DATE OF NEXT MEETING**

The date of the next meeting will be confirmed out of session.

**9 MEETING CLOSURE**

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 1:30 PM

# **MINUTES**

## **Local Traffic Committee**



*We're with you*

Thursday 21 November 2024  
Council Chambers | Wingecarribee Shire Council Civic Centre  
68 Elizabeth Street, Moss Vale  
The meeting commenced at 10am

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 21 NOVEMBER 2024**

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<b>2 ACKNOWLEDGEMENT OF COUNTRY .....</b>	<b>3</b>
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# AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 19 FEBRUARY 2025

## MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 21 NOVEMBER 2024

---

### MINUTES OF THE TRAFFIC COMMITTEE MEETING OF WINGECARRIBEE SHIRE COUNCIL HELD ON THURSDAY 21 NOVEMBER 2024 AT 10:00 am

#### Present:

<b>Formal (Voting) Members:</b>	Mr Shaun Robinson	Manager Assets
	Mr Blair Oliver	Transport for NSW
	Senior Constable Scott Medcalf	NSW Police
	Mrs Katherine Wood	Representing the Member for Goulburn
	Mr Benn Banasik	Representing the Member for Wollondilly
<b>Informal (Non-Voting) Members:</b>	Mr Michael Rayner	Senior Traffic Engineer
	Mr Emraul Kayes	Traffic Engineer
	Mr Luke Lukess	Berrima Buslines
<b>Apology</b>	Mr Laurie Stewart	Southern Highlands Taxis, Hire Cars & Coaches
<b>In attendance:</b>	Ms Michelle French	Transport for NSW
<b>Minutes:</b>	Mrs Liz de Graaf	Business Support Officer

## 1 OPENING OF THE MEETING

The Senior Traffic Engineer opened 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.”

## 3 APOLOGIES

Apologies were received from Laurie Stewart.

## 4 ADOPTION OF MINUTES OF PREVIOUS MEETING

That the minutes of the Traffic Committee meeting held on 26 September 2024 recommendation numbers TC 2024/51 to TC 2024/61 inclusive, copies of which were forwarded to Committee members, have been received and noted.

## 5 DECLARATIONS OF INTEREST

---



**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 21 NOVEMBER 2024**

---

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.

**Where necessary any Councillor, Committee Member and nominated staff of Council should disclose any interest and the reason for declaring such interest in the matters under consideration at this meeting.**

Councillors and Committee Members are requested to complete the appropriate form to be handed up at the Meeting.

There were no declarations at this meeting.

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 21 NOVEMBER 2024**

---

**6 AGENDA REPORTS**

---

**6.1 Police Report on recent road crashes in the Shire**

---

**Report Author:** Traffic Engineer

**Authoriser:** Clinton McAlister

**PURPOSE**

---

Reporting on recent road crashes in the Shire recorded by Police.

**OFFICER'S RECOMMENDATION**

---

THAT the information be received and noted.

*TC 2024/64*

**TRAFFIC COMMITTEE RECOMMENDATION**

---

THAT the information be received and noted.

Unanimous support:

Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member for Wollondilly	✓
The representative for the Member for Goulburn	✓

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 21 NOVEMBER 2024**

---

**6.2 Loseby Park Community Centre car park, Bowral - Installation of an Accessible Parking space**

---

**Report Author:** Traffic Engineer  
**Authoriser:** Clinton McAlister

**PURPOSE**

---

To install an Accessible Parking space in Loseby Park, adjacent to the Loseby Park Community Centre, 2A Park Road, Bowral.

**OFFICER'S RECOMMENDATION**

---

**THAT** Council approves, the installation of proposed Accessible Parking space that complies with AS/NSZ2890.6-2009, in the car park at Loseby Park, Bowral.

*TC 2024/65*

**TRAFFIC COMMITTEE RECOMMENDATION**

---

1. **THAT** Council approves, the installation of proposed Accessible Parking space that complies with AS/NSZ2890.6-2009, in the car park at Loseby Park, Bowral.
2. **THAT** Council approves the installation of 90-degree nose in parking along the northern and southern ends of the car park.

Unanimous support:

Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member for Wollondilly	✓

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 21 NOVEMBER 2024**

---

**6.3 Moss Vale War Memorial Aquatic Centre car park - Request to  
increase Accessible Carparking Spaces**

---

**Report Author:** Traffic Engineer  
**Authoriser:** Clinton McAlister

**PURPOSE**

---

To create an additional Accessible Parking space in the Moss Vale War Memorial Aquatic Centre car park, Moss Vale.

**OFFICER'S RECOMMENDATION**

---

THAT the conversion of one existing parking space to an Accessible Parking space in Moss Vale War Memorial Aquatic Centre car park be recommended for approval.

*TC 2024/66*

**TRAFFIC COMMITTEE RECOMMENDATION**

---

THAT the conversion of one existing parking space to an Accessible Parking space in Moss Vale War Memorial Aquatic Centre car park be recommended for approval.

Unanimous support:

Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member for Goulburn	✓

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 21 NOVEMBER 2024**

---

**6.4 Narellan Road Moss Vale High School - Request to install another  
Accessible Carparking Spaces**

---

**Report Author:** Traffic Engineer  
**Authoriser:** Clinton McAlister

**PURPOSE**

---

To install an accessible parking space on Narellan Road, Moss Vale at Moss Vale High School.

**OFFICER'S RECOMMENDATION**

---

**THAT the proposed installation of an on-street parallel accessible parking space on Narellan Road, Moss Vale, at Moss Vale High School, be recommended for approval**

*TC 2024/67*

**TRAFFIC COMMITTEE RECOMMENDATION**

---

**THAT the matter be deferred to a future Traffic Committee meeting to allow for a review of the parking arrangements around Moss Vale High School.**

Unanimous support:

Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member for Goulburn	✓

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 21 NOVEMBER 2024**

---

**6.5 Proposed Guardrail and Giveaway Arrangement on Government Road,  
Yerrinbool**

---

**Report Author:** Traffic Engineer  
**Authoriser:** Clinton McAlister

**PURPOSE**

---

To review a proposed guardrail and Give Way arrangement on Government Road, Yerrinbool

**OFFICER'S RECOMMENDATION**

---

1. **THAT** the guardrail and Give Way arrangement as shown in Wingecarribee Council concept design plan 2445 be recommended for approval.
2. **THAT** signage additional the Wingecarribee Council concept design plan 2445 be installed to meet the requirements of AS 1742.2:2022

*TC 2024/68*

**TRAFFIC COMMITTEE RECOMMENDATION**

---

1. **THAT** the guardrail and Give Way arrangement as shown in Wingecarribee Council concept design plan 2445 be recommended for approval.
2. **THAT** signage additional the Wingecarribee Council concept design plan 2445 be installed to generally align with AS 1742.2:2022, as well as installation of 10m of centre linemarking either side of the single lane section.

