

12 August 2020

Dear Councillors and Committee Members,

You are kindly requested to attend the **Finance Committee Meeting** of Wingecarribee Shire Council to be held remotely using audio visual link and is open to members of the community via webcast on **Wednesday 19 August 2020** commencing at 9.00am.

Yours faithfully

Richard Mooney
Acting Deputy General Manager Operations, Finance and Risk

Business

1. OPENING OF THE MEETING

2. ACKNOWLEDGEMENT OF COUNTRY

3. APOLOGIES

Nil

4. ADOPTION OF MINUTES OF PREVIOUS MEETING

Finance Committee Meeting held on 20 May 2020

5. DECLARATIONS OF INTEREST

6. AGENDA REPORTS

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7. CLOSED COUNCIL

Nil

9. DATE OF NEXT MEETING

10. MEETING CLOSURE

Our Mission, Our Vision, Our Values

OUR MISSION

To create and nurture a vibrant and diverse community growing and working in harmony with our urban, agricultural and natural environments

OUR VISION

Leadership: *'An innovative and effective organisation with strong leadership'*

People: *'A vibrant and diverse community living harmoniously, supported by innovative services and effective communication with Council'*

Places: *'Places that are safe, maintained, accessible, sympathetic to the built and natural environment, that supports the needs of the community'*

Environment: *'A community that values and protects the natural environment enhancing its health and diversity'*

Economy: *'A strong local economy that encourages and provides employment, business opportunities and tourism'*

OUR VALUES

Integrity, trust and respect

Responsibility and accountability

Communication and teamwork

Service quality

Acknowledgement of Country

I would like to acknowledge the Traditional Custodians of this land and pay my respect to Elders both past and present. I would also like to extend that respect to all Aboriginal and Torres Strait Islanders present here today.

Apologies

Adoption of Minutes of Previous Meeting

Declarations of Interest

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

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

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

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

Where necessary any Councillor, Committee Member and nominated staff of Council should disclose any interest and the reason for declaring such interest in the matters under consideration at this meeting.

Councillors and Committee Members are requested to complete the appropriate form to be handed up at the Meeting.

6 AGENDA REPORTS

6.1 Proposed Fees and Charges Schedule - Renwick Community Centre

Reference:	7140/4
Report Author:	Asset Coordinator Parks and Buildings
Authoriser:	Manager Assets
Link to Community Strategic Plan:	Effective financial and asset management ensure Council's long term sustainability

PURPOSE

The purpose of this report is to seek Council approval to place the Schedule of Hire Fees for the Renwick Community Centre on public exhibition for a period of 28 days. The facility is expected to be open to the public in the later part of 2020 or early 2021 depending on construction timelines.

RECOMMENDATION

1. **THAT** the proposed Fees & Charges for Renwick Community Centre be placed on public exhibition for a period of 28 days.
2. **THAT** following public exhibition, a further report be submitted to Council for the formal adoption of the Fees and Charges.

REPORT

BACKGROUND

Urban Growth NSW have designed and constructed the Renwick Community Centre as part of the establishment of the Renwick housing development site. The design of the Community Centre interprets the historical aspects of the site and use by the community as a central gathering hub.

The main objective of the building is to provide a space for the local community to come together for family and social gatherings and for cultural and recreational pursuits such as fitness and wellbeing classes, educational seminars, workshops and children's activities.

At the completion of construction and subsequent handover to Council, the ownership of the land and building will be transferred to Council to manage and maintain. The Renwick Community Centre is anticipated to open for community use in the later part of 2020 or early 2021 depending on construction timelines.

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REPORT

It is proposed that the schedule of hire fees should encourage groups to utilise the hall and meeting rooms at the Renwick Community Centre. Revenue generated will provide a funding source for facility maintenance and the provision of consumables.

The proposed hire fees listed below are based on current Fees & Charges for the 2020/21 financial year. The proposed fees have been identified in comparison to similar facilities within the Shire.

