

Delivery Program Progress Report

1 April 2023 to 30 June 2023



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Delivery Program Progress Report – Summary

The following section provides an overview of Council’s progress towards delivering its Delivery Program and Operational Plan 2022-23. The Operational Plan contains 180 projects, programs, and activities (annual deliverables) across the five key themes from the Wingecarribee 2031 Community Strategic Plan. Table 1, below, outlines how Council is tracking at the end of the 1 April 2023 to 30 June 2023 reporting period (three-month period) to achieve the annual deliverables for each theme.

At the end of June 2023, 176 annual deliverables were on track, none were on hold, four (4) were delayed, and none were considered critical. Each objective is assigned a coloured brick to signify overall progress, as per the below key:



= On Track (green)



= Needs Attention (amber)



= Critical (red)



= On Hold (grey)





= Delayed (purple)

Table 1: Annual Deliverables Progress Status


Progress Status					
W2031 Theme	Delayed	On-hold	Critical	Needs Attention	On-Track
Leadership	2%	-	-	-	98%
People	-	-	-	-	100%
Places	2.1%		-	-	97.9%
Environment	6.5%		-	-	93.5%
Economy	-	-	-	-	100%
Total for all annual deliverables	2.2%	-	-	-	97.8%






Delivery Program	Operational Plan	Status	Comments	Responsible
DP001 - Develop and implement an elected member professional development program	OP001 - Coordinate an induction and professional development program for Councillors	 On Track	Planning is underway for the Councillor Induction Program and Professional Development Program incorporating the recommendations from the Public Inquiry and Councillor Misconduct Framework.	Manager Governance and Corporate Performance
DP002 - Strengthen Council's Integrated Planning and Reporting and Governance Frameworks	OP002 - Review and develop Council policies to ensure they are relevant and address emerging issues	 On Track	<p>The following policies were placed on public exhibition during the reporting period:</p> <ul style="list-style-type: none"> -Bus Shelter Advertising Policy <p>During the reporting period the following policies were adopted by Council:</p> <ul style="list-style-type: none"> -Community Engagement Policy -Debt Recovery Policy Water -Determination Policy -Financial Reserves Policy <p>On 28 June 2023 a report was presented to the Extraordinary Meeting of Council providing an update on Council's policy review program, indicating 26 policy reviews have been completed during Administration and committing to a further review of 34 policies in the next 12 months.</p>	Manager Governance and Corporate Performance
DP002 - Strengthen Council's Integrated Planning and Reporting and Governance Frameworks	OP003 - Implement Audit Risk and Improvement Committee actions	 On Track	An Audit, Risk and Improvement Committee was held on 1 June 2023 and the unconfirmed minutes of this meeting were reported to the July Council meeting.	Manager Governance and Corporate Performance
DP002 - Strengthen Council's Integrated Planning and Reporting and Governance Frameworks	OP004 - Continue to implement and embed Council's Fraud and Corruption Control Framework and associated actions	 On Track	A review of Council's Fraud and Corruption Policy commenced during the reporting period.	Manager Governance and Corporate Performance
DP002 - Strengthen Council's Integrated Planning and Reporting and Governance Frameworks	OP005 - Coordinate the review of Council's Integrated Planning and Reporting documents	 On Track	<p>Council's draft Resourcing Strategy, Delivery Program and Operational Plan including Budget and Fees and Charges were placed on public exhibition for 28 days during the reporting period.</p> <p>Public notice of the exhibition period will be provided via the following means:</p> <ul style="list-style-type: none"> -Notification to all registered members of Your Say Wingecarribee 	Manager Governance and Corporate Performance



Delivery Program	Operational Plan	Status	Comments	Responsible
			<p>-Notification to community contacts including village associations and chambers</p> <p>-Notification to Community Reference Panel members and 355 Committees</p> <p>-eNewsletter distributed to registered subscribers</p> <p>-Social media posts.</p> <p>-Media release</p> <p>Four community drop-in sessions held across the Shire – Bundanoon, Robertson, Hilltop and Civic Centre Moss Vale. A total of 25 community members attended the drop-in sessions.</p> <p>Council received 41 submissions from community members and organisations during the public exhibition. All submissions received during the public exhibition period were reviewed and given consideration.</p> <p>At the Extraordinary Meeting of Council held on 28 June 2023 Council adopted the Resourcing Strategy, Delivery Program and Operational Plan including Budget and Fees and Charges.</p>	
DP002 - Strengthen Council's Integrated Planning and Reporting and Governance Frameworks	OP006 - Undertake biennial community research	 On Track	This was completed in the previous quarter.	Manager Governance and Corporate Performance
DP002 - Strengthen Council's Integrated Planning and Reporting and Governance Frameworks	OP007 - Manage access to information and Privacy Processes	 On Track	Seven valid formal access applications under the Government Information (Public Access) Act 2009 (GIPA Act) were received by Council during the quarter. This was a decrease on the number of valid access applications received during the previous quarter, which totalled ten valid applications. Of the seven valid access applications that were received during the reporting period, five applications were finalised as of 30 June 2023 while two remained in progress. Six access applications which remained outstanding at the conclusion of the previous reporting period were finalised within the current reporting period. Ten applications finalised within the reporting period were decided within statutory timeframes or within a timeframe agreed between Council and the applicant, while one application was finalised after the	Manager Governance and Corporate Performance



Delivery Program	Operational Plan	Status	Comments	Responsible
			<p>statutory due date.</p> <p>176 requests for access to information were lodged with Council under either the mandatory proactive or informal release provisions of the GIPA Act. This represented an increase of 20 from the previous quarter.</p> <p>No applications were received from members of the public seeking access to their own personal information under the Privacy and Personal Information Protection Act 1998 (PPIPA) within the reporting period. Council continued to deal with requests from third parties (such as other government agencies) for access to personal information held by Council. All such requests were dealt with in accordance with the PPIPA, the Privacy Code of Practice for Local Government and Council's Privacy Management Plan.</p>	
DP002 - Strengthen Council's Integrated Planning and Reporting and Governance Frameworks	OP008 - Coordinate Council's preparations in the lead up to the 2022 Local Government Election	 On Track	The NSW Electoral Commission issued the standard contract for the 2024 Wingecarribee Shire Local Government Election during the reporting period. The contract has now been executed.	Manager Governance and Corporate Performance
DP002 - Strengthen Council's Integrated Planning and Reporting and Governance Frameworks	OP009 - Implement the recommendations of the governance and statutory obligations review	 On Track	Council officers are undertaking a comprehensive review of its delegations and implementing a delegations software system. This will be completed by end of the September quarter.	Manager Governance and Corporate Performance
DP002 - Strengthen Council's Integrated Planning and Reporting and Governance Frameworks	OP010 - Review Council's Business Continuity Plan with specific regard to natural disasters and pandemic events	 On Track	<p>Council officers have reviewed the BCP plans and sub-plans in respect of pandemic and natural disasters.</p> <p>Internal processes have been reviewed to identify the level of treatment chemicals, monitoring equipment, critical spares and the readiness of polyvalent teams available to Council to respond when required and responding to a pandemic and natural disaster and recovering from these events quickly and efficiently is vital to providing continuity of water supply and sewerage services.</p>	Manager Governance and Corporate Performance





Delivery Program	Operational Plan	Status	Comments	Responsible
DP003 - Improve Community understanding and awareness of Council decisions	OP011 - Ensure the community is aware of Council initiatives using a variety of information channels, such as social media, media releases, newsletters and the Council website	 On Track	<p>During the reportable period the team issued 61 media releases to a range of media, community service, transport, and first-responder organisations. These media releases and alerts were also posted on Council's dedicated online digital Media Centre at media.wsc.nsw.gov.au.</p> <p>Likewise, 116 Facebook posts were issued and shared 249 times with 1,397 Link Clicks. This resulted in an average reach of 1938 for the three-month period. This helped lift Council's total number of Facebook followers to 10,172 as of 30 June 2023.</p> <p>12 e-newsletters were also produced and distributed during this period. There has been a consistent growth in positive engagement with the e-newsletter and Council is increasingly, receiving positive feedback on the nature and quality of content shared.</p>	Manager Governance and Corporate Performance
DP004 - Develop and maintain an engaged and safe workforce	OP012 - Implement Work Health and Safety initiatives to reduce workplace injuries	 On Track	<p>Council is working to implement Work Health and Safety initiatives focusing on review Council's Induction procedures in accordance with the Enforceable Undertaking.</p> <p>Council conducted a Psychosocial training program that was held in May 2023 and June 2023 to identify unreasonable customer conduct.</p> <p>The Health and Safety Committee met in June 2023 to review the Work Health and Safety processes and identifying hazards and current reporting processes.</p>	Manager Governance and Corporate Performance
DP005 - Manage Council's WHS risk management profile to ensure risks are mitigated	OP013 - Implement an Integrated Risk Management Framework	 On Track	Council continues to prepare a roadmap to implement risk management systems to assist with managing risk. The roadmap will guide Council in developing an integrated risk management system within the framework.	Manager Governance and Corporate Performance
DP006 - Develop and maintain Council's Organisational Development program	OP014 - Enhance employee performance management practices	 On Track	The Performance Feedback Development (PFD) Program from last year was audited and proposed recommendations will be implemented in readiness for PFD discussions in July 2023.	Executive Manager People and Culture


Delivery Program	Operational Plan	Status	Comments	Responsible
DP006 - Develop and maintain Council's Organisational Development program	OP015 - Improve human resources recruitment and retention processes, policies and practices, ensuring compliance with legislation and organisational needs	 On Track	In addition to the All-Staff Orientation Program, People and Culture have developed an Onboarding Checklist for New Employees to support both the Manager and the New Staff member in their first three months in joining council. From a recruitment perspective, Councils careers page has been updated to a more user-friendly interface and now reflects our current employee value proposition.	Executive Manager People and Culture
DP006 - Develop and maintain Council's Organisational Development program	OP016 - Undertake a program of staff engagement and organisational culture surveys	 On Track	Council is continuing with its Leadership Development Program which was launched in March, to ensure Managers and Coordinators are able to implement new strategies as they are learnt, the training has been spaced out until May 2024. One of the projects the program has sponsored is to reinvigorate Council Values which has involved various levels of consultation with staff during May and June, with the values being launched in July 2023.	Executive Manager People and Culture
DP006 - Develop and maintain Council's Organisational Development program	OP017 - Implement the recommendations of the human resources review	 On Track	Council continues to work through the recommendations from the Human Resources Review with majority of recommendations now finalised.	Executive Manager People and Culture
DP008 - Ensure Council's financial systems, procedures and practices are in line with industry best practice and compliant with applicable legislation	OP018 - Complete Council's Annual Financial Statements within statutory timeframes with no adverse audit findings	 On Track	At the Council meeting held on 16 November 2022, Council adopted the audited financial statements for the year ended 30 June 2022. Council received an unqualified audit opinion.	Chief Financial Officer
DP008 - Ensure Council's financial systems, procedures and practices are in line with industry best practice and compliant with applicable legislation	OP019 - Implement the recommendations of the review of Council's financial position, resourcing strategy, maintenance of basic infrastructure, depreciation schedules and	 On Track	This item was completed in the first Quarter of this financial year.	Chief Financial Officer





Delivery Program	Operational Plan	Status	Comments	Responsible
	capacity to deliver projects			
DP008 - Ensure Council's financial systems, procedures and practices are in line with industry best practice and compliant with applicable legislation	OP020 - Ensure rates, water and sewer accounts are levied and issued in accordance with the Local Government Act 1993	 On Track	All rateable assessments with fourth instalments outstanding for the 2022/23 year were issued with a notice in April 2023. Water and sewer notices were issued in April 2023 for the 3rd billing period of the 2022/23 year.	Chief Financial Officer
DP008 - Ensure Council's financial systems, procedures and practices are in line with industry best practice and compliant with applicable legislation	OP021 - Ensure debt recovery activities are consistent with Council's adopted Debt Recovery Policy and Guidelines	 On Track	Action has continued throughout the fourth quarter of the 2022/2023 year for overdue rate, water and sewer and sundry debtor amounts in line with Council revised Debt Recovery Policy which was adopted in April 2023.	Chief Financial Officer
DP008 - Ensure Council's financial systems, procedures and practices are in line with industry best practice and compliant with applicable legislation	OP022 - Undertake a review of all Farmland rating properties to ensure they comply with section 515 of the Local Government Act 1993	 Delayed	The revised Farmland Policy has been drafted and following internal review the decision has been made to refer the Draft Farmland Policy to an independent external subject matter expert to ensure it is fair and reasonable. The external policy review and subsequent rating review process will continue and will be completed during 2023/24.	Chief Financial Officer
DP008 - Ensure Council's financial systems, procedures and practices are in line with industry best practice and compliant with applicable legislation	OP023 - Council's financial practices for the payment of employees, suppliers, and taxation obligations achieve legislative compliance and required payment terms	 On Track	Suppliers to Council are paid in accordance with payment terms and conditions. Council's Business Activity Statements have been completed by the 21st of each month in the fourth quarter of 2022/23. Council's payroll has been processed each fortnight in accordance with the NSW Local Government (State) Award 2020. Council has complied with Single Touch Payroll (STP) requirements for tax year ending 30 June 2023.	Chief Financial Officer
DP008 - Ensure Council's financial systems, procedures and practices are in line with industry best practice and	OP024 - Quarterly review of the Annual Budget is submitted to Council within statutory timeframes	 On Track	The March Quarterly Budget Review of the 2022/23 financial year was presented to Council at the ordinary meeting on 17 May 2023. The financial position and performance for the full 2022/23 financial year will be	Chief Financial Officer