Unanimous support:

Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member for Wollondilly	✓

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 21 NOVEMBER 2024**

---

**6.6 Boolwey Street Bowral - Request for an Accessible Carparking Space**

**Report Author:** Traffic Engineer  
**Authoriser:** Clinton McAlister

**PURPOSE**

---

To install an accessible parking space in Boolwey Street, Bowral, opposite Bowral Primary School and existing Bus Zone.

**OFFICER'S RECOMMENDATION**

---

THAT Council approves the installation of an accessible parking space on Boolwey Street, Bowral, opposite Bowral Primary School and existing Bus Zone.

*TC 2024/69*

**TRAFFIC COMMITTEE RECOMMENDATION**

---

THAT the installation of an accessible parking space on Boolwey Street, Bowral, opposite Bowral Primary School and the existing Bus Zone is not supported.

Unanimous support:

Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member for Wollondilly	✓

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 21 NOVEMBER 2024**

---

**6.7 Intersection of Waverley Parade & Oxford Street Mittagong - Request  
for statutory No Stopping restriction**

---

**Report Author:** Traffic Engineer  
**Authoriser:** Clinton McAlister

**PURPOSE**

---

To install No Stopping restrictions at the intersection of Waverley Parade and Oxford Street, Mittagong to facilitate the manoeuvring for Berrima Bus Lines buses.

**COMMUNITY PRESENTATION**

---

Mrs Pauline Iacono, representing Mittagong Preschool addressed the Committee on this matter and was generally against the recommendation.

Mrs Iacono tabled a proposed alternative bus route for consideration.

**OFFICER'S RECOMMENDATION**

---

**THAT Council approves the installation of proposed statutory No Stopping zones at the intersection of Waverley Parade and Oxford Street Mittagong.**

*TC 2024/70*

**TRAFFIC COMMITTEE RECOMMENDATION**

---

1. **THAT Council approves, for the north eastern corner of Waverley Parade and Oxford Street Mittagong intersection, 18 meters of statutory No Stopping on Oxford Street and 10 meters on Waverley Parade.**
2. **THAT Council approves, for the south eastern corner of Waverley Parade and Oxford Street Mittagong intersection, 10 meters of statutory No Stopping on Oxford Street and 10 meters on Waverley Parade.**
3. **THAT Council approves, for the south western corner of Waverley Parade and Oxford Street Mittagong intersection, 10 meters of statutory No Stopping on Oxford Street and 12 meters on Waverley Parade.**

Unanimous support:

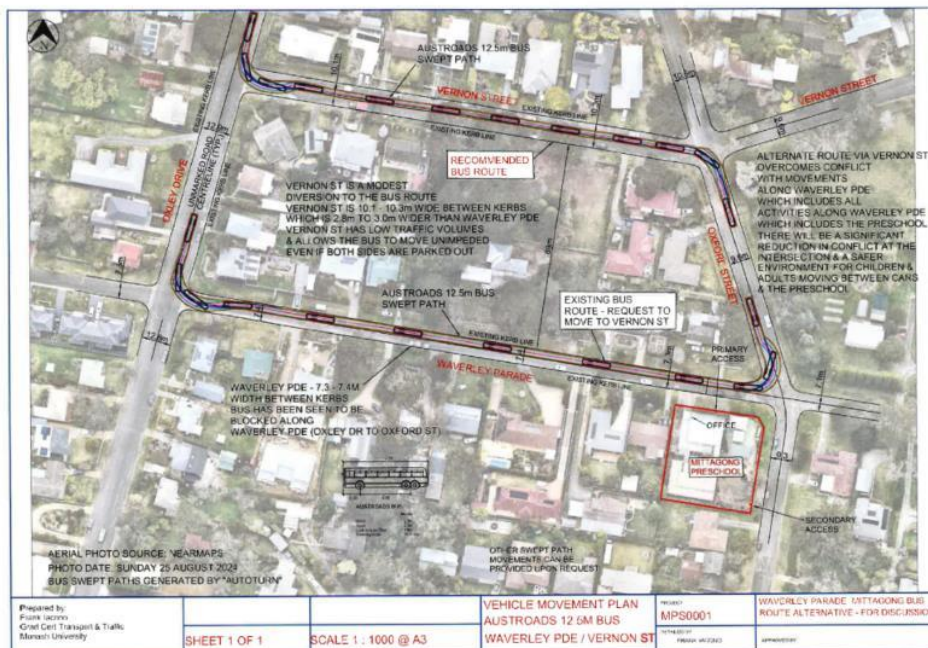
Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member for Wollondilly	✓



**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 21 NOVEMBER 2024**

**Tabled proposed bus route**



**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 21 NOVEMBER 2024**

---

**6.8 U-turn Bay on Ringwood Lane, Exeter**

---

**Report Author:** Traffic Engineer  
**Authoriser:** Clinton McAlister

**PURPOSE**

---

To report back to Traffic Committee design plans for a U-turn Bay on Ringwood Lane, Exeter, which is associated with a 6-lot subdivision at 267 Bundanoon Road, Exeter.

**COMMUNITY PRESENTATION**

---

Mr Alistair Carpenter addressed the Committee on this matter and was generally in favour of the recommendation.

Mr Carpenter tabled images of Ringwood Road/Bundanoon Road intersection and surrounds.

Mr Peter Clinch addressed the Committee on this matter and was generally against the recommendation.