- East Bowral Community Centre (EBCC) – this facility is hired by a number of groups that provide a wide variety of activities to local residents and the wider community. The centre was provided as part of the East Bowral housing development in 2003 and is comparable to the Renwick Community Centre in its central location to the surrounding development, as well as in configuration of hall and meeting rooms. It is anticipated the two facilities will have similar utilisation.
- Canyonleigh Hall (CH) – this facility is a popular venue for weddings, formal functions and community events. The hall accommodates 70 people which is comparative to Renwick Community Centre. It is also anticipated the Renwick Community Centre will be a desirable venue for weddings and family celebrations.

Details	Unit	Hire Fee incl GST	Comparable Fee
Community /Not for Profit			
Hall	per hour	\$23.00	EBCC
Hall 9.00am – 6.00pm or 6.00pm to midnight	per day	\$123.00	EBCC
Meeting Room	per hour	\$11.00	EBCC
Meeting Room 9.00am – 6.00pm or 6.00pm to midnight	per day	\$56.00	EBCC
Wet Area	per hour	\$11.00	New fee
Wet Area 9.00am – 6.00pm or 6.00pm to midnight	per day	\$56.00	New fee
Meeting Room and Wet Area	per hour	\$15.00	New fee
Meeting Room and Wet Area 9am–6pm or 6pm to midnight	per day	\$80.00	New fee
All Facilities	per hour	\$43.00	EBCC
All facilities 9.00am – 6.00pm or 6.00pm to midnight	per day	\$256.00	EBCC
Commercial			
Hall	per hour	\$45.00	EBCC
Hall 9.00am – 6.00pm or 6.00pm to midnight	per day	\$200.00	EBCC
Meeting room	per hour	\$21.00	EBCC
Meeting room 9.00am – 6.00pm or 6.00pm to midnight	per day	\$97.00	EBCC
Wet Area	per hour	\$21.00	New fee
Wet Area 9.00am – 6.00pm or 6.00pm to midnight	per day	\$97.00	New fee
Meeting Room and Wet Area	per hour	\$25.00	New fee
Meeting Room and Wet Area 9am–6pm or 6pm to midnight	per day	\$120.00	New fee
All Facilities	per hour	\$77.00	EBCC
All facilities 9.00am – 6.00pm or 6.00pm to midnight	per day	\$415.00	EBCC

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Details	Unit	Hire Fee incl GST	Comparable Fee
Regular Hirers Health & Recreation	per hour	\$34.00	New fee
Wedding or Formal Function (whole facility) Half day set up, Day of function, half day clean up following day	per function	\$880.00	CH

COMMUNICATION AND CONSULTATION

Community Engagement

The proposed fees and charges will be placed on public exhibition for a period of 28 days. Feedback will be reported to Council as part of a further report to Council.

Internal Communication and Consultation

Assets

Finance

External Communication and Consultation

There has been no external consultation undertaken related to this report.

SUSTAINABILITY ASSESSMENT

- **Environment**

There are no environmental issues in relation to this report.

- **Social**

The use of this facility will provide a space for the Community to come together for social gatherings, cultural and recreational pursuits such as fitness, wellbeing classes, educational seminars, workshops and children's activities.

- **Broader Economic Implications**

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

- **Culture**

There are no cultural issues in relation to this report.

- **Governance**

There are no governance issues in relation to this report.

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COUNCIL BUDGET IMPLICATIONS

There are no direct budget implications related to this report. Revenue generated will provide a funding source for facility maintenance and the provision of consumables.

RELATED COUNCIL POLICY

Asset Management Policy

2020/21 Revenue Policy and Fees and Charges Schedule

CONCLUSION

This report seeks Council's approval to place the proposed fees and charges for the hire of Renwick Community Centre on public exhibition for a period of 28 days.

ATTACHMENTS

There are no attachments to this report.