Delivery Program	Operational Plan	Status	Comments	Responsible
compliant with applicable legislation			reported to Council as part of the financial statements.	
DP009 - Manage Council's Fleet to ensure that all plant and equipment is appropriately utilised, fit for purpose and cost effective	OP025 - Implement Council's annual plant and light vehicle replacement program in line with operational requirements and within budget	 On Track	The annual light/operational vehicle replacement program is largely tracking to schedule. Some plant and light vehicles are experiencing delays due to extended delivery time frames, however early ordering of most items is expected to allow delivery time frames in line with the program expectations.	Manager Shire Presentation
DP010 - Council's property activities and dealings are undertaken within the community's best interests and within legislative requirements	OP026 - Manage Council's property portfolio in accordance with legislation with the timely reporting of property matters to Council for approval	 On Track	<p>Council's Property Portfolio continues to be managed in accordance with legislative requirements.</p> <p>The April - June quarter saw the report of a number of property matters to Council including:</p> <ul style="list-style-type: none"> - Acquisition - part Leopold Street Mittagong - Acquisition - part 801, 890, 911 and 931 Range Road Glenquarry - Road closure - Drapers Road, Colo Vale - Suttor Road - Classification - Outcome of EOI - Southern Regional Property Exchange (SRLX) - Easement - Emily Circuit Bowral for battery storage - Bowral Memorial Hall - Adoption of fees and charges. 	Manager Business and Property
DP010 - Council's property activities and dealings are undertaken within the community's best interests and within legislative requirements	OP027 - Ensure effective management of Crown Land in accordance with the Crown Lands Management Act 2016, including the management of Native Title, in line with legislative timeframes	 On Track	<p>Crown Land Management and Native Title Assessment continues to be undertaken by Council's officers in accordance with the Crown Land Management Act 2016.</p> <p>Native title advice has been provided for the Mt Gibraltar Plan of Management together with advice for works at Berrima Campground, Canyonleigh Hall and for mobile recycling trucks on Crown land as well as Winterfest Bonfire night at Ferndale Oval Bundanoon.</p> <p>Council is continuing to liaise with Crown Lands for the appointment of Council as Crown Land Manager for the land adjoining Wingecarribee River as well as various cemeteries which are currently devolved to Council.</p>	Chief Financial Officer

Delivery Program	Operational Plan	Status	Comments	Responsible
DP011 - Procurement activities are undertaken to achieve best value while underpinned by a robust ethical framework which enables local supplier participation	OP028 - Ensure procurement activities are undertaken in accordance with legislative requirements and Council's Policy, Guidelines and Procedures	 On Track	<p>Procurement is continuing to ensure procurement activities are undertaken in accordance with legislative requirements and Council policy, guidelines, and procedures.</p> <p>A review of Council's Procurement Guidelines in line with Council's Procurement Policy has now commenced.</p> <p>Council now has a contract in place for a probity practitioner panel.</p> <p>During the fourth quarter of 2022/23 Council had commenced the process of 14 procurement activities which are now at varying stages. Some of these significant activities include:</p> <ul style="list-style-type: none"> - Traffic Management Services - Bowral Memorial Hall - Lease of Upstairs Space - Casburn Park Upgrade - Construction - Sprayed Bituminous Surfacing and Associated Services - Private Cloud (IaaS) and Connectivity - Water Main Renewal - Gladstone Road, Bowral - Southern Highlands Innovation Park Master Plan - Backup Hardware Infrastructure - Backup Software Solution - Sewer Manhole Relinings 2023 - Footpath Construction - Bessemer Street, Mittagong - Sewer Manhole Rebuilds 2023 - Wingecarribee WTP Clear Water Pump Overhauling - Purchase and Installation of Four Vehicle Activated Signs <p>In total, Council had commenced the process of 74 procurement activities in the 2022/23 financial year. Only 18 of these procurement activities are still to be completed in the 2023/24 financial year.</p>	Chief Financial Officer
DP012 - Develop and implement enhanced asset management practices	OP029 - Review and update the Strategic Asset Management Plan, Asset Management Policy	 On Track	<p>A new version of the Asset Management Policy and Asset Management Strategy (which includes the Asset Improvement Plan) have been prepared and will form part of the Resourcing Strategy which was adopted on</p>	Manager Assets



Delivery Program	Operational Plan	Status	Comments	Responsible
	and Asset Improvement Plan		the 28 June Extraordinary Council Meeting.	
DP012 - Develop and implement enhanced asset management practices	OP030 - Capture condition data on infrastructure assets for informed asset management decisions	 On Track	<p>Network inspections</p> <ul style="list-style-type: none"> - Sewer manholes inspections: complete - Sewer Flow Gauging inspections: complete - Water Main inspections: in progress - Storm water Gross Pollutant Trap Audit: complete - Storm water pipe closed circuit television: in progress - Road network: in progress - Road Bridges: Request For Quotation (RFQ) under assessment 	Manager Assets
DP012 - Develop and implement enhanced asset management practices	OP031 - Develop Plans of Management for Crown Lands, where Council is deemed to be the Crown Land Manager	 On Track	<p>2022/23 Plans of Management:</p> <ul style="list-style-type: none"> - Mount Gibraltar: Plan of Management was endorsed at December Council meeting for public exhibition. - Southern Highlands Botanical Gardens: update of Plan of Management currently in progress. - Sports fields Generic Plan of Management: drafting of document in progress. - Community Use Generic Plan of Management: drafting of document in progress. 	Manager Assets
DP013 - Develop and implement Business Transformation program	OP032 - Implement the Information and Communications Technology (ICT) Digital Strategy to enable Council to engage effectively with its customers	 On Track	Implementing an ICT digital strategy is crucial for Council to effectively engage with our community. Significant progress has been achieved in the past few months by integrating our systems state government eplanning portal. This integration has streamlined information on Council's website. Further online tools have been implemented, an online booking system for Council's facilities which allows for community members to book, pay, and manage their next function all online. Council officers have also improved Council's Development Application Tracker by publishing additional events, providing transparent and real-time information. Council officers have successfully completed the water and sewer network infrastructure.	Chief Information Officer
DP014 - Enhance customer interaction with Council	OP033 - Review and enhance corporate information systems and processes	 On Track	Council officers remain dedicated to delivering ongoing support to Business Units within the Council, aiming to enhance utilisation of the electronic document management system and ensure an optimal user experience. Council officers actively engage with business units to establish	Chief Information Officer

Delivery Program	Operational Plan	Status	Comments	Responsible
			<p>business rules and promote conformity throughout the organisation.</p> <p>The transfer of documentation from shared network drives into the ECM enables the elimination of redundant hard copy duplication and addresses storage challenges. Council's hard copy records collection is in compliance with the State Records Act 1998 and authorised retention and disposal schedules.</p> <p>Council's information management practices align with regulatory requirements and best practices in the field. By optimising the use of our electronic document management system and facilitating the transition to digital records, Council is enhancing operational efficiency, accessibility, and compliance throughout the organisation.</p>	
DP014 - Enhance customer interaction with Council	OP034 - Implement improved customer contact methods through Council's website	 On Track	<p>During this quarter, significant progress has been made in the implementation of the Customer Request Management (CRM) system across the organisation. This initiative is enhancing communication and transparency within Council. With the CRM system in place, the Customer Experience team are streamline customer requests. A</p> <p>Additionally, to gather valuable feedback, the implementation of the Customer Satisfaction Survey via Your Say Wingecarribee aligns with Council's commitment to actively engage with our customers and ensure their voices are heard.</p> <p>In Council's continuous efforts to provide an enhanced first point of contact, a new Interactive Voice Response (IVR) call flow has been executed. This system allows efficient filtering of customer calls and requests, ensuring that they are directed to the appropriate channels for swift and accurate resolution.</p> <p>These improvements signify Council's commitment to improving customer service and satisfaction. By leveraging technology and implementing streamlined processes, Council will provide seamless and efficient</p>	Chief Information Officer

Delivery Program	Operational Plan	Status	Comments	Responsible
			experience for our valued customers.	
DP014 - Enhance customer interaction with Council	OP035 - Implement a digital first approach to customer service to enable customers to transact with Council when convenient	 On Track	<p>Council remains committed to its digital-first approach in enhancing Customer Experience. Substantial progress has been made in improving the Council's website, ensuring the availability of accurate and relevant information for residents. Additionally, the website now offers convenient options for transacting with Council.</p> <p>In line with these efforts, Council has initiated further digital initiatives aimed at streamlining various processes. One such improvement involves integrating online payments to simplify the Development Application Process, making it more efficient and convenient for applicants. Furthermore, online booking and e-certificates are being introduced to provide residents with seamless access to these services.</p> <p>Council is committed to delivering efficient and user-friendly digital services that cater to the evolving needs of the community.</p>	Chief Information Officer
DP014 - Enhance customer interaction with Council	OP036 - Enhance Councils Compliment and Complaint Management Framework	 On Track	Training on Council's Managing Unreasonable Complainants Policy was held during the reporting period.	Manager Governance and Corporate Performance
DP015 - Deliver an Information and Communication Technology service that meets Council's business delivery requirements	OP037 - Provide a robust, resilient, secured and accessible ICT Infrastructure to enable delivery of Council's services	 On Track	Council's focus remains on maintaining and continuously improving our systems to ensure resilience. To further enhance capabilities, Council has taken proactive steps by soliciting tender responses for the procurement of Cloud secure services, as well as a Next Generation Backup and Disaster Recovery Solution.	Chief Information Officer
DP016 - Deliver Corporate Systems that meet Council's business delivery requirements	OP038 - Provide the Corporate System software to enable staff to effectively deliver services to the community	 On Track	<p>Key accomplishments during this reporting period include:</p> <ul style="list-style-type: none"> - Upgraded the Geographical Information Systems (GIS) to the latest version in May 2023. This upgrade enables Council to leverage new functionality, improving GIS processing and delivering a better Community experience by providing enhanced maps to the public. Furthermore, Council rebranded the internal mapping from Winmap to Geocortex, which allows for easier map 	Chief Information Officer



Delivery Program	Operational Plan	Status	Comments	Responsible
			<p>production on our website and enhances user experience.</p> <ul style="list-style-type: none"> - Fully launched Bookable in May 2023, enabling online booking and payment for the hire of Council facilities such as halls. This streamlined process enhances the Community's experience when booking Council's facilities. - Implemented Pulse eRecruitment, which went live in June 2023. This system streamlines the recruitment process for prospective applicants interested in Council's advertised positions and improves efficiency for recruitment staff. <p>Council is currently working on several other projects that will be carried over into the next reporting period. Although these projects are complex in nature, they will ultimately enrich the experience of our services and lead to improved processing of various Council tasks. Some of these ongoing projects include:</p> <ul style="list-style-type: none"> - Migrating our documents from the legacy Electronic Document Management System (EDMS), Dataworks, to our current EDMS, Enterprise Content Management (ECM). - Integrating the Property & Rating system (P&R), the platform responsible for processing Development Applications, with the NSW Planning Portal. This integration will allow DAs to be processed in P&R while simultaneously updating the Planning Portal, providing applicants with real-time visibility into the progress of their applications. Completion is scheduled for December 2023. - Initiating the transition of some of the primary Corporate Systems to the cloud. 	
DP017 - Ensure council services are delivered efficiently and effectively, including an efficiency dividend	OP039 - Revise and implement a service delivery review program that ensures best value for the community with a methodology that includes community and stakeholder input	 On Track	The development of a service review and service planning framework continued during the reporting period. The framework will be finalised in the first quarter of 2023/24.	Manager Governance and Corporate Performance
DP017 - Ensure council services are delivered efficiently and effectively,	OP040 - Provide a report on the introduction of an efficiency gain of up	 On Track	A report was initially provided to the November 2022 Council meeting. Further to this, an additional \$270K efficiency was incorporated in the 23/24 budget to fund the cold shell of the Emergency Operations	General Manager




Delivery Program	Operational Plan	Status	Comments	Responsible
including an efficiency dividend	to 2% to fund community priority projects in the 2023/24 financial year, including methodology to calculate the quantum of the fund		Centre at Moss Vale Civic Centre.	
DP018 - Identify opportunities for regional collaboration	OP041 - Develop and implement a business improvement program	 On Track	Business improvement program is being considered as a part of the development of Council's service review and service planning framework.	Manager Governance and Corporate Performance
DP018 - Identify opportunities for regional collaboration	OP042 - Implement strategies to improve development assessment timeframes	 On Track	135 development applications were lodged between 1 April 2023 to 30 June 2023 which is down from same period last year of 213. Average assessment timeframes have been reduced to under 125 days with the implementation of strategies including closer monitoring of consultants, empowering professional planning staff, removal of redundant inefficiencies and determining applications after one opportunity to address issues.	Manager Development Assessment & Regulation
DP018 - Identify opportunities for regional collaboration	OP043 - Participate in the Canberra Region Joint Organisation and other regional collaborative approaches, where appropriate	 On Track	The following meetings were attended: Country Mayor's Association Meeting 26 May 2023, CRJO Board Meeting 2 June 2023, Australian Local Government Conference 13-16 June 2023.	General Manager
DP019 - Provide quality, timely and accessible information to the community	OP044 - Implement key initiatives from the Communications Strategy	 On Track	<p>The Council officers have continued to refocus communication with the community by utilising clear and easy-to-understand language on all communication platforms.</p> <p>Furthermore, an action plan to enhance the frequency of communication across all channels has been developed, with a view to fostering openness and inclusiveness and ensuring that important information reaches all corners of the community.</p> <p>Key initiatives also include the planning for activations to launch major projects, such as Bowral Memorial Hall, Station Street and Playspaces.</p> <p>As the Council continues to focus on effective</p>	Manager Governance and Corporate Performance

Delivery Program	Operational Plan	Status	Comments	Responsible
			communication, it strengthens its relationship with the community, leading to more informed decisions and a more connected and vibrant local environment	
DP020 - Implement an effective Community Engagement Framework	OP045 - Deliver a diverse Engagement Program to enhance community awareness and participation in decision making	 On Track	<p>Council's Engagement program during this reporting period indicated a greater awareness of projects and proposals through increase in community participation and registration rates through Your Say Wingecarribee (YSW), Council's online engagement platform. The YSW online consultation hub received 10,028 visits during the reporting period with 6,820 visitors exploring the detail of specific consultations. There were 1,452 surveys, submission forms, and interactive maps that were completed and 470 new registrations.</p> <p>The engagement program utilises a broad range of engagement techniques to capture community responses ranging from surveys, quick polls, interactive maps, drop-in sessions, and community information sessions.</p> <p>Council's online consultation hub at www.yoursaywingecarribee.com.au continues to be a successful tool for residents to share ideas and develop solutions on a number of projects. Recent feedback was sought via <i>Your Say Wingecarribee (YSW)</i> for the following topics:</p> <ul style="list-style-type: none"> - Draft Resourcing Strategy, Delivery Program, Operational Plan and Budget - Pedestrian Access Mobility Plan (PAMP) - Mountain Biking Community Survey - Wingecarribee Shire Council Bus Shelters - Planning Proposals for Mittagong Airfield and Yarrawa Road - Numerous Playspaces throughout the Wingecarribee Shire 	Manager Governance and Corporate Performance
DP021 - Support Council committees and working groups	OP046 - Implement Council's revised committee framework	 On Track	The induction of Council's four newly established Community Reference Panels (Climate Change and Environment, Community, Sports, Recreation and Leisure, and Economy) were held in April 2023. A second meeting of the Panel's was held in June. The minutes from the June Panel	Manager Governance and Corporate Performance