Mr Emad Tahtouh addressed the Committee on this matter and was generally against the recommendation.

**OFFICER'S RECOMMENDATION**

---

1. **THAT** the design plans (No. 2123-CC08) designed by Civil Development Solutions for a U-turn Bay on Ringwood Lane, Exeter be recommended for approval.
2. **THAT** an advisory sign be placed on with the No Right Turn sign on Bundanoon Road to advise drivers of the U-turn Bay in Ringwood Lane.

*TC 2024/71*

**TRAFFIC COMMITTEE RECOMMENDATION**

---

1. **THAT** the design plans (No. 2123-CC08) designed by Civil Development Solutions for a U-turn Bay on Ringwood Lane, Exeter be recommended for approval.
2. **THAT** an advisory sign be placed on with the No Right Turn sign on Bundanoon Road to advise drivers of the U-turn Bay in Ringwood Lane.

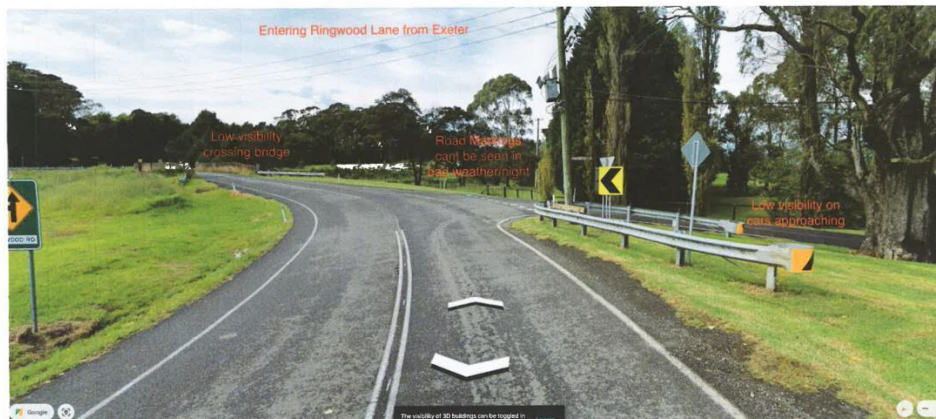
Minority support:

Manager Assets	✓
Transport for NSW	Not supported
NSW Police	Not supported
The representative for the Member for Goulburn	Not supported

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 21 NOVEMBER 2024**

Tabled images

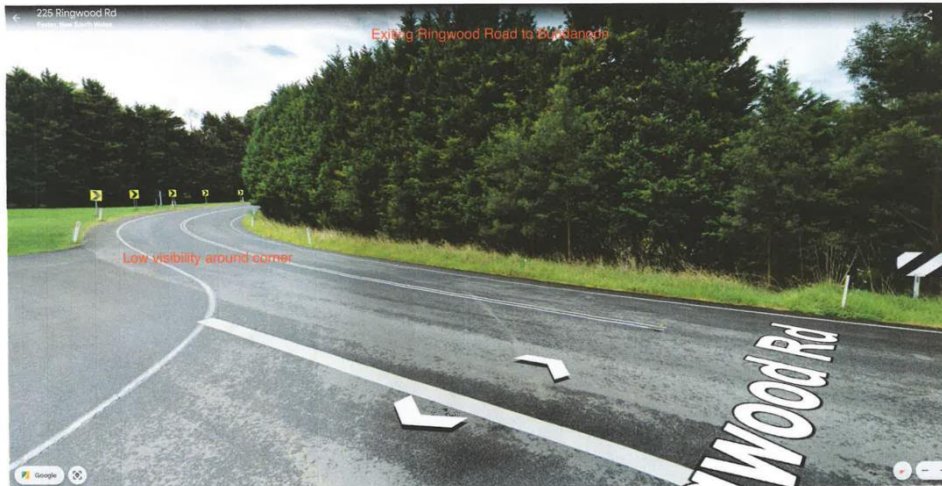




**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 21 NOVEMBER 2024**

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**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 21 NOVEMBER 2024**

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**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 21 NOVEMBER 2024**

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**6.9 Motorcycle Only Parking on Old Hume Highway, Berrima**

---

**Report Author:** Traffic Engineer  
**Authoriser:** Clinton McAlister

**PURPOSE**

---

To review proposed Motorcycle Only parking on the south side of Old Hume Highway Berrima, adjacent to Market Place.

Correspondence was tabled at the meeting from the Berrima Residents Association.

**OFFICER'S RECOMMENDATION**

---

**THAT** the proposed MOTORCYCLE ONLY parking zone on the south side of Old Hume Highway Berrima, adjacent to Market Place, be recommended for approval

*TC 2024/72*

**TRAFFIC COMMITTEE RECOMMENDATION**

---

**THAT** the proposed MOTORCYCLE ONLY parking zone on the south side of Old Hume Highway Berrima, adjacent to Market Place, be recommended for approval

Unanimous support:

Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member for Goulburn	✓

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 21 NOVEMBER 2024**

---

Tabled correspondence



**BERRIMA RESIDENTS ASSOCIATION**

*preserving Berrima's architectural heritage and natural environment*

PO BOX 7188 BERRIMA 2577 | SECRETARY@BRA.ORG.AU | WWW.BRA.ORG.AU | PH 0409 823 861

19/11/2024

Ref BRATComm02

**Wingecarribee Shire Traffic Committee**

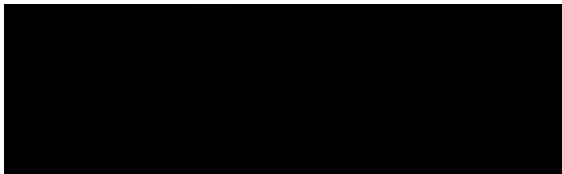
The committee met this evening to discuss the proposal for changes to parking signage on the Old Hume Highway Berrima, item 6.9, in the Traffic Committee Agenda.

We resolved that we ask that the unanimous decision made by the traffic committee in July, to instal NO STOPPING signs on the Old Hume Highway, to restore the line of sight to the bridge, be upheld.

Any changes to parking and traffic conditions in the village, that are not an issue of safety, should be made as part of proposed Berrima Place Plan.