6.2 Rates and Charges Write-off for the 2019/20 Financial Year

Reference:	2100
Report Author:	Coordinator Revenue
Authoriser:	Acting Deputy General Manager Operations Finance and Risk
Link to Community Strategic Plan:	Effective financial and asset management ensure Council's long term sustainability

PURPOSE

The purpose of this report is to advise Council of the 2019/20 Rates and Charges to be written off as permitted under the *Local Government Act, 1993*.

The General Manager has a statutory obligation to advise Council of all Rates and Charges that are written off. The adoption of this report means Council has complied with the requirements of the *Local Government Act 1993* and the *Local Government (General) Regulation 2005* (Clause 131).

RECOMMENDATION

THAT Council note and write off rates and charges (including sundry debtors) outlined in this report totalling \$1,758,957.87 for the 2019/20 financial year, noting that a subsidy is provided by the Office of Local Government for an amount of \$897,260.77 in relation to pension rebates.

REPORT

BACKGROUND

The *Local Government (General) Regulation 2005* (Clause 131) requires the General Manager to advise Council of all Rates and Charges to be written off in the previous financial year.

REPORT

The amounts to be written off in respect of the 2019/20 financial year are set out below and with explanation.

Postponed Rates

The postponement of rates by Council is a concession made under Section 591 of the *Local Government Act 1993* where a ratepayer can apply for a postponement of part of their rates under specific circumstances.

Section 591(1) states:

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"A Council must, in accordance with this section, postpone the payment of rates for land in any rating year for which a determination or redetermination of the attributable part of the land value is in force."

Section 585 details these circumstances which principally apply where there exists a parcel of land on which there is a single dwelling house, used or occupied as such, which is zoned or otherwise designated for a different use under an environmental planning instrument. In short this applies to land where its value for rating purposes differs from its permitted use because of its zoning under a planning instrument.

If applied for the NSW Valuer General can approve and provide Council with a discounted land value (known as an attributable value) to calculate the rates payable on these properties. The amount discounted is referred to as postponed rates.

Under Section 595 of the *Local Government Act 1993*, on the sixth year the first year's postponed rates and interest are to be written off.

Section 595(1) states:

"If five years have lapsed since the commencement of a rating year for which part of the rates levied on land have been postponed under this Division, the part postponed and any interest accrued on that part must be written off by the Council."

Please refer to **Attachment 1** which provides a list of all the properties with rates postponed from the rating year commencing 1 July 2014. Council must therefore process a write-off in accordance with the above section to the value of \$20,284.91.

Upon sale or change in use of the property, the amount postponed (up to 5 years) becomes due and payable.

Pension Rebates

Section 583 of the *Local Government Act 1993* requires Council to write off amounts of Rates, Charges and Interest reduced or waived under Division 1 of Part 8 of Chapter 15 of the Act (concessions for pensioners).

The amount of rebate granted to an individual property is stipulated in Section 575 of the *Local Government Act 1993* as being:

General Rates & Domestic Waste Charges - 50% of levy up to a maximum of \$250.00

Water Charges - \$87.50

Sewer Charges - \$87.50

The total amount of pension rebates abandoned in 2019/20 was \$1,631,383.21 as set out in the table below.

Following the granting of a rebate Council is able to claim fifty five (55) per cent of all rebates granted from the State Government. The Office of Local Government requires Council to lodge only one (1) return in October each financial year for Pensioner Concession Subsidy Claims.

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The total amount claimable from the Office of Local Government relating to the 2019/20 financial year is \$897,260.77 as set out in the table below.

Particulars	Pension Rebate	Claim
Rates	\$792,107.37	\$435,659.05
Domestic Waste Charges	\$206,797.74	\$113,738.76
Water	\$112,895.80	\$62,092.69
Sewerage	\$101,414.71	\$55,778.09
Period 1/7/19 – 31/8/19 (claimed)	\$1,213,215.62	\$667,268.59
Rates	\$9,855.81	\$5,420.70
Domestic Waste Charges	\$2,783.39	\$1,530.86
Water	\$213,506.50	\$117,428.58
Sewerage	\$192,021.89	\$105,612.04
Period 1/9/19 – 30/6/20 (yet to be claimed)	\$418,167.59	\$229,992.18
Totals 2019/20	\$1,631,383.21	\$897,260.77

The cost to Council in subsidising pensioner rates and charges during the 2019/20 financial year was \$734,122.44.