Delivery Program	Operational Plan	Status	Comments	Responsible
			meetings will be reported to the July 2023 Council meeting.	
DP022 - Actively build capacity for community participation in leadership including mentoring and support	OP047 - Liaise with organisations developing and providing mentoring and support services for local business operators	 On Track	Council continues to collaborate and liaise with key organisations, including the State funded Business Advisors, to support local business.	Executive Manager Strategic Outcomes
DP023 - Develop partnerships and networking with community, government and business	OP048 - Establish and implement initiatives for sector partnerships	 On Track	<p>Council continues to implement initiatives to develop and support sector partnerships, including working collaboratively with the tourism, agribusiness and equine, and creative industries sectors.</p> <p>Council continues to action the recommendations on the Agribusiness, Equine and Produce Hub Roadmap through the preparation of Fact Sheets for Council's website, engagement with organisations like RDA and DSSS and through the Economy Community reference Panel.</p>	Executive Manager Strategic Outcomes
DP023 - Develop partnerships and networking with community, government and business	OP049 - Facilitate community led recovery and resilience programs and events across the Shire	 On Track	<p>The Wingecarribee Social Recovery Subcommittee met 3 times in this reporting period to continue the role of advocating for the needs of impacted individuals and communities. The subcommittee meetings were coordinated and facilitated by Council. Council supported the facilitation of the visit by NEMA's Deputy Coordinator General to the Wingecarribee Social Recovery Sub-Committee Meeting on 12 May to speak with local organisations and stakeholders to learn about the communities in Wingecarribee and discuss the impacts of concurrent disasters and the future risks of the area.</p> <p>Council and the National Emergency Management Agency (NEMA) met 3 times in this reporting period to corroborate on projects and activities benefitting the needs of impacted communities, and to discuss the future risks of the area. Council supported the facilitation of the visit by NEMA's Deputy Coordinator General on 12 May to speak to Executive about potential funding for a proposed Emergency Operations Centre in order to be better prepared for future disaster events. Council supported the</p>	Manager Community Life and Libraries




Delivery Program	Operational Plan	Status	Comments	Responsible
			<p>delivery of Southern Tableland Arts' Paint The Town Wingecarribee project (11-23 April), with partial funding contributed by Council courtesy of the Federal government's Black Summer Bushfire Recovery grant. 12 public art murals were developed across Wingecarribee Shire which included elements and stories contributed by fire-affected community members through a series of co-design workshops facilitated by the Stress and Trauma Clinic. Council also contributed to STA's Paint The Town Party laneway event which provided disaster-impacted community members an opportunity to enjoy live music and creative workshops.</p> <p>The Climate Disasters and Your Health Workshop was designed in collaboration with Council, the National Emergency Management Agency (NEMA) and South Western Sydney Local Health District (SWSLHD) for the general community, local service providers and health professionals. The purpose of this coordinated approach was for Council to be a central point for stakeholders wishing to engage with the community with established recovery and resilience programs available to the Wingecarribee. The workshop featured guest presenters on topics around the health impacts of climate change and what community can do to help prepare for emergencies.</p> <p>A report was submitted to the 19 April Council meeting updating community on the latest and final responses to the 2021 Bushfire Response and Recovery Review recommendations. Council noted the responses and resolved that the review be closed.</p>	
DP023 - Develop partnerships and networking with community, government and business	OP050 - Contribute to and develop key projects and initiatives to support sense of place within the Shires villages	 On Track	Council secured funding through the NSW Graffiti Management Grant program on behalf of Hill Top Community Association (HTCA) for a security and beautification project at Boronia Park. In this reporting period Council have requested a grant variation to the funding body, to reallocate unspent funds towards other components of the project within the grant on behalf of	Manager Community Life and Libraries







Delivery Program	Operational Plan	Status	Comments	Responsible
			<p>HTCA. Council has assisted the HTCA with the installation of Security cameras. HTCA has also contracted a local artist to begin the Mural at the site.</p> <p>Council met with Community Circles and Hill Top Community Association to explore initiatives to engage Youth. Council will pilot Hill Top's Youth creative music making and recording, urban arts, photography, and film making program for the Youth in Wingecarribee Northern Villages. Hosted by River Road Creative Academy, the program will be delivered to community next reporting period, throughout the school term as after school activities.</p>	
DP023 - Develop partnerships and networking with community, government and business	OP051 - Develop strategic partnerships between council, property owners, local businesses and community groups that fosters a sense of community	 On Track	<p>Council continues to build relationships with village associations and community groups.</p> <p>Council attended community meetings and activities with Yerrinbool Village Group, Exeter Village Association and Bundanoon, Medway and Colo Vale Community Association. Council attended village markets at Yerrinbool, Berrima and Bundanoon to foster more community connections across the villages. Several outcomes were reached, including new relationships with Berrima and Colo Vale Parents and Citizens Associations.</p>	Manager Community Life and Libraries
DP024 - Advocate for improved health services in the Shire	OP052 - Participate in various community health sector forums to ensure local service delivery is enhanced	 On Track	<p>Council is continuing to participate in the 'Wingecarribee Aged Care Deep Dive' undertaken by South Western Sydney Primary Health Network. The scope of the project is to explore how health care is utilised/accessed by older people living in the Wingecarribee Shire, both in community but also in aged/residential care. Council staff facilitated a meeting between the project leads and local community service providers, to ensure that the voices of older people and those who support them are thoroughly incorporated into the project's work. While this project was originally scheduled to finish in July 2023, given the feedback received to date and the breadth of issues to cover, the South Western Sydney Primary Health Network has requested an extension and as such, Council's involvement on the project's Steering Committee will continue until August, at which time the project's</p>	Manager Community Life and Libraries




Delivery Program	Operational Plan	Status	Comments	Responsible
			recommendations will be provided to Council to explore. Council also supported the South Western Sydney Local Health District (SWSLHD) and its project partners in its June art exhibition, which aimed to encourage local men to share their experiences of dealing with personal crises and their journey towards recovery. The exhibition launch event helped to bring attention to the health issues men face ahead of Men's Health Week.	
DP025 - Partner with community-based organisations in provision of services	OP053 - Collaborate with the community sector to secure funds for enhanced service delivery	 On Track	<p>Council is continuing to support the 'Community Circles' project in the Wingecarribee. A Community Circle brings people together to help someone to live a more connected life. Council staff are supporting this project by mentoring, providing facilitation resources and venues, and also connecting the project with local services and community groups. Most recently this included supporting meet-and-greets with local aged care facilities and supporting Community Circles with venues for training and media/communications advice. This project is co-funded by Council, NSW State Government and the 'Touched by Olivia Foundation'.</p> <p>Council is also continuing to support the Southern Highlands Domestic Violence Forum with awareness raising initiatives, including through the delivery of their awareness sticker campaign. We are also continuing to support the Community Services Interagency which meets bi-monthly to share information and enhance service delivery in the local area.</p>	Manager Community Life and Libraries
DP026 - Partner with State and community organisations to provide a broad range of health and wellness programs to target specific needs of the community	OP054 - Deliver community services expo and explore opportunities to engage young people	 On Track	The 'Community Services Expo' was held in October as part of Mental Health Month. The event was held in the hall at Bowral Uniting Church with a capacity of 35 stalls with various service agencies. Services ranged from aged care and dementia services through to health and wellbeing, education and employment. Council has begun engagement with the community services forum to explore new ways to revamp the current Community Services Expo to garner more community engagement and involvement for 2023.	Manager Community Life and Libraries
DP027 - Provide access to sport,	OP055 - Provide an affordable and accessible swimming	 On Track	<p><u>Outdoor Pools</u></p> <p>The outdoor pools closed for the season at the end of March. Since that time work has</p>	Manager Shire Presentation


Delivery Program	Operational Plan	Status	Comments	Responsible
recreation and leisure services	pool service, including managing the contract for Moss Vale War Memorial Aquatic Centre		<p>commenced on repairs, maintenance, planning, and recruiting for the 2023-24 season.</p> <ul style="list-style-type: none"> - Disability access steps have been fabricated to allow for people with accessibility difficulties to enter the Bundanoon swimming pool safely. This addition means that all council pools have an accessibility solution. - A 'make safe' plan for Mittagong swimming centre has been implemented due to trespassers and minor vandalism on site. Security lights, mesh window screens, pool cleaning, and more secure equipment storage has been put in place to protect the site. - Chemical storage has been relocated from Mittagong to Bowral through reconfiguration of storage spaces. This reduces the risk of chemical transport between sites, reduces travel time of chemical collection, allows for safer storage of chemicals, and makes delivery and storage safer and easier. - Recruitment of lifeguards and pool attendants for the 2023-24 season has commenced. - Work has commenced with the Royal Lifesaving Society to obtain subsidised training opportunities to create more lifeguards in the local area. - The outdoor pools financials are within budget for the year due to increased revenue and attendance, efficient staff rostering, and adherence to the repairs and maintenance schedule. <p><u>Moss Vale War Memorial Aquatic Centre</u></p> <ul style="list-style-type: none"> - Following the installation of the new adult accessible change areas and additional rails, Interchange held their special Olympics and fun day at the centre. This was a great day, and the event was thoroughly enjoyed by all. - The centre recently had works completed replacing broken pool tiles around both the 25m and multi-function pools. During the closure for these works a deep clean was completed across several areas. - MVWMAC had 56,095 visitations in the last quarter compared to 55,087 the previous year. - The swim school peaked in April 2023 with 1022 current enrolments during the quarter and currently has a waitlist of over 50 students. - The Health Club peaked at 811 Active members with 21 members on suspension. 	



Delivery Program	Operational Plan	Status	Comments	Responsible
DP027 - Provide access to sport, recreation and leisure services	OP056 - Maintain existing sport and recreational facilities to operating service standards	 On Track	<p>Operational Service Standards have been maintained through diligent planning and scheduling over this reporting period.</p> <p>Throughout the reporting period, Council have continued scheduled inspections of all Park's and Sport field's and addressed defect issues in a timely manner.</p> <p>Councils horticultural team have planted the Tulip Time floral display in preparation for the 2023 Tulip Time Festival.</p>	Manager Shire Presentation
DP027 - Provide access to sport, recreation and leisure services	OP057 - Complete the Community and Recreation Facilities Strategy	 On Track	<p>Community & Recreation Facilities Study: - 100% draft report complete.</p> <p>Community & Recreation Facilities Strategy: - 100% draft strategy complete</p> <p>Study & Strategy now on public exhibition</p> <p>Business cases to commence after adoption of Study & Strategy.</p>	Manager Assets
DP027 - Provide access to sport, recreation and leisure services	OP058 - Deliver major capital works program for sport, recreation and leisure facilities	 On Track	<p>Council is undertaking a significant program of works relating to sport, recreation, and leisure facilities. Currently the delivery portfolio consists of the following projects provided below with a status update:</p> <p>Lackey Park Regional Sporting Hub, this project is on hold awaiting the finalisation of the Sport and Recreation strategy document.</p> <p>Bong Bong Common, works have commenced in March 2023 and are currently on track for anticipated completion in August/September 2023.</p> <p>Casburn Park, detailed design is nearing completion with input from the Project Control Group - consisting of community representatives. Once detailed designs are complete and validated it is forecast that construction works will commence in October 2023 and take approximately 6 months to complete.</p> <p>Hill Top Line Lookout, concept designs are currently under way with stakeholder engagement continuing. The design and community consultation are expected to be concluded by mid-2023.</p> <p>Cook Street Mittagong and Church Road Moss Vale Playgrounds, both projects were</p>	Manager Project Delivery

Delivery Program	Operational Plan	Status	Comments	Responsible
			completed in May 2023.	
DP028 - Partner with Police, business and Community representatives to implement the Community Safety Plan	OP059 - Commence the review of the Community Safety Plan	 On Track	The review of the Community Safety Plan is scheduled for the new financial year. The plan is also being considered as one item of engagement for the Community Reference Panel (Community) to focus on for 2023.	Manager Community Life and Libraries
DP029 - Partner with agencies to ensure emergency management processes and procedures are in place	OP060 - Coordinate the Wingecarribee Shire Emergency Management Committee	 On Track	The second Local Emergency Management Committee meeting for 2023 was held 9 May. Next Local Emergency Management Committee meeting is planned for 8 August 2023. Council continues to provide support to the Wingecarribee Shire Emergency Management Committee.	Manager Shire Presentation
DP030 - Implement public health and safety regulatory programs	OP061 - Manage bushfire risk in bushfire prone land under Council's care and control	 On Track	During the final quarter the Facilities Closure Procedure was updated to address the new Fire Danger Ratings adopted across the State. The funding application for the Asset Protection Zone maintenance program has been submitted to NSW RFS. The final Rural Fire Fighting Fund (RFFF) report and grant acquittal was prepared. Hazard reduction burns at Greyladies Lane Mount Gibraltar, Mount Alexandra Reserve (FMU 39/40) and Medway Reserve were planned and are awaiting scheduling with NSW RFS (dependent on weather and on ground conditions). The NSW Rural Fire Service (RFS) Fire Access Fire Trail (FAFT) funding for three priority fire trails (GMA1/2 & Box Vale) was negotiated. Soil Conservation Service completed vegetation and surface repair works on five tactical trails that were damaged by past storm events at a cost of \$125000. Trail repair works included: Sixty Foot Falls Fire Trail (GMA3, GMA17), Mt Alexandra Reserve, Mittagong (2400m). Riverbend Fire Trail, Riverbend Reserve, Berrima (900m). Gang Gang Fire Trail Complex, Gibbergunyah Reserve, Mittagong/Bowral (4700m). Part Gib West (MG1), Mt Gibraltar Heritage Reserve, Bowral (650m).	Manager Environment and Sustainability