Yours Sincerely,

The Committee of the Berrima Residents' Association



Philip Martin, President

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 21 NOVEMBER 2024**

---

**6.10 Traffic Management Arrangements for A Day on the Green for 12  
January 2025 and 19 January 2025**

---

**Report Author:** Traffic Engineer  
**Authoriser:** Clinton McAlister

**PURPOSE**

---

To review the Traffic Management Plans for *A Day on the Green* which is to be held at Centennial Vineyards on Sunday 12 January 2025 and Sunday 19 January 2025. Traffic management has been designed to cater for an attendance of up to 8,000 people. The expected attendance is between 6,000 – 7,000 people.

**OFFICER'S RECOMMENDATION**

---

**THAT** the traffic management arrangements proposed by All Area Traffic Services for *A Day on the Green* to be held at Centennial Vineyards on Sunday 12 January 2025 and Sunday 19 January 2025 be approved subject to the implementation of the approved Sunday Traffic Management Plan and approval from the NSW Police Force in accordance with the Guide to Sunday Traffic and Transport Management for Special Events for a Class 2 event.

*TC 2024/73*

**TRAFFIC COMMITTEE RECOMMENDATION**

---

1. **THAT** the traffic management arrangements proposed by All Area Traffic Services for *A Day on the Green* to be held at Centennial Vineyards on Sunday 12 January 2025 and Sunday 19 January 2025 be approved subject to the implementation of the approved Traffic Management Plan, approval from the NSW Police Force in accordance with the Guide to Traffic and Transport Management for Special Events for a Class 2 event and update of the Traffic Management Plan to reflect the correct event dates.
2. **THAT** All Area Traffic Services obtain ROL approval from TfNSW.

Unanimous support:

Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member for Wollondilly	✓



**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 21 NOVEMBER 2024**

---

**7 DATE OF NEXT MEETING**

The next meeting will be held on Thursday 13<sup>th</sup> February 2025 in the Council Chambers, Civic Centre, Elizabeth Street, Moss Vale commencing at 10am.

**2025 Meeting dates**

13<sup>th</sup> February

13<sup>th</sup> March

22<sup>nd</sup> May

3<sup>rd</sup> July

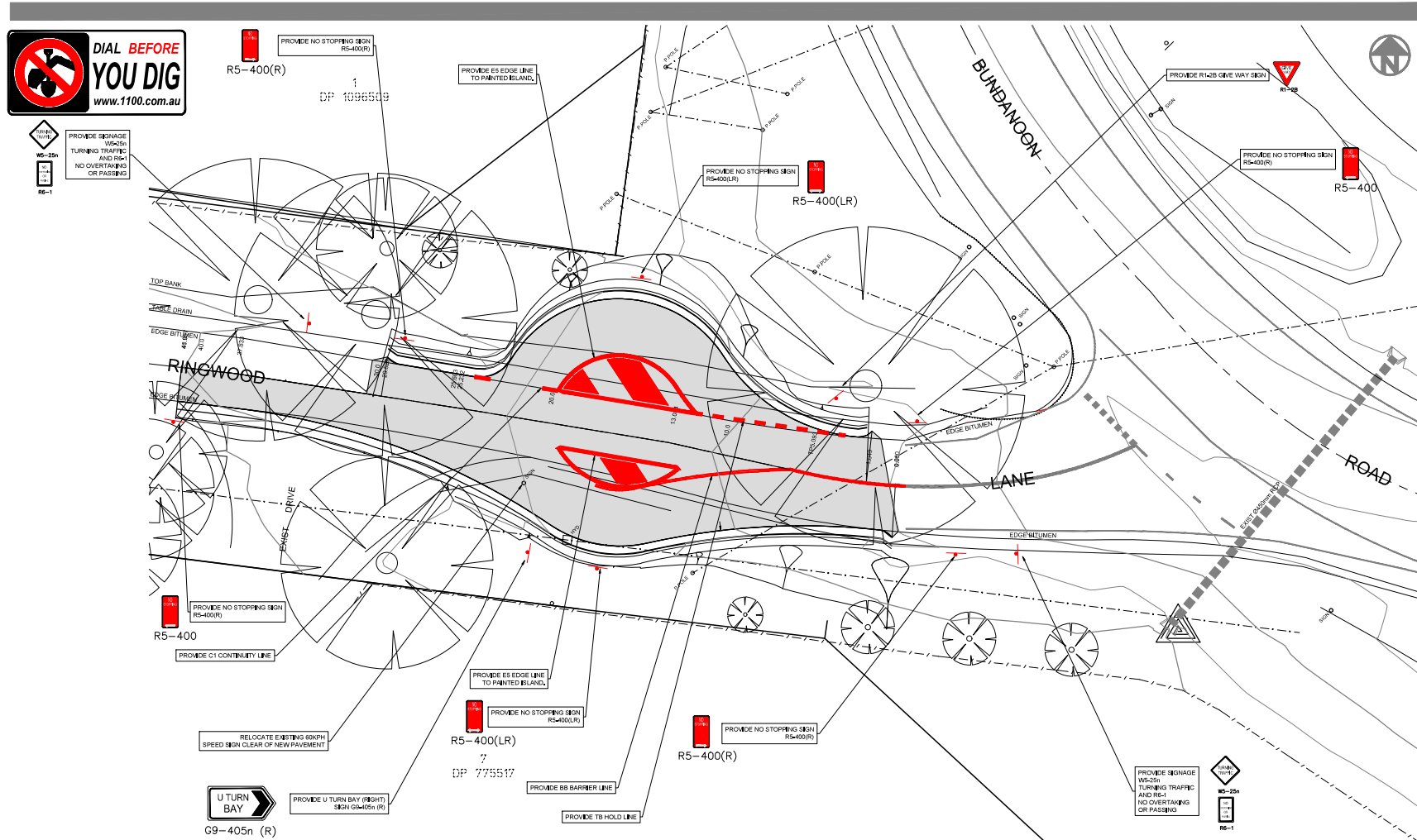
11<sup>th</sup> September

6<sup>th</sup> November

**8 MEETING CLOSURE**

The meeting closed at 12:53pm.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**



**UTILITY SERVICES NOTE**  
No utility service investigations have been undertaken for this project. The presence, exact location, nature and size of utility services must be confirmed by a utility inspection prior to the commencement of any excavations, earthworks or roadworks. The contractor is to obtain the relevant utility signs from Dial Before You Dig (PB 1100). All recommendations made by the service authority are to be followed. Caution to be exercised when working in the vicinity of all services.

revision	description	date	drawn
1	Initial Issue	11/09/24	J.C.