Accrued Interest

In accordance with Clause 131 of the *Local Government (General) Regulation 2005*, Council is able to write off rates and accrued interest if the council or the general manager believes on reasonable grounds that an attempt to recover the amount would not be cost effective.

Throughout the 2019/20 financial year accrued interest has been required to be written off that would be uneconomical to recover.

These amounts have been written off in accordance with staff delegations.

Rates and Charges	\$295.25
Water	\$140.59
Sewer	\$79.88
Total	\$515.72

As Council is aware; in response to the COVID19 Pandemic, Council approved a range of financial support measures which included the suspension of interest on overdue rates from the 1 April for a period of six months. The foregone interest in relation to this period is not included in the total above.

Water Determinations – Policy Approved Adjustments

Council's Water Determination policy provides an adjustment to the owner of a property in situations where excessive water consumption has been incurred due to circumstances beyond the owners control from undetected water leaks, as there is no provision in the *Local*

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Government Act, 1993 to reduce water accounts due to water leaks in private water services.

Total amounts written off relating to Water Determinations for 2019/20 is \$58,660.46.

Low Water Pressure – Policy Approved Adjustments

Council's Low Water Pressure Rebate Policy provides an adjustment for properties connected to town water which are not supplied with pressure above Council's minimum standard of service. The adjustment provided represents a 50% reduction in the access charge.

The total amount written off relating to Low Water Pressure for 2019/20 is \$859.44.

Special Allowances – Hospitals

Council provides a special allowance to public hospitals and public charities as prescribed in Section 558 of the *Local Government Act 1993*. This section provides for the free supply of water of 300litres per day for public hospitals and 140litres per day for public charities for each person in residence.

The total amount written off relating to Special Allowances for 2019/20 is \$36,251.79.

Special Allowances – Dialysis Machine Patients

Council provides a special allowance for residents who are required to operate a home dialysis machine. In September 2017 Council approved an increase in the annual water allowance offered to property owners who are currently undergoing Home Haemodialysis from 52 kl to 235 kl.

The total amount written off relating to Dialysis Machines Patients for 2019/20 is \$1,529.63.

Sundry Debtor Write Offs

In preparation of Council's end of financial year audit, debtor balances totalling \$9,472.71 have been identified as being unrecoverable through Council's adopted debt recovery procedures.

These amounts will be presented to and reviewed by Council's external Auditors, the NSW Audit Office as part of the audit for 30 June 2020, however it is considered that any further action by Council is unlikely to realise the recovery of outstanding debts.

Please refer to **Attachment 2** which provides a list of all debtor balances which are proposed to be written off.

COMMUNICATION AND CONSULTATION

Community Engagement

Not required

Internal Communication and Consultation

Not required



External Communication and Consultation

Not required

SUSTAINABILITY ASSESSMENT

- **Environment**

There are no environmental issues in relation to this report.

- **Social**

There are no social issues in relation to this report.

- **Broader Economic Implications**

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

- **Culture**

There are no cultural issues in relation to this report.

- **Governance**

This report is presented to Council for approval as per the relevant section under the *Local Government Act 1993*.

COUNCIL BUDGET IMPLICATIONS

In accordance with the relevant sections of the *Local Government Act 1993*, the total amount to be written off for the 2019/20 financial year is \$1,758,957.87. The majority of this amount relates to pensioner rebates, 55% of which is recovered from the Office of Local Government.

The amount to be written off each financial year is considered as part of the annual budget process. Adjustments which arise from exemptions or write offs are included within the budget projections to minimise the impact they have on Council's budget position.