Delivery Program	Operational Plan	Status	Comments	Responsible
DP030 - Implement public health and safety regulatory programs	OP062 - Conduct bushfire community awareness programs	 On Track	The Council website and physical resources were made available to assist the NSW Rural Fire Service (RFS) with community awareness information. Council notified the community about the Bush Fire Risk Management Plan development and community survey through social media and weekly electronic newsletters.	Manager Environment and Sustainability
DP030 - Implement public health and safety regulatory programs	OP063 - Undertake public health and safety inspections to ensure compliance with regulations and implement programs to raise industry awareness of food safety	 On Track	A total of 41 primary food premises inspections were undertaken, including 7 inspections of premises with two or more food preparation areas. The following ratings were assigned during the quarter: 21 x 5-star premises, 6 x 4-star premises, 3 x 3-star premises, 1 x premises below the requirements for a 3-star rating, 10 x inspected premises not in the Scores on Doors rating program.	Manager Development Assessment & Regulation
DP031 - Assess the changing profile of the Shire and prioritise services accordingly	OP064 - Continue to implement the Community Wellbeing Service Review	 On Track	The final recommendation: 'Develop a change management and communication/engagement plan to assist implementation of any changes resulting in current service delivery following completion of Recommendation 1, for both internal and external stakeholders', was implemented by the new restructured team in this reporting period. Communication to the community services forum and relevant community service stakeholders regarding the new restructure was delivered in this reporting period.	Manager Community Life and Libraries
DP032 - Provide children services to support family life	OP065 - Implement recommendations of the Children's Services review	 On Track	In the process of submitting the required forms for the Surrender of Registration to the Regulator.	Manager Business & Property
DP033 - Support agencies to implement community programs and initiatives	OP066 - Provide financial assistance to community projects through the Wingecarribee Community Assistance Scheme	 On Track	The Community Assistance Scheme 2023/24 grants opened on 1 March 2023 and closed on 14 April 2023. There were 30 successful applications that were reported to Council in June with a presentation ceremony to be held at Council in early August. The list of successful applications can be found on Council's website.	Manager Community Life and Libraries
DP034 - Provide companion animal services	OP067 - Encourage responsible companion animal management through the application of	 On Track	During reporting period, Council provided a high level of companion animal services to the residents of the shire. Council officers responded to complaints and picked up several lost dogs that were either reunited	Manager Development Assessment & Regulation

Delivery Program	Operational Plan	Status	Comments	Responsible
	statutory provisions and local strategies		with their owners or transported to Council's animal care facility. In response to community concerns, Rangers investigated several alleged dog attacks that resulted in fines and control orders being issued.	
DP035 - Support initiatives which enhance opportunities for learning and skill development	OP068 - Continue to foster a relationship of collaboration and cooperation between Council, TAFE NSW, the University of Wollongong and schools	 On Track	Council continues to work closely with TAFE, the University, and local schools, to facilitate and support a skilled workforce in the Southern Highlands. This includes ongoing engagement with Careers Advisors, the UoW, and continuing to promote locally delivered TAFE courses. Inclusion of representatives from both UOW and TAFE on the Economy Community Reference Panel has improved communication and cooperation in this regard.	Executive Manager Strategic Outcomes
DP035 - Support initiatives which enhance opportunities for learning and skill development	OP069 - Support community-based services to provide a range of opportunities for learning and skill development	 On Track	Council secured funds with their successful application as part of the Investing in Women Funding Program. The application, 'Come and Try a Council Career', focuses on improving local women's economic opportunities and advancement to assist in developing new skills and trying their hand at traditional male dominated fields. The first component of this project will be delivered in mid-August with a 'Careers @ Council' event planned for local students in years 10-12. Council also supported opportunities for learning and skill development for our local youth, through both Youth Week activities and subsequent school holiday activities.	Manager Community Life and Libraries
DP036 - Provide a range of services and programs through Council Library service	OP070 - Deliver library services that meet the information, recreation, literacy and participation needs of the community	 On Track	During the quarter the purchase and installation of a New Integrated Library Management System (ILMS) was progressed with tender documentation completed, the tender being advertised and published on eTendering website and submissions being received. New Technology purchased for the Wingecarribee Public Libraries this quarter included a portable Public Address (PA) system and a new STViewScan4 microfilm/microfiche scanner for Local Studies. The library arranged for the following E-Resources: - the trial of a new e-magazine platform called	Manager Community Life and Libraries




Delivery Program	Operational Plan	Status	Comments	Responsible
			<p>Bibliotheca cloudLibrary NewsStand, a platform with the world's largest catalogue of digital magazines in 60 different languages with over 7,000 titles</p> <p>- Borrowbox E-Magazine content with over 260 titles (through the NSW Public Libraries SE Zone consortia agreement)</p> <p>Further, the Mobile Library commenced the trial of a new stop location in Robertson, in front of the CTC centre at Robertson based on customer responses to the Mobile Library Survey.</p>	
DP036 - Provide a range of services and programs through Council Library service	OP071 - Develop and deliver a range of library programs, events and activities to engage the community	 On Track	<p>The popular annual Winter Reading Challenge was held during the last quarter with 67 children registered to receive a pack. The program is supported by the Friends of Wingecarribee Libraries and winners of the book voucher prizes for the three age divisions are drawn at random at the end of July 2023.</p> <p>The writing workshops for the Westwords Living Stories Western Sydney Writing Prize 2023 were held in the Bowral Old Town Hall with a total of 35 people participating. The three winning and the three highly commended entries from Wingecarribee Shire were announced and these will now be judged against the winners from the other local government areas.</p> <p>Big Bang Science Workshop: The Rat Trap Racers Workshop was held at the Mittagong Senior Citizens & Community Centre with 23 participants.</p> <p>Big Bang Science Workshop: The Unbelievabubbles Workshop was held at the Moss Vale Civic Centre Theatre with 25 children participating.</p> <p>Four Friends of the Wingecarribee Libraries (FOWL) AuthorTalks and workshops were held during the quarter, including by authors Alicia Thompson, Patti Miller and Michael Thompson.</p> <p>Preparations were made for a new monthly Colouring in Competition, designed to</p>	Manager Community Life and Libraries



Delivery Program	Operational Plan	Status	Comments	Responsible
			<p>encourage children to return to libraries after temporary Covid 19 closures.</p> <p>Special Easter Storytimes was held at Mittagong and Moss Vale with 57 people attending.</p>	
DP036 - Provide a range of services and programs through Council Library service	OP072 - Manage, preserve and provide access to archives and local history including State Archives held in trust	 On Track	<p>Council library staff attended the half yearly Museums of History Regional Archives meeting to discuss operational and legislative changes. The State Records Act will change from 1 January 2024 and records without specific closed access orders attached to them will now be open access after twenty years.</p> <p>This change may improve access to records held in the Local Studies collection and may have implications for managing offsite storage, digitisation, archival policies and locating collections which will need to be investigated and considered further over the next 6 months.</p>	Manager Community Life and Libraries
DP037 - Implement sector plans that address key barriers to participation in community life	OP073 - Continue to implement Youth Strategy including supporting initiatives such as Youth Week and Biennial Youth Forum	 On Track	<p>Council's FUN 'Da' MENTAL youth program continues to implement Youth Strategy initiatives across the Shire. The FUN 'Da' MENTAL Youth Committee suggested a range of workshops and activities which were subsequently organised by Council staff and made available free of charge during the April school holidays.</p> <p>A range of resources were also developed for Youth Week and various activities and workshops were delivered during Youth Week, including circus workshops, singing lessons, street art and ceramics. Youth artists were also featured in the Atrium's art exhibition over the month of April, with the contributing young artists celebrated at a launch event.</p> <p>Council has also continued to attend and support the work of the Highlands Child Youth and Family Forum. In collaboration with members of this Forum and the Southern Highlands Domestic Violence Forum, work is also underway to reinvigorate the delivery of the Love Bites program to students within the Shire.</p>	Manager Community Life and Libraries




Delivery Program	Operational Plan	Status	Comments	Responsible
DP037 - Implement sector plans that address key barriers to participation in community life	OP074 - Continue implementation of Positive Ageing Strategy	 On Track	<p>Council continues to maintain relationships with local providers and community groups through Council's participation in Wingecarribee Ageing Forum. Council staff also attended an Interchange forum relating to supporting older people locally.</p> <p>Through South Western Sydney Dementia Network, Council has begun planning to provide venues and light catering for three dementia-related workshops to be delivered this calendar year for broader community and Council staff.</p>	Manager Community Life and Libraries
DP037 - Implement sector plans that address key barriers to participation in community life	OP075 - Support an active Bush Care volunteer program	 On Track	<p>Five new volunteer Bushcare applications were received and processed during the quarter. New volunteers were provided with a site induction when they commenced and introduced to bush regeneration techniques through demonstrations and explanations from experienced volunteers and the professional Bushcare Team. Bushcare volunteers contributed 315 hours over 62 working bees during the June quarter, valued at around \$12,600. The hard work of volunteers complements the work of our professional bush care team and biosecurity officers to monitor and remove both new and emerging and high priority weeds in addition to other activities such as planting native species in our bushland reserves.</p>	Manager Environment and Sustainability
DP038 - Develop and implement initiatives that support new residents participating in community life	OP076 - Provide information for new residents that encourages participation in Shire life	 On Track	<p>Directory listings have continued to be received for 'My Shire', the free online community portal which provides residents with a source of information for a wide range of organisation, services, groups, and clubs available within our shire. It can also be used to list community events. In addition to supporting further listings on My Shire and assisting community groups to add and edit listings, Council has made aesthetic improvements to the online directory and has plans underway to further promote My Shire.</p>	Manager Community Life and Libraries
DP039 - Support Intergenerational programs and projects	OP077 - Investigate and provide opportunities that support intergenerational programs and	 On Track	<p>Council continues to encourage and support inter-generational initiatives that deepen understanding and connection between generations. While no intergenerational activities have been run during this reporting period, the Investing in Women project's 'come and try' component will be open to women of all ages, and we anticipate</p>	Manager Community Life and Libraries




Delivery Program	Operational Plan	Status	Comments	Responsible
	projects in Council activities		involvement from a diverse range of women.	
DP040 - Support and coordinate a diverse range of community festivals and celebrations	OP078 - Deliver a program for key community celebrations including Seniors Festival, International Day of People with Disability, NAIDOC Week and National Youth Week	 On Track	<p>A full program of events and activities was supported, organised, and delivered through Youth Week in April. Council successfully prepared and promoted a Youth Week/school holidays program of events, run by both Council and other groups such as Highlands Youth Services and ReFrame. The activities and events run during Youth Week provided the young people in attendance with opportunities for socialisation, creativity, and fun.</p> <p>In this reporting period, Council staff also worked with Gundungurra Elders, local First Nations people and community groups to deliver a community reconciliation event as part of National Reconciliation Week, and organised NAIDOC Week activities to be delivered in early July.</p>	Manager Community Life and Libraries
DP041 - Promote and deliver initiatives which enhance community understanding of Aboriginal cultural heritage	OP079 - Continue to support the Wingecarribee Aboriginal Network Priority Actions	 On Track	<p>Dhuungung Food Share Program provide for Aboriginal community members has operated weekly throughout this reporting period. During this period 253 food boxes were provided assisting families and individuals living in our local area. This program is provided with the support of Red Cross volunteers and OzHarvest.</p> <p>Council continues to support the Illawarra Local Aboriginal Land Council and community to ensure engagement of the community regarding the rejuvenation of the Wingecarribee Aboriginal Cultural Centre.</p>	Manager Community Life and Libraries
DP042 - Facilitate the promotion of community arts, emerging artists and cultural awareness and activities	OP080 - Review the Arts and Culture Plan	 On Track	<p>Council has utilised the Community Reference Panel for the review of the Arts and Culture Strategic plan in this reporting period. Panel members submitted constructive feedback on the current plan and gave advice to Council that the plan requires a complete overhaul. A workshop will be facilitated in the next reporting period to guide the creation of an updated Arts and Culture Strategy to ensure that it aligns with the Community Strategic Plan and reflects the arts and culture landscape within our shire.</p>	Manager Community Life and Libraries




Delivery Program	Operational Plan	Status	Comments	Responsible
DP043 - Undertake advocacy activities to further the development of an integrated public transport network	OP081 - Develop an Integrated Transport Strategy	 On Track	Council is progressing the Strategy with Institute for Sensible Transport, collating the data they have requested and confirming a consultation programme and time frames.	Executive Manager Strategic Outcomes
DP044 - Provide infrastructure linkages between public transport hubs	OP082 - Develop the capital works program and where practicable include projects that improve links between public transport hubs.	 On Track	2022/23 Capital Program - 147 projects - Original Budget \$69.97M - Final 22/23 expenditure \$57.34M (82%)	Manager Assets
DP045 - Promote public transport options and linkages across the Shire	OP083 - Plan and implement the Recreational Pathways Strategy	 On Track	Recreation Pathways Strategy - Internal working group met this quarter. - The consultant Soil Conservation Services has completed condition audit. - Subsequent capital works being scoped.	Manager Asset
DP046 - Expand our network of footpaths and cycle ways to improve connectivity of the Shire	OP084 - Review Council's Pedestrian Access Mobility Plans	 On Track	Pedestrian Access and Mobility Plan Update: - grant funding received for the update of these plans - Bitzios Consulting engaged to deliver review and update. - Four Stage process, currently within Stage 2 - consultation	Manager Assets
DP046 - Expand our network of footpaths and cycle ways to improve connectivity of the Shire	OP085 - Implement footpaths, shared paths and cycle ways construction and renewal capital works program	 On Track	Over the April to June quarter new footpaths were constructed at Bessemer Street Mittagong (North and South of the Old Hume Highway) Queen Street, Mittagong from Albert Street to the Lake. Wilson Drive, Balmoral to providing a connection between the Hall and the Bus Shelters near the RFS shed. Major renewal work was undertaken on Main Street, Mittagong fronting and within Winifred West Park.	Manager Shire Presentation
DP046 - Expand our network of footpaths and cycle ways to improve connectivity of the Shire	OP086 - Maintain footpaths, cycleways and shared pathways	 On Track	Council Roads Maintenance teams continue their ongoing task of repairing and rectifying pathways across the shire, including. - Significant works at Mittagong. - Maintenance includes replacement of sections of damaged concrete footpath, kerb ramps, concrete grinding of trip hazards and asphalt repairs on asphalt paths.	Manager Shire Presentation





Delivery Program	Operational Plan	Status	Comments	Responsible
DP046 - Expand our network of footpaths and cycle ways to improve connectivity of the Shire	OP087 - Undertake the forward design of footpaths, shared paths and cycle ways projects in the four-year capital works program	 Delayed	<p>Following the successful grant application via NSW Active Grant fund design works, environmental considerations and pre-purchase of long lead items have commenced for three sections of new walking networks and linkages.</p> <p>Works are scheduled to be complete by July 2023 and will be undertaken at the following locations:</p> <ul style="list-style-type: none"> - Eridge Park Road in Bowral and Burradoo - 880m Final restoration and elevated walkway to be completed by August. - Robertson Road in Moss Vale - 473m. <p>Further consultation with TfNSW has delayed commencement of these works.</p> <ul style="list-style-type: none"> - Mittagong North walking network - 850m <p>This project will provide more than 2.2km of new footpath.</p>	Manager Project Delivery
DP047 - Partner with agencies to advocate for improved transport services	OP088 - Participate in the Canberra Regional Working Group Infrastructure Delivery and advocate for the development of an integrated public transport network	 On Track	Continued participation and contributions to the working group during the quarter.	Manager Assets
DP048 - Provide a rigorous planning assessment framework which reflects State legislation and Council's adopted land use strategy to ensure appropriate development outcomes	OP089 - Implement and monitor a local housing strategy to strategically address the future housing needs of the Shire	 On Track	<p>Council adopted the Wingecarribee Local Housing Strategy in June 2021 and significant work has been undertaken in implementing the Strategy. Council engaged Maker ENG to prepare a Master Plan and Servicing Strategy for the Bowral South New Living Area. An inception meeting to begin this project was held on 18 May 2023 and landowner meetings were held in early June 2023. A number of technical studies are currently underway to inform preparation of the Master Plan. At the Council meeting held on 21 June 2023, Council endorsed a draft Development Control Plan (DCP) for Low Density Residential development. Council officers are currently preparing exhibition materials and it is anticipated that the draft DCP will be placed on public exhibition in September 2023 to seek the community's feedback. The draft DCP for Medium Density Residential development was held during</p>	Executive Manager Strategic Outcomes