**CDS** Civil Development Solutions  
 18114 160 361 440  
 Civil Engineering, Development and Project Consultants  
 Unit B, 44-48 Bower Street,  
 BOWRAL NSW 2576  
 P: 488241277  
 E: admin@civildevsolutions.com.au  
 www.civildevsolutions.com.au

WINGECARRIBEE SHIRE COUNCIL DA: 22/0890  
 LOT 2, DP 1275829  
 'MITTABAH' BUNDANOON RD,  
 EXETER  
 client: CARPENTER

**LINE MARKING & SIGNAGE PLAN**

designed: J.C. | A1 sheet | A  
 drawn: J.C. | Job Drawing Number  
 checked: R.A. | 2123  
 | CC08  
 datum: A.H.D. | date: 11/09/24 | sheet 6 | sheets 7

0 1 2 3 4 5 10 METRES  
 SCALE: 1:100

X:\JOB\2123\_MITTABAH BUNDANOON RD\CAD\2123\_CC08.dwg

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

Agenda Item No	Report Title	Description	Action	Responsible Person	Target Date	Completion Date
Actions Arising from Canberra Region Joint Organisation Board Meeting – 16 May 2024						
13.5	Circular Economy Business Cases and Roadmap	Circular Economy Roadmap, for endorsement and draft business cases, for noting	Continue to develop the roadmap into a strategy for future tripartite adoption by CRJO Board, the ACT Government and the NSW Government	Sharon Houlihan (CRJO) David Clapham (ACT Government) Giles Butler (Regional NSW)	30/03/2025	
Actions Arising from Canberra Region Joint Organisation Board Meeting – 2 August 2024						
11.2	Government Agency Briefing to CRJO Board	Office of Local Government (OLG) verbal update provided by Louise Taylor.	Briefing to the CRJO board by OLG once the code of conduct is underway.	Louise Taylor (OLG)	06/12/2024 or following meeting	
10.2	Audit Risk and Improvement Committee End of Year and Term Briefing	Audit Risk and Improvement Committee End of Year and Term Briefing	Review by the CRJO of the Audit Risk and Improvement Committee	Sharon Houlihan (CRJO) / Stephen Coates (CRJO ARIC Chair)	06/12/2024 or following meeting	
10.3	Shadow Minister for Water and for Crown Lands	Discussion of the Crown Lands department with the Shadow Minister and CRJO Board	Invite The Hon. Stephen Kamper, Minister for Lands and Property, to a future CRJO board meeting	Sharon Houlihan (CRJO)	06/12/2024 or 2025 meeting	

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

Agenda Item No	Report Title	Description	Action	Responsible Person	Target Date	Completion Date
Actions Arising from Canberra Region Joint Organisation Extraordinary Board Meeting – 25 October 2024						
4	Disclosure of Interest	Members are required to declare any conflicts of interest in the matters under consideration by the board.	Complete disclosure of interest form and submit to Canberra Region Joint Organisation for filing, prior to next meeting.	Cr Jasmin Jones (YVC)	6/12/2024	6/12/24 – provided by email
11.2	Audit of CRJO 2023-24 General Purpose Financial Statements (GPFS)	Presentation of the CRJO external audit and GPFS for the 2023-24 financial year.	Chair and deputy chair to sign the CRJO GPFS for submission to the Ernst & Young.	Cr Russell Fitzpatrick (BVSC) Cr Julia Ham (SVC)	25/10/2024	25/10/2024
			Executive officer and chief financial officer to sign the management representation letter for submission to Ernst & Young.	Sharon Houlihan & Jennifer Lang (CRJO)	25/10/2024	25/10/2024
			Submission of signed GPFS and management representation letter to Ernst & Young.	Hayley Chapman (CRJO)	25/10/2024	25/10/2024

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

Agenda Item No	Report Title	Description	Action	Responsible Person	Target Date	Completion Date
Actions Arising from Canberra Region Joint Organisation Extraordinary Board Meeting – 25 October 2024						
11.3	Annual Performance Statement 2023/2024	Adoption of the CRJO's Annual Performance Statement 2023/24	Upload the adopted Annual Performance Statement to the CRJO's website.	Hayley Chapman (CRJO)	22/11/2024	31/10/2024
			Notify OLG of the completed Annual Performance Statement in accordance with the Local Government Act & Regulations.	Hayley Chapman (CRJO)	22/11/2024	31/10/2024
12.3	Disclosure by Councillors and Designated Persons Return 2023-24	The board to note the return of the annual disclosures by designated persons for the period ending 30 June 2024.	Amend Wingecarribee Shire Council's return from Mayor to Administrator.	Hayley Chapman (CRJO)	25/10/2024	25/10/2024
			Upload the annual disclosures by designated persons for the period ending 30 June 2024 to the CRJO's website.	Hayley Chapman (CRJO)	1/11/2024	1/11/2024

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

Agenda Item No	Report Title	Description	Action	Responsible Person	Target Date	Completion Date
Actions Arising from Canberra Region Joint Organisation Board Induction – 25 October 2024						
N/A	CRJO Induction Part 1 – CRJO Foundations and Governance	CRJO Induction Part 1 – CRJO Foundations and Governance	Share to the CRJO board the Regional Futures Framework (1 page document)	David Clapham (ACT Govt)  Kalina Koloff (Cross Border Commissioner)	8/11/2024	
N/A	CRJO Board Induction Documents for Reference	CRJO Board Induction Documents for Reference	Upload to the CRJO shared drive the booklet, attachments and presentations from the board induction	Hayley Chapman (CRJO)	8/11/2024	31/10/2024
Actions Arising from Canberra Region Joint Organisation Board Meeting – 6 December 2024						
N/A	GIO Stadium Tour	GIO Stadium Tour	Prepare and send letter of thanks to Chief Minister Barr for GIO Stadium tour and Venues Canberra team and David Clapham's team from chair	Hayley Chapman (CRJO)	20/12/2024	17/12/2024
N/A	Canberra Airport Tour	Canberra Airport Tour	Prepare and send letter of thanks to CEO Stephen Byron for Canberra Airport tour and for hosting of CRJO board meeting and Michael Thompson, Jordan Fallon and team from chair	Hayley Chapman (CRJO)	20/12/2024	17/12/2024