RELATED COUNCIL POLICY

- Debt Recovery Policy
- Water Determination Policy
- Low Water Supply Pressure Rebate Policy
- Pensioner Rebate Policy

CONCLUSION

This report advises Council of the rates, charges and sundry debtors which are to be written off as at 30 June 2020 as permitted under the *Local Government Act, 1993*. The total value of rates, charges and sundry debtors to be written off for the 2019/20 financial year is \$1,758,957.87.

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ATTACHMENTS

1. Attachment 1 - Postponed Rates and Charges Write Off
2. Attachment 2 - Debtors Write Off

6.2 Rates and Charges Write-off for the 2019/20 Financial Year
 ATTACHMENT 1 Attachment 1 - Postponed Rates and Charges Write Off

ATTACHMENT 1

POSTPONED RATES AND CHARGES
WRITE OFF RELATING TO 2014/15 RATING YEAR

Property No	Property Description	Locality	GR	Extra Charges	Total for Abandonment
222800	Lot 1 DP 359315 - (Bowral Street)	Bowral	-\$ 294.00	-\$ 94.52	-\$ 388.52
232400	Lot 21 DP 1107883 - (Bowral Street)	Bowral	-\$ 609.93	-\$ 196.11	-\$ 806.04
634600	Lot 42 DP 713927 (Holly Road)	Burradoo	-\$ 785.45	-\$ 252.54	-\$ 1,037.99
700800	Lot 11 DP 9299 - (Old Hume Highway)	Mittagong	-\$ 516.60	-\$ 166.02	-\$ 682.62
995900	Lot 1 DP 527527 - (Yean Street)	Burradoo	-\$ 4,563.52	-\$ 1,612.45	-\$ 6,175.97
1017100	Lot 4 DP 550314 & Lot 5 DP 550314 - Myrtle Street	Bowral	-\$ 965.36	-\$ 341.08	-\$ 1,306.44
1095600	Lot 1 DP 600476 - (Osborne Road)	Burradoo	-\$ 2,066.75	-\$ 730.27	-\$ 2,797.02
1102900	Lot 1 DP 785250 & Lot 2 DP 785250 - (Osborne Road)	Burradoo	-\$ 4,695.16	-\$ 1,658.79	-\$ 6,353.95
1750260	Lot 17 DP 1088152 - (Sunninghill Avenue)	Burradoo	-\$ 544.11	-\$ 192.25	-\$ 736.36
			-\$ 15,040.88	-\$ 5,244.03	-\$ 20,284.91

\\wscfs1\InfoCouncil\attachments\965\7571\Attachment 1 - Postponed Rates Write Off.xlsx

ATTACHMENT 2

DEBTOR ACCOUNT - WRITE OFFS
RELATING TO 2019/20 FINANCIAL YEAR

Debtor No	Description	Comments	Amount
6 Various	Various Accounts	Below debt recovery threshold as per Council's Debt Recovery Policy.	\$207.19
3599	Foodshop Inspection Fees / Legal Costs	Business Closed - Under External Administrators - Advice from Council's external debt recovery agency is to write off debt.	\$580.80
13153	Water Meter Service	Business Closed - Under External Administrators - Advice from Council's external debt recovery agency is to write off debt.	\$2,183.83
13196	Out of School Care Fees/Legal Costs	Unable to locate debtor - Advice from Council's external debt recovery agency is to write of debt.	\$1,436.25
13099	Commercial Waste/Legal Costs	Business Closed - Under External Administrators - Advice from Council's external debt recovery agency is to write off debt.	\$1,102.55
12225	Lease Fees	Lease terminated	\$548.17
12832	Foodshop Inspection Fees / Legal Costs	Unregistered Business	\$1,471.30
12188	Foodshop Inspection Fees / Commercial Waste	Business Closed	\$281.94
13145	Foodshop Inspection Fees / Legal Costs	Business Closed - Unable to Locate Debtor	\$908.90
12730	Legal Costs	Council's external debt recovery agency unable to locate debtor.	\$576.78
13526	Foodshop Inspection Fee	Business Closed	\$175.00
			\$9,472.71

6.3 Revolving Energy Fund - Annual Report

Reference:	5480/6
Report Author:	Environmental Policy Officer
Authoriser:	Manager Environment and Sustainability
Link to Community Strategic Plan:	Manage Council's resource consumption, with significant increases in efficiency and adoption of renewable energy

PURPOSE

The purpose of this report is to provide an update on the achievements of Council's Revolving Energy Fund for the 2019/20 financial year.