Delivery Program	Operational Plan	Status	Comments	Responsible
			<p>March 2023. Council officers have been reviewing the submissions received during the public exhibition and considering changes as a result of the feedback received. It is anticipated that a report to Council seeking adoption of the final Medium Density Residential DCP controls will be prepared concurrently with the finalisation of the Low Density Residential DCP controls in the final quarter of 2023.</p> <p>The work being undertaken to implement the Local Housing Strategy will ensure that the community's housing needs are met in the short and longer terms.</p>	
DP048 - Provide a rigorous planning assessment framework which reflects State legislation and Council's adopted land use strategy to ensure appropriate development outcomes	OP090 - Assess planning proposals in accordance with statutory frameworks and the adopted strategies of Council	 On Track	All Planning Proposals are assessed against the local and regional planning framework to determine strategic and site-specific merit in accordance with the State Government's Guidelines for Local Environmental Plan making. This ensures that decisions on Planning Proposals are consistent with the strategic priorities outlined in Council's strategic planning framework.	Executive Manager Strategic Outcomes
DP049 - Review and prepare planning strategies, policies and studies that retain the character of the Shire's towns and villages	OP091 - Undertake a comprehensive review of Council's Development Control Plan (DCP) documents in accordance with the Department of Planning, Industry and Environment's template DCP requirements	 On Track	<p>Council has commenced work on a comprehensive review of its Development Control Plans (DCPs). The review is being undertaken in sections (starting with low and medium density housing controls), and will ultimately result in a single, consolidated DCP that will apply across the Shire. The review aims to provide a clear planning framework, that is easy to use and understand, that gives effect to the strategic priorities outlined in Council's broader strategic planning framework.</p> <p>At the Council meeting held on 21 June 2023, Council endorsed a draft Development Control Plan (DCP) for Low Density Residential development. Council officers are currently preparing exhibition materials and it is anticipated that the draft DCP will be placed on public exhibition in September 2023 to seek the community's feedback. The draft DCP for Medium Density Residential development was held during March 2023.</p>	Executive Manager Strategic Outcomes




Delivery Program	Operational Plan	Status	Comments	Responsible
			Council officers have been reviewing the submissions received during the public exhibition and considering changes as a result of the feedback received. It is anticipated that a report to Council seeking adoption of the final Medium Density Residential DCP controls will be prepared concurrently with the finalisation of the Low Density Residential DCP controls in the final quarter of 2023.	
DP050 - Implement initiatives that promote and protect cultural heritage	OP092 - Prepare and implement a heritage assistance policy and education and recognition program	 On Track	Council is undertaking a major review of heritage items within the Shire and the heritage education and recognition program is on hold pending the completion of the review. Following the completion of the review, or as part of its implementation, Council will recommence its education and recognition program.	Executive Manager Strategic Outcomes
DP050 - Implement initiatives that promote and protect cultural heritage	OP093 - Review the current list of heritage items and potential heritage items	 On Track	<p>A draft Heritage Study (Wingecarribee Community Heritage Study 2021-23), including a review of the proposed heritage items from the Wingecarribee Heritage Survey 2009 deferred by Council in 2012, were reported to the Wingecarribee Local Planning Panel on 29 June 2023 and the Panel supported the Study for owner consultation and public exhibition. The Study is to be presented to Council at its meeting in June for a resolution to commence owner consultation and public exhibition.</p> <p>Following consultation and exhibition, a Planning Proposal to affect the final recommendations of the Study will be prepared and presented to the Local Planning Panel and Council for adoption. This Planning Proposal will also include a data review of the existing list of heritage items contained in Schedule 5 of the Wingecarribee Local Environmental Plan 2010.</p>	Executive Manager Strategic Outcomes
DP051 - Implement a program of town and village centre improvements	OP094 - Develop place-based plans, including finalising the Robertson Place Plan	 On Track	<p>Council staff have been working collaboratively with the Robertson community to prepare the Robertson Place Plan, which will be reported to the Local Planning Panel in May 2023 for public exhibition. The Robertson Place Plan project will be used as a model to develop place-based plans for towns and villages across the Shire.</p> <p>A report to the Local Planning Panel (LPP)</p>	Executive Manager Strategic Outcomes



Delivery Program	Operational Plan	Status	Comments	Responsible
			seeking their endorsement to place the draft Robertson Place Plan on public exhibition has been prepared. Should the LPP adopt the Council officer's recommendation to proceed, a report will be prepared for the August Council meeting. Should Council endorse the draft Place Plan for public exhibition, it is anticipated that public exhibition will be held in September 2023 to seek the community's feedback.	
DP051 - Implement a program of town and village centre improvements	OP095 - Maintain existing CBD towns and village precincts to operating service standards	 On Track	<p>Town and village centres have been maintained as per service level standards by the night and day CBD teams. This team delivered 24/7 services in garbage removal, street sweeping, pavement cleaning and repairs, amenities cleaning, street gardens maintenance, graffiti removal, reactive requests, and shire wide illegal dump removal.</p> <p>Street sweeping continued removing leave litter over the autumn period and preventing sediments and debris entering stormwater drainage systems and natural waterways.</p> <p>Customer requests for street sweeping, graffiti, illegal dumps, trip hazards, pavement cleaning and paving repairs have been addressed.</p>	Manager Shire Presentation
DP053 - Provide and maintain high quality community facilities across the Shire	OP096 - Manage community facilities in partnership with licensees and community groups	 On Track	Facilities continued to be managed in partnership with community groups and 355 Committees.	Manager Assets
DP053 - Provide and maintain high quality community facilities across the Shire	OP097 - Design and undertake the Mittagong Memorial Hall structural repair and refurbishment	 On Track	<p>Council continues to seek grant funding for the proposed Mittagong Memorial Hall repairs and renovations. The degree of intrusiveness of the works prohibits Council's ability to stage the works in any significant manner.</p> <p>Development Application approval was granted in June.</p>	Manager Project Delivery
DP053 - Provide and maintain high quality community facilities across the Shire	OP098 - Commence construction of the new Animal Shelter and SES building	 On Track	<p>Council resolved to enter into contract with Puch Building and Construction Pty Ltd for the delivery of the Wingecarribee Animal Shelter and Moss Vale SES in June.</p> <p>Works are expected to commence in August</p>	Manager Project Delivery




Delivery Program	Operational Plan	Status	Comments	Responsible
			2023.	
DP053 - Provide and maintain high quality community facilities across the Shire	OP099 - Prepare a plan with full costings for the refurbishment of the back office, including but not limited to office design (including office furnishings) of the Civic Centre, including replacing windows, carpet, painting the interior and review for office des	 On Track	<p>In April 2023 architects were engaged to develop an initial floor plan layout for the proposed back-office refurbishment. The architects were chosen based on their expertise in optimising space utilisation, promoting collaboration, and incorporating modern design principles.</p> <p>The Reinvigorate Project group convened to review the initial floor plan layout and provide valuable insights for further improvement. Through a collaborative effort, the group reviewed the draft layout, Key factors in the project include addressing maintenance and work health safety matters as well as departmental needs and workflow efficiency.</p>	General Manager
DP053 - Provide and maintain high quality community facilities across the Shire	OP100 - Deliver major capital works program for community facilities	 On Track	<p>Bong Bong Common: A contract has been awarded for the construction of the Bong Bong Common. Works have commenced in March 2023 and expected completion is forecast as August 2023.</p> <p>Casburn Park: Detailed design is currently under way with input from the Project Control Group - consisting of community representatives. Once detailed designs are complete and validated it is forecast that construction works will commence in 2023 and take approximately six months to complete.</p> <p>Hill Top Line Lookout: Concept designs are currently under way with stakeholder engagement continuing. The design and community consultation are expected to be concluded by mid-2023.</p> <p>Cook Street Mittagong and Church Road Moss Vale Playgrounds: Both projects were successfully completed in May 2023.</p>	Manager Project Delivery
DP054 - Undertake the redevelopment of Bowral Memorial Hall	OP101 - Deliver the Bowral Memorial Hall refurbishment works	 On Track	Works were completed and the project handed over to Council in April 2023. Council officially opened the facility in June and is now being utilised with several performances already booked.	Manager Project Delivery



Delivery Program	Operational Plan	Status	Comments	Responsible
DP055 - Effectively plan for and deliver on the diverse needs of people with a disability	OP102 - Implement the Disability Inclusion Action Plan	 On Track	Progress is continuing in relation to implementation of the Disability Inclusion Action Plan (DIAP). Following the Implementation Framework going to Executive in March, expressions of interest were sought and received for the establishment of an internal DIAP Steering Group. This Steering Group will work collaboratively to ensure Council departments are meeting the legislative requirements within the DIAP. At the first Steering Group meeting, members of this group began providing information about the status of DIAP actions, to assist with Council's annual reporting to the Disability Council NSW.	Manager Community Life and Libraries
DP056 - Ensure planning controls allow for diversity of housing choice	OP103 - Implement the recommendations of the Local Housing Strategy to promote diversity of housing choice within the Shire	 On Track	Two tourism applications were lodged during the quarter. The approved tourism developments were assessed against relevant zoning and planning controls. There continued to be enquiries about local tourism development opportunities, including agri-tourism.	Manager Development Assessment & Regulation
DP057 - Partner with agencies to plan and deliver a program of road upgrades, renewals and maintenance	OP104 - Design Moss Vale Bypass	 On Track	Concept designs are now completed with focus moving into detailed designs. All geotechnical works are also complete. Further involvement of all stakeholders is ongoing with utility providers partnering with the design team. Work continues reviewing environmental factors and further consultation will be undertaken with the community. Detailed designs are anticipated to be completed in December 2023	Manager Project Delivery
DP057 - Partner with agencies to plan and deliver a program of road upgrades, renewals and maintenance	OP105 - Design and Construct Old South Road Upgrade	 On Track	Construction works are well progressed and on track with forecast completion dates. The section of road between Aylmerton Road in Mittagong and Marrigang Street in Bowral are currently under complete road closure. Works are scheduled to commence on the section between Mittagong Road and Range Road in the next quarter with completion still forecast as December 2023. Further works were resolved by Council in June to undertake an additional 1.3km of	Manager Project Delivery


Delivery Program	Operational Plan	Status	Comments	Responsible
			road refurbishment north of Aylemrtion Road in Mittagong.	
DP057 - Partner with agencies to plan and deliver a program of road upgrades, renewals and maintenance	OP106 - Develop and implement road safety initiatives in conjunction with Transport for NSW	 On Track	Council was successful in receiving funding from Transport for NSW for the 2022/23 Road Safety Program, comprising of six events/programs and part funding of Road Safety Officer.	Manager Assets
DP058 - Implement a long-term solution for the use and disposal of roadside spoil	OP107 - Implementation complete- no annual deliverable	 On Track	This Priority Action has been complete. Therefore, no annual deliverable is required.	General Manager
DP059 - Review and implement Water Master Plan	OP108 - Implement projects that support the delivery of the Integrated Water Cycle Management Strategy	 On Track	The 2022/23 Capital Works Program consists of 50 waters & wastewater projects with a combined budget total of \$23.25M. - Wingecarribee Treatment Plant to Hill Road Reservoir Water Main - Hill Road Reservoir Duplication - Water Supply Valves Program - Wingecarribee Treatment Plant Augmentation and Upgrade	Manager Assets
DP059 - Review and implement Water Master Plan	OP109 - Deliver capital works program for the Water Master Plan	 On Track	Current 2022/23 Projects that support implementation of the Water Master Plan: - Hill Road Reservoir Duplication - Wingecarribee Water Treatment Plant to Moss Vale Water Main Duplication - Wingecarribee Water Treatment Plant Augmentation and Upgrade - Water Supply Zone Valves.	Manager Assets
DP060 - Review and implement Sewage Treatment Plant Upgrade Strategy	OP110 - Plan for the upgrade of Moss Vale, Bowral and Mittagong Sewage Treatment Plants	 On Track	Bowral Sewer Treatment Plant Upgrade: Works have commenced on the Bowral Sewage Treatment Plant. A construction period of approximately two years will follow. Moss Vale Sewer Treatment Plant Upgrade: Detailed design are substantially completed. The draft Review of Environmental Factors is being publicly exhibited and plans are underway for an on-site community information session. It is anticipated that tender documentation will be completed and a tender release late 2023. Mittagong Sewer Treatment Plant Upgrade: Detailed design process has commenced with an anticipated completion date in early 2024. All approvals are to be sought and tenders forecast to be release in mid-late 2024.	Manager Project Delivery

Delivery Program	Operational Plan	Status	Comments	Responsible
DP061 - Improve Stormwater management across the Shire	OP111 - Review and implement floodplain management strategies	 On Track	Focus for 2022/23 is implementation of following infrastructure recommendations from Flood Risk Management Plans: - Retford Farm Detention Basin - Bowral Golf Course Detention Basins - Grant application submitted for review & update of Bowral Flood Study.	Manager Assets
DP061 - Improve Stormwater management across the Shire	OP112 - Deliver stormwater drainage works as per capital works program	 On Track	Storm water drainage at Wattle Street in Colo Vale has been renewed and a new stormwater drainage system has been constructed between Howard Street and Argyle Street New Berrima.	Manager Shire Presentation
DP061 - Improve Stormwater management across the Shire	OP113 - Undertake the forward design of drainage projects in the four-year capital works program	 On Track	Current Drainage Projects in Design: Sunninghill Avenue - Burradoo Hood Street - Mittagong Priestly Street - Mittagong Robinson Street - Mittagong Garrett Street - Moss Vale Designs will be finalised in the June quarter.	Manager Project Delivery
DP061 - Improve Stormwater management across the Shire	OP114 - Maintain stormwater assets	 On Track	Council Roads Maintenance drainage teams continue their ongoing task of cleaning and repairing our stormwater assets on sealed and unsealed roads across the shire. Over this last quarter the team completed drainage maintenance works in the following locations: Balaclava, Bowral, Bundanoon, Burradoo, Exeter, Mittagong, Moss Vale, Robertson, Sutton Forest, Welby, Wingello, Woodlands, and Yerrinbool. Drainage maintenance works include clearing drainage structures, repairing drainage structures and performing table drain maintenance.	Manager Shire Presentation
DP062 - Undertake drinking water quality management	OP115 - Manage and deliver operational programs to ensure water quality compliance within the water supply network as per NSW Health requirements and the adopted Drinking Water Management System protocols	 On Track	An extensive program of operational water quality sampling is carried out within the water supply network by both the water headworks and water reticulation teams, at all storage reservoirs and a proportion of widespread distribution network sampling points on an ongoing weekly basis. This amounts to a total of 2,140 operational analyses carried out in Q4 (with 100% microbiological compliance). The results of these field samples are used to trigger operational improvement actions if required.	Manager Water Services