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

Agenda Item No	Report Title	Description	Action	Responsible Person	Target Date	Completion Date
Actions Arising from Canberra Region Joint Organisation Board Meeting – 6 December 2024						
10.1	NSW Audit Office	Presentation made by the NSW Auditor General, Mr Bola Oyetunji.	Prepare and send letter of thanks for attendance, presentation and questions and answers session from chair	Hayley Chapman (CRJO)	20/12/2024	17/12/2024
11.1	CRJO Workshops and Meetings 2025	Endorsement of 2025 CRJO board tour, dinner, meeting dates and location and workshops	Send calendar invites for 2025 meetings to all members and guests of CRJO board and GMAG meetings  Send endorsed schedule of 2025 meetings to joint organisations network executive officers, for information	Hayley Chapman (CRJO)	20/12/2024	13/12/2024
11.2	ICAC Training for Board Members – "Hit the Ground Running" Councillor Onboarding Workshops	Approach for completing recommended ICAC Training for Board Members	Email all members seeking confirmation of board voting representatives (mayors') completion of ICAC training whether by watching OLG video of ICAC workshop from "Hit the Ground Running" series or by councillor induction	Hayley Chapman (CRJO)	20/12/2024	17/12/2024
11.3	Action from External Audit 2023-24 - Bank Authorisation Controls and Risk Management	Consideration of risk appetite and adequacy of existing controls relating to single bank transaction authoriser	Advise external audit, internal audit and audit, risk and improvement committee (ARIC) of board decision at next ARIC meeting	Hayley Chapman (CRJO)	31/03/2025	

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**

Agenda Item No	Report Title	Description	Action	Responsible Person	Target Date	Completion Date
Actions Arising from Canberra Region Joint Organisation Board Meeting – 6 December 2024						
12.10	Interactive Panel Session on Building Exports in South East NSW via the ACT	Interactive Panel Session on Building Exports in South East NSW via the ACT	Prepare and send letter of thanks for attendance, participation and insights in interactive panel session from chair	Hayley Chapman (CRJO)	20/12/2024	17/12/2024





**CANBERRA REGION  
JOINT ORGANISATION**

*Regional leadership connecting our communities*

# **BOARD MEETING**

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Friday, 6 December 2024  
10am – 11.30am  
Bendora & Googong Rooms,  
33-35 Brindabella Circuit, Canberra Airport ACT

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# **MINUTES**

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**



Meeting Minutes  
Friday, 6 December 2024  
10am – 12.40pm

Bendora & Googong Rooms, 33-35 Brindabella Circuit

**CRJO Board Members**

COUNCIL	VOTING MEMBERS	NON-VOTING REPRESENTATIVES
<b>Bega Valley Shire Council</b>	Mayor, Cr Russell Fitzpatrick	Anthony McMahon, Chief Executive Officer
<b>Eurobodalla Shire Council</b>	Mayor, Cr Mathew Hatcher	Warwick Winn, General Manager
<b>Goulburn Mulwaree Council</b>	Mayor, Cr Nina Dillon	Scott Martin, A/Chief Executive Officer
<b>Hilltops Council</b>	Mayor, Cr Brian Ingram	Anthony O'Reilly, General Manager
<b>Queanbeyan-Palerang Regional Council</b>	Mayor, Cr Kenrick Winchester	Rebecca Ryan, General Manager
<b>Snowy Monaro Regional Council</b>	Mayor, Cr Chris Hanna	Stephen Dunshea, A/Chief Executive Officer
<b>Snowy Valleys Council</b>	Mayor, Cr Julia Ham	Steven Pinnuck, Interim General Manager
<b>Upper Lachlan Shire Council</b>	Mayor, Cr Paul Culhane	Alex Waldron, Chief Executive Officer
<b>Wingecarribee Shire Council</b>	Mayor, Cr Jesse Fitzpatrick	Lisa Miscamble, General Manager
<b>Yass Valley Council</b>	Mayor, Cr Jasmin Jones	Julie Costa, A/Chief Executive Officer

ASSOCIATE MEMBERS (NON-VOTING)		
<b>Wagga Wagga City Council</b>	Mayor, Cr Dallas Tout	Peter Thompson, General Manager
<b>ACT Government</b>	David Clapham, Executive Branch Manager, Economic and Regional Policy	
<b>NSW Government</b>	Giles Butler, Director Regional Coordination – South, Delivery and Engagement Group, NSW Premier's Department	

AFFILIATE MEMBERS (NON-VOTING)		
<b>Canberra Airport</b>	Noel McCann, Director, Planning & Government Relations, Canberra Airport	Michael Thompson, Head of Aviation, Canberra Airport

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**



Meeting Minutes  
Friday, 6 December 2024  
10am – 12.40pm

Bendora & Googong Rooms, 33-35 Brindabella Circuit

**CRJO Board Attendees**

<b>GOVERNMENT AGENCIES</b>	
<b>NSW Reconstruction Authority</b>	Heidi Stratford, Director Illawarra and South East Andrew Rae, A/Director Illawarra and South East
<b>NSW Office of Cross Border Commissioner</b>	Kalina Koloff, NSW Cross Border Commissioner
<b>Office of Local Government</b>	Louise Taylor, Council Engagement Manager
<b>Regional Development Australia Southern NSW &amp; ACT</b>	Rowena Abbey, Chair      Olivia West, Chief Executive Officer