Delivery Program	Operational Plan	Status	Comments	Responsible
			<p>This proactive operation sampling is carried out to ensure water quality compliance with the Australian Drinking Water Guidelines (ADWG) and New South Wales Health requirements.</p> <p>System performance sampling is then carried out by the environment team, as an objective party, submitting their samples of the water supply network for lab analysis, the results being directly reported to NSW Health as an official record. The water quality compliance rate is 98.8% (with 100% compliance on microbiology).</p>	
DP063 - Ensure the integrity of water and sewer infrastructure	OP116 - Deliver water treatment plants electrical and mechanical maintenance programs	 On Track	<p>Wingecarribee water treatment plant and Bundanoon water treatment plant preventive maintenance carried out as per the schedule. All flow meter and process equipment calibration completed as per schedule. All air compressors preventive maintenance completed as per the plan. Major overhauling of Wingecarribee Water Treatment Plant backwash pump two is under progress. Bundanoon Water Treatment Plant planned mechanical maintenance completed. Bundanoon Water Treatment Plant planned electrical maintenance completed.</p>	Manager Water Services
DP063 - Ensure the integrity of water and sewer infrastructure	OP117 - Manage the trade waste management policy and associated protocols and standards	 On Track	<p>A draft revised Trade Waste Policy has been completed to comply with the new Trade Waste Guidelines. This policy has been reviewed by New South Wales Department of Planning and Environment (DPE). The draft has been revised to incorporate DPE's recommendations.</p>	Manager Water Services
DP063 - Ensure the integrity of water and sewer infrastructure	OP118 - Manage and deliver treatment plant operational protocols as per regulatory and adopted Drinking Water Management System requirements	 On Track	<p>During this period, extensive testing was conducted to assure the quality of water supplied to our customers. This involved weekly sampling from different reservoirs' inlets and outlets, with a total of 1202 samples collected.</p> <p>These samples were tested across ten physical and chemical parameters. All samples complied with the guidelines. In addition to these in-house tests, samples were sent weekly to an accredited laboratory for microbiology, blue-green algae, and dissolved organic carbon tests. All 364 tests found no issues. The 809 samples sent for testing across 53 different parameters all</p>	Manager Water Services





Delivery Program	Operational Plan	Status	Comments	Responsible
			<p>came back compliant, demonstrating the treatment's effectiveness. Verification monitoring was carried out with additional sampling from the reticulation system. This sampling includes tests for chemistry, microbiology, and fluoride. All tests were found to be compliant, and our fluoride measurements proved to be highly accurate, thereby ensuring the dental health of our community.</p> <p>Our Water Treatment Plants use several critical and operational control points. Any deviation from targeted values triggers an alarm, and significant variations can shut down the plant automatically. This feature ensures the delivery of safe drinking water to our community. For the period from April 1st to June 30th, there were no major issues.</p>	
DP063 - Ensure the integrity of water and sewer infrastructure	OP119 - Manage raw water storage availability and dam safety compliance	 On Track	Monitoring of both Medway and Bundanoon storage dams has continued as per Council's currently approved Dam Safety Management Plan. The Dam Safety Management plant is under review based on the new updated guidelines for Dam Safety. Council has had a training session with Dam Safety NSW. Both Dams remain full and spilling although at less discharge than in the last quarter. Water NSW Wingecarribee dam is at 98%	Manager Water Services
DP064 - Ensure regulatory compliance of sewerage infrastructure	OP120 - Manage and operate sewage treatment plants to meet license and regulatory standards	 On Track	<p>Council staff have maintained the operations of the six sewage plants and continue to meet Environmental Protection Agency licence requirements, with the exceedances being due to mechanical breakdown or excessive inflow in wet weather events.</p> <p>Bowral Sewage plant has been prepared for the upgrade with the contractor Haslin Construction has taken possession of part of the site. Council has completely emptied the sludge lagoon and continues to operate the treatment facilities in conjunction with the contractor.</p>	Manager Water Services
DP064 - Ensure regulatory compliance of sewerage infrastructure	OP121 - Deliver sewer network distribution operational programs to manage environmental risk	 On Track	Proactive Maintenance - surveyed 3926 meters of the network for asset renewals and operational investigations. Buried Maintenance Chambers have been located and repaired and lids have been replaced and resealed where required for Inflow and Infiltration strategy and providing updated	Manager Water Services




Delivery Program	Operational Plan	Status	Comments	Responsible
	and meet regulatory requirements		<p>information on asset locations has been undertaken. Investigative work has begun concerning infiltration during rain events.</p> <p>Network Maintenance - completed cleaning of 77 wastewater pump stations monthly and continue to assist Head works operators with routine maintenance of waste water treatment plants. Involved with Water Services weekly, to safely expose high pressure gas. Also, non-destructive digging for locating utility services in private works, and Water Services response works.</p> <p>Reactive - approximately 107 preventative cleans have been carried out on known overflow locations to continue seeing a reduction in dry weather waste water overflows. There have been zero reportable overflows from 79 customer requests for waste water blockages and odours. Environmental Protection Agency reporting is being completed as required. Proactive Maintenance work had been carried out in coordination with reactive work to prioritise the reoccurring problem areas.</p> <p>Construction - private works are on schedule and connections are being completed in a timely manner. Manhole and rising main inspections carried out between work schedules. Has been pro-active, cleaning sewer mains between jobs, when possible, to assist with prevention of overflows.</p>	
DP065 - Facilitate and advocate for enhanced access to telecommunication networks	OP122 - Advocate for improved telecommunications across the Shire	 On Track	<p>Council continues to advocate for improved telecommunications across the Shire by participating in a Regional Telecommunications Forum Steering Committee facilitated by Regional Development Australia Southern Inland. Council officers are also working with local National Broadband Network (NBN) representatives on new release areas and industrial sites as part of ensuring that utility providers are aware of and plan for the infrastructure needs of new areas.</p>	Executive Manager Strategic Outcomes
DP066 - Manage public natural assets	OP123 - Undertake coordinated actions to manage vertebrate pest and weed	 On Track	<p>Rabbit control work has been completed at Berrima Cemetery and within Berrima Weir Reserve, Rabbit is a vertebrate pest and are a key threatening process to biodiversity</p>	Manager Environment

Delivery Program	Operational Plan	Status	Comments	Responsible
	biosecurity threats to the Shire		<p>conservation. The new Biosecurity team undertook inspections across the Shire, with a particular focus on Boneseed and other priority weeds on both public and private land in and around Berrima this June quarter.</p> <p>The Bushcare team have focused on controlling priority weeds within our network of bushland reserves at multiple sites across the shire, particularly on the edges adjoining urban areas. Roadside weed control has been undertaken at several sites including adjoining the Robertson Nature Reserve to reduce the threat from environmental weeds in this critically endangered ecological community.</p>	and Sustainability
DP066 - Manage public natural assets	OP124 - Implement management actions across identified high value natural assets.	 On Track	<p>Council delivered management actions through its Bushcare Programs throughout the June quarter. In addition to priority weed management, other threats were monitored such as breaches to boundary protection works and illegal access and firewood collection and recreational vehicle use. A person was charged by Police with offences relating to illegally entering Mount Alexandra Reserve and damage to public property.</p> <p>Invasive woody and herbaceous weeds have been controlled along Council roadsides. Approximately 10km of blackberry spraying was completed along the Old Hume Highway between Box Vale Road and Bessemer Street Welby, Mittagong Street and Bendooley Street Welby and Range Road to Old South Road Mittagong. Council supported the saving our species conservation programs and projects.</p> <p>Two large variable message signs (VMS) were deployed at key locations where vehicle-strike of wildlife is an issue. Four vehicle-activated signs (VAS) have been purchased and will be installed on roads that intersect koala habitat. These signs are also strategically located to improve road safety within the shire. Council continued its representation on key decision-making, multi-agency bodies.</p>	Manager Environment and Sustainability



Delivery Program	Operational Plan	Status	Comments	Responsible
DP066 - Manage public natural assets	OP125 - Undertake works to facilitate flora and fauna recovery from the impacts of bushfires	 On Track	<p>During the June quarter work continued to ensure flora and fauna is conserved and protected in bushland reserves owned and managed by Council.</p> <p>Council worked with the NSW RFS to plan for hazard reduction burns so that they can go ahead when weather conditions allow. Council provided advice and support to the multi-agency and community Public Land Management and Southern Highlands Flora Reserves Working Groups and the Wollondilly Wingecarribee Bush Fire Management Committee.</p> <p>Significant flora and fauna protection and visitor experience improvement works led by National Parks and Wildlife Service (NPWS) in Jellore and Meryla Flora Reserves (declared for the protection of Koalas and other species), include closure and rehabilitation of unauthorised tracks and trails, compliance actions to reduce impacts of unauthorised recreational use and the removal of dumped car bodies and other illegally dumped rubbish.</p> <p>The installation of new reserve and interpretive signage and parking bays is continuing. Council supported the objectives of these flora reserves through collaboration, communication and education and alignment with the Southern Highlands Koala Conservation Project.</p>	Manager Environment and Sustainability
DP066 - Manage public natural assets	OP126 - Support an active Bush Care Volunteer program	 On Track	<p>Five new volunteer Bushcare applications were received and processed during the quarter. New volunteers were provided with a site induction when they commenced and introduced to bush regeneration techniques through demonstrations and explanations from experienced volunteers and the professional Bushcare Team. Bushcare volunteers contributed 315 hours over 62 working bees during the June quarter, valued at around \$12,600.</p> <p>The hard work of volunteers complements the work of our professional bush care team and biosecurity officers to monitor and remove both new and emerging and high</p>	Manager Environment and Sustainability

Delivery Program	Operational Plan	Status	Comments	Responsible
			priority weeds in addition to other activities such as planting native species in our bushland reserves.	
DP067 - Maintain and build high value environmental lands and corridors	OP127 - Encourage conservation on private land	 On Track	<p>Three new expressions of interest were received from landholders who attended the koala habitat information sessions in the quarter. Further promotion of the program was provided at a farm dam workshop led by Local Land Services. Two new Land for Wildlife assessors were engaged to undertake site visits with landholders and to complete vegetation surveys if approval is obtained. Two full floristic surveys have been completed and uploaded to the state government database, BioNet. Land for Wildlife is a voluntary private land conservation program with over 220 active members.</p> <p>Progress was made under the koala habitat restoration project with on-ground works commencing on private property in Canyonleigh. Fifteen hectares have been restored out of a planned total of twenty-two hectares, with over 1,000 trees planted so far. The project is expected to be completed by December 2023. Twenty expressions of interest were received for koala habitat restoration grants. Ten properties were selected based on a range of criteria including proximity to koala stronghold populations, quality of koala habitat and linkages, and sustainable long-term benefits. These properties have been approved for restoration work and details are being finalised in collaboration with the landholders.</p>	Manager Environment and Sustainability
DP068 - Ensure the impacts of development on biodiversity are assessed, monitored and mitigated	OP128 - Assess development applications in accordance with the statutory provisions of the Environmental Planning and Assessment Act 1979 to ensure that environmental impacts are appropriately	 On Track	Between 1 April and 30 June 2023, 122 applications were approved and 22 refused. Development applications were assessed in accordance with Council's statutory obligations under the EP&A Act and the Council's planning objectives. Many of the development proposals approved during the quarter were for residential housing, mostly within the urban town and village areas.	Manager Development Assessment & Regulation





Delivery Program	Operational Plan	Status	Comments	Responsible
	managed and mitigated			
DP069 - Build community partnerships and education programs to reduce pollution	OP129 - Implement community education programs to reduce pollution	 On Track	The bush fire danger period concluded on 31 March, allowing the commencement of backyard burning activity (some properties only under certain conditions). To minimise the impact of this on local air quality, educational material was prepared and published with a reminder of what types of vegetation that can be burnt and conditions for burning. An interactive map is available to inform residents on which properties are allowed to burn and advising on conditions required to reduce air pollution.	Manager Environment and Sustainability
DP069 - Build community partnerships and education programs to reduce pollution	OP130 - Develop and implement programs and initiatives which specifically target environmental pollution associated with construction	 On Track	On-site face to face conversations and reactive patrols of non-compliant sites continued through the June quarter. Council assessment staff held meetings held with WaterNSW in preparation for council's participation in the annual "Get the Site Right" erosion and sediment control campaign.	Manager Development Assessment & Regulation
DP070 - Reduce the impact from Council infrastructure and operations	OP131 - Review and implement initiatives to minimise environmental impacts from Council operations	 On Track	Council completed a Review of Environmental Factors (REF) for planned council works utilising the adopted procedure and assessment tools. Controls to minimise and mitigate environmental impacts were identified through this process. Some of the major projects assessed include road upgrade, sewer main renewals, culvert upgrades, park improvements and reservoir infrastructure.	Manager Environment and Sustainability
DP071 - Develop and implement policies that support health, environment and sustainability outcomes within Council and across the Shire	OP132 - Maintain policies and plans that are adequate and appropriate to address both Council and community needs	 On Track	<p>The final draft of the Environment and Climate Change Strategy was completed and internally reviewed. The draft Strategy will be reported to Council and then released for community consultation.</p> <p>The draft Emissions Reduction Plan was included as a demonstration of how plans will be developed which will outline the exact plans of action necessary to achieve the goals set by the Strategy.</p> <p>The initial planning phase for the development of an Electric Vehicle Charging policy and Electric Vehicle transition plan was commenced, along with the Climate Change Adaptation Plan.</p>	Manager Environment and Sustainability






Delivery Program	Operational Plan	Status	Comments	Responsible
			The Sustainable Events policy was progressed, and Council commenced the preparation of the Community Climate Action Plan with the selection of a contractor for this body of work.	
DP072 - Implement planning controls that protect the Shire's natural resources	OP133 - Continually monitor local plans and strategies to ensure relevance in the protection of local natural resources	 On Track	Council officers continue to work with state agencies to ensure the planning framework provides adequate protection for local natural resources. The adopted Local Strategic Planning Statement provides an important strategic framework for land use management and the protection of natural resources. Council continually reviews relevant legislation to ensure our practices and procedures align with state requirements and community expectations.	Executive Manager Strategic Outcomes
DP073 - Advocate to State and Federal government to ensure planning controls, plans and proposals reflect community priorities	OP134 - Advocate and respond to State and Federal Government to ensure that planning controls, plans and priorities reflect community priorities and expectations, including the provision of submissions to key government initiatives	 On Track	Council continues to work with State and Federal Government to ensure that local priorities are considered and reflected in the State and Regional Planning framework. Council continues to work with The Department of Planning and Environment (DPE) and Transport for NSW on the finalisation and implementation of regional strategies to ensure that the concerns of the community are addressed, and their priorities are reflected in the final documents.	Executive Manager Strategic Outcomes
DP074 - Develop partnerships with community and agencies to identify, update and maintain awareness of key natural resources	OP135 - Maintain Council's mapping and other information tools for key natural resources	 On Track	During the June quarter further work was completed on preparation of the NSW Rural Fire Services' (RFS) revised Bush Fire Prone Land Map based on the current guidelines, particularly in relation to unmanaged grasslands (Category 3 bushfire prone vegetation). When finalised, the map will be reviewed by the NSW RFS district office and then certified by the NSW RFS Commissioner. When certified the new map will be made available on the NSW RFS website, Council's website, and internal mapping systems. This process is expected to take around three months. Council planned for the updating of web pages and providing links to data and information available to the community, including State government at the Sharing and Enabling Environmental Data (SEED) web	Manager Environment and Sustainability


Delivery Program	Operational Plan	Status	Comments	Responsible
			site and the 'Trees Near Me' website and app.	
DP074 - Develop partnerships with community and agencies to identify, update and maintain awareness of key natural resources	OP136 - Engage with Rural stakeholders for natural resource conservation	 On Track	During the June quarter, rural landholders who expressed interest in koala habitat conservation were contacted and eleven projects are in development. Landholders were encouraged to attend the Healthy and Diverse Farm Dams practical workshop led by Local Land Services in April. Council supported initiatives through promotion and collaboration. Grass identification and Eucalyptus identification workshops were held in the June quarter. These workshops were promoted to landholders, Bushcare volunteers and local citizen scientists and were popular and well received.	Manager Environment and Sustainability
DP074 - Develop partnerships with community and agencies to identify, update and maintain awareness of key natural resources	OP137 - Undertake education programs and initiatives for natural resource management	 On Track	<p>Council promoted sustainable natural resource management through its Land for Wildlife and Habitat for Wildlife programs during the quarter. The Bushcare Program provided hands on education and capacity building for volunteers interested in natural area restoration. The Southern Highlands Koala Conservation Project delivered education through the Council website and Facebook page with planning underway for more events in later in the year.</p> <p>Drivers are being made aware of the risk of vehicle strike on our wildlife through the Learner Driver Logbook runs and through well-placed variable message signs deployed. Council delivered talks and presentations to local preschools and primary schools on bats, weeds and Bushcare and koalas. The Bowral Bowling Club social group were informed about Council-led programs and projects in the June quarter.</p>	Manager Environment and Sustainability
DP074 - Develop partnerships with community and agencies to identify, update and maintain awareness of key natural resources	OP138 - Undertake and facilitate environmental monitoring (including citizen science monitoring) to support better data-based decision making	 On Track	<p>Long-necked Turtles were monitored at Lake Alexandra in collaboration with university researchers and local citizen scientists as part of the one million turtles' program. Temporary signs have been installed around the lake to inform visitors about this unique reptile.</p> <p>The Environmental Trust Research on Rare Flora Surveys was completed in the June quarter. Insights and results from this work will be published in a future newsletter. Local threatened species observations were</p>	Manager Environment and Sustainability



Delivery Program	Operational Plan	Status	Comments	Responsible
			<p>recorded using a data collection application.</p> <p>Department of Planning and Environment (DPE) threatened species officers monitored known sites of Mittagong Geebung (<i>Persoonia glaucescens</i>) in the June quarter. The results will be uploaded to BioNet and will inform Council decision-making.</p> <p>Water quality monitoring was undertaken at Mittagong Creek, Whites Creek, Medway Rivulet, Lake Alexandra and Caalang Creek. The monitoring program is providing data on catchment health and is available via the Atlas of Living Australia.</p>	
DP075 - Implement community awareness programs that promote sustainable living	OP139 - Implement a sustainable living program which will include hosting community events, running programs and delivering education campaigns	 On Track	<p>The Sustainable Us (SU) program calendar of events had 3 events in this quarter. The Household Chemical Cleanout, Climate Anxiety workshop and advocating for Walk Safely to School Day. The SU series of events are created to engage the community around all aspects of sustainable living. This quarter consisted heavily of planning for the coming months of events both online and face to face, with events booked for July, (Plastic Free July, Good for the Hood Workshops), August (Energy Efficiency in the home, Good for the Hood), September (Good for the Hood), November (Garage Sales Trail) and December (Christmas craft workshop).</p> <p>Project Green (Schools information centre) webpage was updated, and the corresponding newsletter sent out to all schools to keep them updated on grants and services available and other useful information.</p> <p>Six more videos for the SU series are near completion and will be released in the coming weeks. These videos were created to highlight local sustainability heroes to educate and inspire the local community.</p>	Manager Environment and Sustainability
DP076 - Develop partnerships and networks to leverage off existing programs	OP140 - Participate in and promote existing networks and programs (including State and Commonwealth	 On Track	The Solar My School, Cities Power Partnership and Sustainability Advantage program participation continued into the June quarter. These programs provide resources that are used to deliver the best services to the community, and act to knowledge share and up skill staff.	Manager Environment and Sustainability





Delivery Program	Operational Plan	Status	Comments	Responsible
	programs) that advance environmental and sustainability objectives of the Shire		<p>The Sustainable Us events continue to be delivered with community and networks working together including the Southern Highlands Botanic Gardens, Winzero, local farmers, the Reviva Centre, wildlife carers, Action4Agriculture, fauna groups, state agencies and council.</p> <p>Major overhaul of Sustainable Us webpage content has been in process this quarter, including changes to the page structure and location of content. This page is an essential central database for ways our community can improve their sustainability and how to access funding of government grants.</p>	
DP076 - Develop partnerships and networks to leverage off existing programs	OP141 - Provide financial assistance through the Environment Levy-funded component of the Community Assistance Scheme	 On Track	The Community Assistance Scheme - Environment and Sustainability grants program was run during this quarter with the applications period closing on 17 April, a total grant allocation of \$10,000 was provided for projects which fit the Environment and Sustainability Grant Guidelines. There were 12 applicants who applied for the funding ranging in value from \$580.80 to \$2000 (max grant amount). 7 applications were approved totalling \$10,000.	Manager Environment and Sustainability
DP077 - Implement State Government Regulations	OP142 - Assess and certify applications related to development	 On Track	During the June quarter Council has assessed, inspected, and issued a total of 675 certificates for works. This included 10 Construction Certificates, 3 Complying Development Certificates, 50 Occupation Certificates, 78 S.138 Roads Act Certificates (driveways and road works), 324 S.68 Local Government Act Certificates (drainage, sewer and other activities), and 10 Subdivision Certificates.	Manager Development Assessment & Regulation
DP077 - Implement State Government Regulations	OP143 - Implement the recommendations of the review of planning, development and compliance	 On Track	An independent audit of Development Assessment processes was completed during the June quarter. Review and audit improvement recommendations were implemented including engagement of new staff, review and monitoring of consultant performance, changes to administrative processes, moving the portal lodgement support function into the Development Assessment area and development of Standard Operating Procedure for clearance of Development Applications. Procedure reviews were identified and planned in the	Manager Development Assessment & Regulation



Delivery Program	Operational Plan	Status	Comments	Responsible
			operational plan for ongoing improvements and changes to reduce wait times for customers. Staff attended training with the Department of Planning and Environment regarding the future use of the NSW Planning portal for the production and preparation of development consents.	
DP077 - Implement State Government Regulations	OP144 - Administer the Local Planning Panel	 On Track	Council administered 4 meetings of the Local Planning Panel during the June quarter, determining 11 development applications, and advising in relation to 3 planning matters. In addition, 2 on-line meetings for electronic determinations were also facilitated.	Director Communities and Place
DP078 - Advocate and educate for improved development outcomes	OP145 - Work in partnership with State Government, development / building industry and the community to achieve improved development outcomes	 On Track	The Department of Planning and Environment has assisted Council where Agencies have not achieved reasonable time frames for critical referrals to be completed e.g RFS, NorBE (WaterNSW).	Manager Development Assessment & Regulation
DP079 - Support the establishment and expansion of businesses that produce goods locally	OP146 - Facilitate networks that support and promote businesses that produce goods locally	 On Track	<p>Council continues to collaborate with, and support networks involved in promotion and support of local food and wine producers, retailers and creatives through strategic planning, marketing, and communications.</p> <p>Council continues to work with industry to advocate for legislative changes that have now been introduced to support primary production and the promotion of locally produced goods. Council is in the process of developing detailed development controls to support primary production on land, and a sustainable agri-tourism industry.</p> <p>Council continues to work with the local community and stakeholder groups through the Economy Community Reference panel to identify and implement further support mechanisms.</p>	Executive Manager Strategic Outcomes
DP080 - Promote and encourage waste minimisation and recycling	OP147 - Undertake a community education program about reducing contamination in bins	 On Track	<p>There were numerous community awareness waste activities undertaken throughout the quarter:</p> <ul style="list-style-type: none"> - International Compost awareness week - 2 Interactive live workshops with 38 participants and an online webinar with 16 participants 	Manager Waste and Resource Management



Delivery Program	Operational Plan	Status	Comments	Responsible
			<ul style="list-style-type: none"> - Textile waste media campaign utilising e-news - Chemical Clean Out Education/promotion - live radio interview, media release, e-news, and Facebook post (42 interactions) - the focus was the importance of not throwing chemicals in kerbside bins and 20 tonnes of chemicals were collected on the day - Contamination Letters program - 192 notices issued to residents from April - June 	
DP081 - Implement strategies to reduce illegal dumping	OP148 - Participate in the Regional Illegal Dumping (RID) program to facilitate a reduction in the amount of illegally dumped waste	 On Track	Council continued to participate in the RID program ensuring reported incidents of dumping are investigated. The new Ranger Illegal Dumping commenced during the quarter to improve response, investigations, penalties, and prosecutions.	Manager Development Assessment & Regulation
DP082 - Manage the Resource Recovery Centre in accordance with Environmental Protection Authority licence and ensure efficient and cost-effective operations	OP149 - Plan and implement the recommendations from the site water management plan	 On Track	The Resource Recovery Centre Site Water Management Project has been completed.	Manager Waste and Resource Management
DP082 - Manage the Resource Recovery Centre in accordance with Environmental Protection Authority licence and ensure efficient and cost-effective operations	OP150 - Commence preparation of a master plan for the Resource Recovery Centre	 Delayed	The draft Resource Recovery Centre Site Master Plan was developed during the June quarter and is being finalised along with quantity estimates for the works.	Manager Waste and Resource Management
DP082 - Manage the Resource Recovery Centre in accordance with Environmental Protection Authority licence and ensure efficient and cost-effective operations	OP151 - Undertake a review of the lease for the Reviva Centre	 On Track	The operational review has been undertaken and during the June quarter. The report and recommendations will be presented to Council.	Manager Waste and Resource Management
DP083 - Develop and implement a Council Waste Strategy and Policy	OP152 - Prepare a new Waste and Resource	 On Track	A draft Waste and Resources Management Strategy was completed during the June quarter, following a community survey and consultation. The draft Strategy is currently undergoing formatting and publishing and	Manager Waste and Resource Management



Delivery Program	Operational Plan	Status	Comments	Responsible
	Management Strategy		will be presented to Council and then placed on public exhibition for community feedback.	
DP083 - Develop and implement a Council Waste Strategy and Policy	OP153 - Participate in the regional Project 2024 tender for the disposal of waste	 Delayed	Waste disposal contract negotiations were progressed and are in the final stages. The final contract arrangements will be presented to council within 3 months.	Manager Waste and Resource Management
DP083 - Develop and implement a Council Waste Strategy and Policy	OP154 - Commence preparations for the new waste collection contract	 On Track	During the June quarter arrangements were made for the extension of the current waste collection contract. The new longer-term waste collection contract project remains on hold pending the finalisation of the Waste Strategy and the waste disposal contract arrangements. Both these documents provide critical input to the new collections contract.	Manager Waste and Resource Management
DP084 - Implement strategies to improve energy management	OP155 - Scope and implement energy management actions across Council facilities including projects funded through Council's Revolving Energy Fund, capital works, and maintenance program	 On Track	<p>The planning phase for the Civic Centre upgrade is in process with energy improvements being considered. Improvements such as timers for lights, removal of gas appliances, passive thermal improvements and improvements of energy efficiency of current electrical appliances are being included in design and cost estimates.</p> <p>End of year recording of solar and gas usage across councils' facilities was completed this quarter. These readings are essential to complete council's greenhouse gas (GHG) reporting and for our solar reporting. The solar reporting is essential to track the payback of the assets, the energy cost savings created through generation is transferred back to the Revolving Energy Fund (REFund). These reports are due for completion in the first quarter of the next financial year.</p>	Manager Environment and Sustainability
DP085 - Undertake initiatives that increase awareness and encourage water, energy and waste reduction	OP156 - Raise community awareness of the impacts of climate change and actions to build resilience to the changing climate	 On Track	Council has developed suite of educational material for the community covering a range of related topics. These are accessible of Council's website and topics include: the importance of preparedness to natural disasters; learning how to adapt to climate change, passive heating and cooling housing design, crop swap, regenerative agriculture, and tiny homes.	Manager Environment and Sustainability
DP086 - Implement strategies to address the impacts of climate change	OP157 - Implement Council's Environment and Climate Change Strategy, Greenhouse	 On Track	The final draft of the Environment and Climate Change Strategy was completed and internally reviewed. It is important that all sections of Council are committed to the strategy to ensure improvements and changes within council's buildings and	Manager Environment and Sustainability