<b>GUESTS</b>	
<b>Audit Office NSW</b>	Bola Oyetunji, Auditor-General Reiky Jiang, Financial Audit
<b>Interactive Panel Session: Building Exports in South East NSW via the ACT</b>	
<b>Office for International Engagement ACT Government</b>	Emma Gowling, Deputy Commissioner for International Engagement Mark Faulkner, Assistant Director Trade & Export (Observer)
<b>Canberra Airport</b>	Michael Thomson, Head of Aviation
<b>Export Council of Australia</b>	Dianne Tipping, Chair
<b>NSW Tourism Association</b>	Natalie Godward, Chief Executive Officer
<b>Department of Foreign Affairs and Trade Australian Government</b>	Lucy Ryan, Director Trade Advocacy and Advice
<b>Destination Southern NSW</b>	Richard Everson, General Manager (Observer)
<b>Chief Minister, Treasury and Economic Development Directorate ACT Government</b>	Jonathan Kobus, Executive Branch Manager, Tourism & Investment (Observer)



## 1. Opening Meeting

The Canberra Region Joint Organisation (CRJO) Chairperson, Mayor Russell Fitzpatrick at 10.30am.

## 2. Welcome & Acknowledgement of Country

The following acknowledgement was made by the meeting chair.

*"I acknowledge the land on which we meet today as Ngambri, Ngarigu, Ngunnawal and Walbunja land and pay respects to the traditional owners' Elders both past and present, as well as emerging leaders, and acknowledge them as traditional custodians of the land on which we meet today."*

## 3. Apologies

The CRJO Executive Officer called for any apologies. The board resolved to accept the below apologies:

- Cr Dallas Tout, Mayor Wagga Wagga City Council
- Cr Kenrick Winchester, Mayor Queanbeyan Palerang Regional Council
- Cr Nina Dillon, Mayor Goulburn Mulwaree Council
- Alex Waldron, Chief Executive Officer, Upper Lachlan Shire Council
- Noel McCann, Director, Planning & Government Relations, Canberra Airport
- Rowena Abbey, Chair, Regional Development Australia Southern NSW
- Brendan Smyth, Commissioner for International Engagement

Additional attendees:

- Cr Esmá Livermore, Deputy Mayor Queanbeyan Palerang Regional Council
- Andrew Rae, A/Director Illawarra and South East, NSW Reconstruction Authority

## 4. Disclosure of Interests

With reference to Chapter 14 *Local Government Act 1993*, and CRJO's Code of Conduct, members are required to declare any conflicts of interest in the matters under consideration by the board at this meeting.

### Mayor Jasmin Jones, Yass Valley Council

- Standing non-pecuniary, insignificant declaration as Editor in Chief of *This Week In Canberra*, as Councils in the CRJO advertise from time to time with this tourism magazine.
- Standing non-pecuniary, insignificant declaration as my spouse is the Chief Operating Officer of *Capital Radio Network*, as Councils in the CRJO advertise from time to time advertise with this broadcast network.

The above declarations were noted by the chair and there was not considered to be any management action needed.



## 5. Notice of Rescission

Pursuant to Clause 372 of the *Local Government Act 1993*, a voting representative may lodge a notice to rescind a motion for the CRJO's consideration. No notices of motion to rescind a motion were lodged.

## 6. Notice of Motions

Pursuant to Clause 10.2 of the Code of Meeting Practice, a voting representative may lodge a notice of motion for the CRJO's consideration. No notices of motion were lodged.

## 7. Urgent Business

Pursuant to Clause 9.3 of the Code of Meeting Practice, the meeting chair called for any additional business. Any additional business to be discussed requires a board resolution or a ruling by the chair that the matter is of great urgency.

The CRJO board may resolve to accept any late item, information or urgent business to be discussed and/or determined at this meeting. No additional business items were requested.

## 8. Chair's Minute

Pursuant to Clause 9.6 of the Code of Meeting Practice, the chair, without notice, may put to the meeting a minute on any matter or topic that is within the jurisdiction of the CRJO. No chair's minutes were put.

## 9. Confirmation of Minutes

### RESOLUTION 12/24 – 01

**Moved:** Cr Julia Ham

**Seconded:** Cr Chris Hanna

That the Canberra Region Joint Organisation Board adopts the minutes and actions arising from the extraordinary board meeting held 25 October 2024.

**CARRIED**



Meeting Minutes  
Friday, 6 December 2024  
10am – 12.40pm

Bendora & Googong Rooms, 33-35 Brindabella Circuit

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**10. Presentations**

**10.1 NSW Audit Office**

**RESOLUTION 12/24 – 02**

**Moved: Cr Mathew Hatcher**

**Seconded: Cr Chris Hanna**

That the Canberra Region Joint Organisation Board receives the presentation made by the NSW Auditor General, Mr Bola Oyetunji.

**CARRIED**

**AGENDA OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 FEBRUARY 2025**



Meeting Minutes  
Friday, 6 December 2024  
10am – 12.40pm

Bendora & Googong Rooms, 33-35 Brindabella Circuit

**11. Reports to CRJO Board: For Decision**

**11.1 CRJO Workshops & Meetings 2025**

**RESOLUTION 12/24 - 03**

**Moved:** Cr Esmá Livermore

**Seconded:** Cr Brian Ingram

**That the Canberra Region Joint Organisation board endorses the 2025 Canberra Region Joint Organisation board tour, dinner, meeting dates and location and workshops as the following:**

Date	Meeting	Host	Location/Comments
6 March 2025	Pre-meeting tour and dinner	<b>Snowy Monaro Regional Council</b>	Cabramurra/Cooma
7 March 2025	CRJO ordinary board meeting including Statement Strategic Priorities workshop		
4 June 2025	Pre-meeting dinner	<b>CRJO</b>	NSW Parliament House Sydney
5 June 2025	NSW Parliament House meeting and CRJO ordinary board meeting		
4 September 2025	Pre-meeting tour and dinner	<b>Hilltops Council</b>	Young
5 September 2025	CRJO ordinary board meeting		
<b>OR</b>			
September/ October 2025	Pre-meeting dinner Australian Parliament House meeting and CRJO ordinary board meeting	<b>CRJO &amp; Regional Development Aust ACT &amp; NSW</b>	Canberra - <i>(Dependent on outcome of federal election &amp; sitting dates)</i>
4 December 2025	Pre-meeting tour and dinner	<b>Goulburn Mulwaree Council</b>	Goulburn
5 December 2025	CRJO ordinary board meeting		
*October/ November 2025	CRJO extraordinary board meeting (financial statements)	<b>CRJO</b>	On line <i>*if needed</i>