Delivery Program	Operational Plan	Status	Comments	Responsible
	Gas Reduction Plan and Community Climate Action Plan and monitor progress		<p>operations are achieved. The draft Strategy will be reported to Council and then released for community consultation.</p> <p>The Emissions Reduction Plan has been drafted and will be internally reviewed when the ECC is adopted after public consultation.</p> <p>Work commenced on the Community Climate Action Plan (CCAP), which is in very early development. A contractor has been engaged to work on this document during the remainder of 2023. Following the ECC adoption the CCAP will be developed, followed by public consultation.</p>	
DP087 - Improve resource and energy efficiency at Council facilities and monitor carbon emission	OP158 - Undertake annual monitoring and reporting on Council's carbon emissions	 On Track	Data on council's carbon emissions was regularly monitored. An annual summary will be completed for the 2022/2023 year in August and will be uploaded on council's website. A summary will also be included in council's Annual Report.	Manager Environment and Sustainability
DP088 - Encourage carbon reduction across the Shire	OP159 - Support and participate in national and State initiatives which aim to reduce carbon emissions across the Shire	 On Track	During the June quarter council was actively involved in carbon emission reduction efforts working with Sustainability Advantage, the Climate Professional Officers group network (Government NSW) and State Government's Office of Energy and Climate Change. Council is collaborating with the Office of Energy and Climate Change on a pilot project called Energy Efficiency Retrofits pilot, which is researching community uptake of energy efficiency upgrades and factors that influence the implementation of actions. This is working with 25 local households in the Shire as part of a larger research project.	Manager Environment and Sustainability
DP089 - Support regional activities and partnerships to broaden and promote the range business and industry investment	OP160 - Work with event organisers to help them bring their events to the Southern Highlands	 On Track	<p>DSH continues to work with event organisers hosting events in the Southern Highlands. Most recently DSH has work with an attended the Robertson Potato Festival which saw attendance of 23,000 over the two-day event (May 5 and 6). DSH is also working with Expertise Events on the reintroduction of the Agri Show that will take place on September 1 and 2 at Moss Vale Showgrounds. Initial reports are very positive, with stallholders selling out. They have had to relocate to the higher area of Moss Vale showground, due to the condition of the ground.</p> <p>DSH is awaiting feedback on Borealis – The</p>	Manager of Business and Property





Delivery Program	Operational Plan	Status	Comments	Responsible
			<p>Northern Lights and the mid-winter Festival at Ngununggula.</p> <p>The feasibility report on Horse Week is yet to be delivered and DSH is working with industry on surveys to complete this. The organisers are also preparing a sponsorship proposal, so they don't have to rely on grant funding to run the event in December 2024.</p>	
DP089 - Support regional activities and partnerships to broaden and promote the range business and industry investment	OP161 - Participate in Business Forums and work with Business Chambers	 On Track	<p>DSH is working with Business Southern Highlands (formerly Bowral Chamber of Commerce) on the food and wine festival as part of Festival of Lights to be held in Corbett Gardens in December.</p> <p>DSH is also working with GROW Southern Highlands (formerly Moss Vale Chamber) and Business Southern Highlands on Small Business Month and potential grant funding to hold events.</p>	Manager of Business and Property
DP089 - Support regional activities and partnerships to broaden and promote the range business and industry investment	OP162 - Commence investigation and planning for development of an emergency services hub in the Wingecarribee in the medium to long	 On Track	The 2023/24 adopted budget provides for \$240,000 towards the fit out of the Emergency Operations Centre. A further request for assistance for the balance of funding was sent to the new Minister Emergency Services - Minister Dib, following the State Election. Council also had a visit from the Deputy Coordinator General Dr Bruinsma to discuss funding from the Federal Government and view the area proposed for the Emergency Operations Centre. Funding opportunities will continue to be pursued in the first quarter of 23/24 financial year.	General Manager
DP090 - Build on partnerships that increase and broaden local employment opportunities	OP163 - Respond to business and investment enquiries	 On Track	Council continues to work with business and industry provide consistency and certainty which allow industry to invest with confidence. Council also works closely with the Department of Regional NSW to promote the Southern Highlands and respond to investment enquiries.	Executive Manager Strategic Outcomes
DP091 - Ensure tourism Development assessment is based on quadruple bottom line principles (i.e. considers environmental, economic, social and governance factors)	OP164 - Explore partnership opportunities that increase and broaden local employment opportunities	 On Track	<p>Council continues to collaborate with the Local Jobs Program and other training and industry partners on a project to improve staffing levels in the hospitality and tourism sectors. Council is also engaged with the Aboriginal Yarn forum to introduce resources available for skills, training, and employment opportunities.</p> <p>Council's Economy focused Community</p>	Executive Manager Strategic Outcomes

Delivery Program	Operational Plan	Status	Comments	Responsible
			Reference Panel will assist in developing Council strategies to increase and broader economic development and local employment opportunities.	
DP091 - Ensure tourism Development assessment is based on quadruple bottom line principles (i.e. considers environmental, economic, social and governance factors)	OP165 - Assess tourism development applications in accordance with statutory provisions, ensuring outcomes are consistent with Council's adopted Rural Tourism Strategy	 On Track	Two tourism applications were lodged during the quarter. The approved tourism developments were assessed against relevant zoning and planning controls. There continued to be enquiries about local tourism development opportunities, including agri-tourism.	Manager Development Assessment & Regulation
DP092 - Promote the Southern Highlands as a world class tourist destination	OP166 - Develop promotional strategies in alignment with the Southern Highlands Destination Strategy 2020- 2030	 On Track	<p>Agritourism continues to be a priority for Destination Southern Highlands, and Council has joined a monthly meeting with Regional Development Australia alongside councils north of us (Wollindilly, Camden, Liverpool, Penrith). Council is also working with Destination Sydney Surrounds South (our Destination Network) on a project they are delivering on Agritourism with the Sparrowly Group.</p> <p>The Horse Week feasibility will now be completed by industry, with assistance from DSH. It is now hoped that sponsorship will be found to fund the event, so as not to have to wait for Government funding.</p> <p>The creative services opportunity continues to grow with the Arts Trail applications now open to Southern Highlands artists. The essence of the Arts Trail is for visitors to be able to meet artists in their studio environment. This gives artists the opportunity to showcase and sell their art to a wider audience. Given the 'studio' orientation of the Trail, galleries that are commercial entities trading all year round and/or listed on the Destination Southern Highlands Art Gallery Trail may not participate in the ARTS Trail. Art Galleries may not participate in the ARTS Trail unless they program a dedicated 'local artist's' exhibition running over the two weekends of the Trail.</p>	Manager of Business and Property

Delivery Program	Operational Plan	Status	Comments	Responsible
DP092 - Promote the Southern Highlands as a world class tourist destination	OP167 - Develop appropriate tourist information programs to ensure delivery of high-quality information to meet visitor requirements.	 On Track	<p>In the previous quarter, council focused on enhancing the visitor experience and promoting local businesses through various initiatives. As part of the Winter's Wonderful campaign, an updated Pie Trail marketing material was produced, showcasing the delicious Pie Experience and Take Home Pies. To keep the industry informed, a weekly e-newsletter was developed, "What's On This Week," featuring exciting events in the Southern Highlands.</p> <p>For consumers, Council sent out a monthly e-newsletter highlighting new products, events, and reasons to visit, reaching over 10,000 people. To ensure accurate information, Council regularly updated the "What's On" section of the Destination Southern Highlands website.</p> <p>For Tulip Time, Council restarted communications through Facebook, electronic direct mail (e-DM's), and the website. Ticketing options were explored to make it easier for consumers to purchase tickets. These efforts aim to boost local businesses, support tourism, and provide a memorable experience for visitors in the Southern Highlands.</p>	Manager of Business and Property
DP092 - Promote the Southern Highlands as a world class tourist destination	OP168 - Develop and market Business Event Tourism	 On Track	<p>Destination Southern Highlands (DSH) continues to work with industry to develop a thriving mid-week for the Southern Highlands as a 'boutique conference destination'. DSH is working closely with Destination NSW's conferencing team and is now having quarterly meetings with them.</p> <p>As a result of the first meeting, DSH have completed an Expression of Interest for Asia-Pacific Incentives & Meetings Event (AIME), which is the main business events trade show, held in Melbourne in February. Historically, it has been popular for regions with large hotels (+300 rooms) however Destination NSW (DNSW) have advised that there are Executive Assistants (EA's) and Professional Conference Organisers (PCO's) looking for smaller regions like ours. It's also now possible to schedule meetings with them like Australian Tourism Exchange), therefore depending on what they can subsidise, it may</p>	Manager of Business and Property

Delivery Program	Operational Plan	Status	Comments	Responsible
			be worth considering (usual cost is in excess of \$10K). DSH continues to work with industry on agritourism and the Agritourism Summit, however the event has been put on hold pending new legislation that is yet to be announced.	
DP093 - Develop and implement marketing and promotional activities to promote the Southern Highlands	OP169 - Provide enhanced partnership and services program to local community	 On Track	Partnerships are being pursued where appropriate.	Manager of Business and Property
DP093 - Develop and implement marketing and promotional activities to promote the Southern Highlands	OP170 - Develop and implement Destination Marketing Campaigns for the Southern Highlands	 On Track	<p>Destination Southern Highland's Winter's Wonderful campaign is currently running on Channel 10 (targeting programs like MasterChef) in Canberra and Illawarra regions. June saw a gross audience reach of 1.5million. There is also a digital campaign running in Sydney, Canberra, and Illawarra, highlighting all the amazing winter activities our region has to offer. Throughout June the Campaign advertising on Facebook and Instagram reached 76.6K people, with 222.8K impressions and over 3.2K clicks through to the Visit Southern Highlands website.</p> <p>The campaign is now halfway and has seen a significant increase in Facebook followers, from 12,607 to 14,524 (+15%) and Instagram 7,928 to 8,208 (+3%). The post with highest audience engagement is the truffle hunt with dog post which had an engagement rate of 55% and reached over 5,000 followers.</p> <p>The campaign continues until 31 August 2023.</p>	Manager of Business and Property
DP093 - Develop and implement marketing and promotional activities to promote the Southern Highlands	OP171 - Enhance and refine 2023 Southern Highlands Publication	 On Track	Production on the Southern Highlands brochure has commenced. The brochure (now called magazine) will be released in February 2024.	Manager of Business and Property
DP094 - Explore options to progress Moss Vale Enterprise Zone	OP172 - Finalise plans for the Southern Highlands Innovation Park	 On Track	Council continues to work towards a detailed Master Plan and Governance Framework for the Southern Highlands Innovation Park.	Executive Manager Strategic Outcomes

Delivery Program	Operational Plan	Status	Comments	Responsible
DP095 - Support the establishment and expansion of clean industries	OP173 - Promote opportunities for the establishment and expansion of clean industries	 On Track	<p>Council continues to monitor government and industry announcements and initiatives which may have implications for the Shire; and encourage clean industry initiatives in briefings with prospective investors.</p> <p>Council is currently developing a Master Plan for the Southern Highlands Innovation Park which will unlock opportunities for new clean industries within this regionally significant employment precinct.</p>	Executive Manager Strategic Outcomes
DP096 - Manage the operation of the Southern Region Livestock Exchange	OP174 - Undertake a tender process for the lease of the Southern Region Livestock Exchange	 On Track	<p>The outcome of the EOI was reported to Council on 17 May 2023 at which time Council resolved (MN 2023/392):</p> <p>THAT Council, in accordance with s178(1)(b) of the Local Government (General) Regulation 2005, decline the Expression of Interest received pursuant to the Expression of Interest EOI - 2022-3 for the lease of the Southern Regional Livestock Exchange (SRLX) Berrima Road, Moss Vale.</p>	Manager of Business and Property
DP096 - Manage the operation of the Southern Region Livestock Exchange	OP175 - Complete the Southern Regional Livestock Exchange Facility Upgrade	 On Track	<p>The works for the main contract for the replacement of the livestock yards and animal handling equipment was completed last quarter to allow handover of the full facility for operational use.</p> <p>Additional fire safety services works are also required to be undertaken to address legacy issues are required for compliance - these works were inspected by the Fire Services Designer, Fire Engineer, and Certifier in April. The last of the performance solutions are expected to be implemented by August 2023.</p>	Manager Project Delivery
DP097 - Ensure development does not impact on viable primary production and food security	OP176 - Assess Planning Proposals submitted on Rural Lands to ensure that impacts on primary production and food security are mitigated	 On Track	<p>All Planning Proposals submitted on rural lands are assessed for strategic and site-specific merit and consider the impacts of the proposal on primary production. The Local Housing Strategy was adopted in July 2021 and identifies how and where new living areas will be provided to meet the long-term housing needs of the community. Impacts on productive agricultural lands was a key consideration in identifying new living areas in the strategy, to ensure that future Planning Proposals do not undermine primary production in the Shire.</p>	Executive Manager Strategic Outcomes

Delivery Program	Operational Plan	Status	Comments	Responsible
DP098 - Facilitate programs and networks that support and strengthen business development	OP177 - Support industry and business in COVID-19 recovery initiatives	 On Track	Council maintains ongoing communication with business groups and networks in relation to bushfire and Covid-19 support and funding opportunities from different sources, and actively encourage users of Grant Funding Finder to source and administer relevant funding programs.	Executive Manager Strategic Outcomes
DP098 - Facilitate programs and networks that support and strengthen business development	OP178 - Progress the implementation of the Southern Highlands Destination Strategy 2020-2030	 On Track	Through the Economy focused Community Reference Panel, seeks to encourage industry and community input into the Destination Strategy, and to assist in developing a shared implementation plan to support economic development within the Shire.	Executive Manager Strategic Outcomes
DP099 - Support initiatives that provide opportunities for business mentoring and connection	OP179 - Participate in Business Forums and work with Business Chambers	 On Track	Council officers continue to attend business and industry focussed meetings to build relationships and support collaboration with industry. Council has undertaken specific consultation with Business Chambers on key projects such as the Bowral Town Centre Master Plan and Robertson Place Plan to ensure industry views are considered in the development of these key strategies.	Executive Manager Strategic Outcomes
DP100 - Support regional economic development initiatives	OP180 - Participate in regional economic development initiatives	 On Track	Council continues to work collaboratively with the State and Federal Government, as well as other Councils within the region, to promote regional economic development initiatives. Council continues to work with relevant agencies to provide direct input into the implementation of the Regional Economic Development Strategy, as well as the Canberra Region Joint Organisation Strategy Economic Development Strategy, which aim to support employment and economic development within the Region. Representatives from state and regional development authorities participate in the development of strategies and plans through the Economy Community Reference Panel.	Executive Manager Strategic Outcomes