**CARRIED**

*Note: 5 votes for, 4 votes against*



**11.2 ICAC Training for Board Members – "Hit the Ground Running" Councillor Onboarding Workshops**

**RESOLUTION 12/24 - 04**

**Moved:** Cr Mathew Hatcher

**Seconded:** Cr Jasmin Jones

**That Canberra Region Joint Organisation board members undertake the Independent Commission Against Corruption's training session within the Office for Local Government's "Hit the Ground Running" series of councillor onboarding workshops, either by attending workshop live, watching video or undertaking similar training as part of councillor induction.**

**CARRIED**

*Note: 8 votes for, 1 vote against*

*Cr Brian Ingram requested that his vote against the motion be recorded*

**11.3 Action from External Audit 2023-24 - Bank Authorisation Controls and Risk Management**

**RESOLUTION 12/24 - 05**

**Moved:** Cr Mathew Hatcher

**Seconded:** Cr Jesse Fitzpatrick

**That the Canberra Region Joint Organisation Board:**

1. acknowledges the risk and existing risk management controls of the current authorisation process,
2. accepts the risk and existing and proposed risk management controls.

**CARRIED**

**12. Reports to CRJO Board: For Noting**

**12.1 Governance and Compliance**

**RESOLUTION 12/24 - 06**

**Moved:** Cr Julia Ham

**Seconded:** Cr Paul Culhane

**That the Canberra Region Joint Organisation Board notes the governance and compliance report.**

**CARRIED**





## 12.2 Post Election Governance Requirements

### RESOLUTION 12/24 - 07

Moved: Cr Jesse Fitzpatrick

Seconded: Cr Chris Hanna

That the Canberra Region Joint Organisation Board notes the post-election governance requirements.

CARRIED

## 12.3 Model Code of Conduct Complaints

### RESOLUTION 12/24 - 08

Moved: Cr Chris Hanna

Seconded: Cr Julia Ham

That the Canberra Region Joint Organisation Board notes the report on the lodgement of annual disclosures by designated positions for the period ending 30 June 2024.

CARRIED

## 12.4 Finance Status Quarterly Report

### RESOLUTION 12/24 - 09

Moved: Cr Chris Hanna

Seconded: Cr Esma Livermore

That the Canberra Region Joint Organisation Board:

1. notes the finance report, management report and financial statements for the year to date ending 31 October 2024
2. notes the operating result as at the end of 31 October 2024; and
3. notes the forecasted end of year operating result compared to the adopted budget.

CARRIED



**12.5 Regional Programs Status Report**

**RESOLUTION 12/24 - 10**

**Moved: Cr Chris Hanna**

**Seconded: Cr Brian Ingram**

**That the Canberra Region Joint Organisation board notes the Regional Programs Status Report December 2024.**

**CARRIED**

**12.6 Audit Risk and Improvement Committee Quarterly Report**

**RESOLUTION 12/24 - 11**

**Moved: Cr Julia Ham**

**Seconded: Cr Mathew Hatcher**

**That the Canberra Region Joint Organisation board notes the Audit Risk and Improvement Committee Quarterly Reports.**

**CARRIED**



### 12.7 NSW Joint Organisation Chairs Forum Minutes

**RESOLUTION 12/24 - 12**

**Moved:** Cr Paul Culhane

**Seconded:** Cr Jasmin Jones

**That the Canberra Region Joint Organisation board notes the NSW Joint Organisation Chairs Forum minutes and action list from its meeting of 14 November 2024.**

**CARRIED**

### 12.8 Advocacy Submission – Councillor Conduct Framework Review

**RESOLUTION 12/24 - 13**

**Moved:** Cr Julia Ham

**Seconded:** Cr Jasmin Jones

**That the Canberra Region Joint Organisation board notes the Canberra Region Joint Organisation submission to the Office for Local Government’s Councillor Conduct Framework Review.**

**CARRIED**

### 12.9 Updates from Government Agencies

The following provided a verbal update to the Canberra Region Joint Organisation board:

#### 12.9.1 Giles Butler, Director Regional Coordination – South, Delivery and Engagement Group, NSW Premier’s Department

**RESOLUTION 12/24 - 14**

**Moved:** Cr Esmá Livermore

**Seconded:** Cr Chris Hanna

**That the Canberra Region Joint Organisation board receives and notes the verbal update provided from Giles Butler, Director Regional Coordination – South, Delivery and Engagement Group, NSW Premier’s Department.**

**CARRIED**



**12.9.2 Heidi Stratford, Director Illawarra and South East, NSW Reconstruction Authority**

**RESOLUTION 12/24 - 15**

**Moved:** Cr Esmá Livermore

**Seconded:** Cr Chris Hanna

**That the Canberra Region Joint Organisation board receives and notes the verbal update provided from Heidi Stratford, Director Illawarra and South East, NSW Reconstruction Authority.**

**CARRIED**

**12.10 Interactive Panel Session on Building Exports in South East NSW via the ACT**

**RESOLUTION 12/24 - 16**

**Moved:** Cr Jasmin Jones

**Seconded:** Cr Chris Hanna

**That the Canberra Region Joint Organisation board notes the outcomes of the interactive panel session on building exports in South East NSW via the ACT and formally thanks the panellists.**

**CARRIED**

**13. Closed Session**

CRJO must resolve to move into closed session to deal with any items under s10 of the *Local Government Act 1993*.

No items were raised for closed session.

**14. Close**

Chairperson, Cr Russell Fitzpatrick, closed the meeting at 12.50pm.

**15. Next Meeting**

The next Canberra Region Joint Organisation Board Meeting is scheduled to be held Friday, 7 March 2025, hosted by Snowy Monaro Regional Council.