RECOMMENDATION

THAT Council note the energy and financial savings achieved through projects completed under the Revolving Energy Fund.

REPORT

BACKGROUND

Council established the Revolving Energy Fund (REFund) in 2012 as a mechanism to generate ongoing funding for projects that reduce Council's billed energy consumption.

The REFund operates in a way that the savings in billed energy from a project are reinvested back into the fund until the initial project cost is fully repaid. After this time the electricity budget for the particular facility benefits from the reduced energy costs. As the REFund is replenished, it is then used to fund future energy projects across Council.

REPORT

Council has implemented nine energy projects through the REFund. It should be noted that other energy management actions/projects have occurred in Council outside of the REFund, but they are outside the scope of this report.

Table 1 presents an overview of the energy and resulting financial savings achieved for the 2019/20 financial year for active REFund projects.

Three projects have been completely repaid (Mittagong library, Bowral library and Civic Centre lighting upgrades). These projects are not included in the table below.

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Table 1. REFund savings for 2019/20				
Project Name	Project Completion Year	2019/20 Financial Savings	2019/20 Energy savings and solar energy generated and used on site (kWh)	2019/20 Greenhouse gas savings (tCO ₂ -e)
Welcome Centre Solar 9.75 kW	2013	\$1,998.27	10,359	9.32
Bowral Library Solar 29.75 kW	2014	\$7,371.51	29,703	26.73
RFS Mittagong Solar 20kW	2015	\$5,267.97	22,519	20.27
Moss Vale Library Lighting	2017	\$576.00	2,883	2.59
Moss Vale Aquatic Centre Solar 99.75 kW	2017	\$25,393.00	143,798	133.59
Moss Vale Depot Solar 25kW	2018	\$6,122.56	32,852	29.57
Totals		\$46,729.31	242,114	222.07

The annual savings is normally returned to the REFund to facilitate further energy reduction projects. However, as part of its COVID19 Budget Impact Statement Council has endorsed to retain these savings for one year to assist with the significant budget shortfall over the 2019/20 and 2020/21 financial years.

If the extent of the revenue write-downs Council has forecast as a result of COVID19 do not materialise, then the savings of \$46,729.31 will be transferred to REFund. This is a short term measure and will not impact on the operations of the REFund in future years.

FUTURE REFund PROJECTS

Plans are currently underway for a solar system for the Moss Vale Civic Centre once the new roof is installed. The existing balance of the REFund is sufficient to cover this project.

COMMUNICATION AND CONSULTATION

Community Engagement

No community engagement has been undertaken for this report.

Internal Communication and Consultation

Finance

Assets



External Communication and Consultation

No external communication has been undertaken. Information on REFund projects is available on Council's website.

SUSTAINABILITY ASSESSMENT

- **Environment**

The REFund has a positive impact on the environment by improving energy efficiency and increasing renewable energy use. The REFund also generates ongoing funding for projects.

- **Social**

There are no social issues in relation to this report.

- **Broader Economic Implications**

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

- **Culture**

There are no cultural issues in relation to this report.

- **Governance**

There are no Governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

It is recommended that the savings realised from these projects are retained by General Fund to assist with funding the significant budget shortfall over the 2019/20 and 2020/21 financial years.

If the extent of the revenue write-downs Council has forecast as a result of COVID19 do not materialise, then the savings of \$46,729.31 will be transferred to REFund. This is a short term measure and will not impact on the operations of the REFund in future years.

RELATED COUNCIL POLICY

Nil.

CONCLUSION

Council's Revolving Energy Fund has been successfully operating since 2012. Nine projects have been completed to date, the last being the installation of a 25kW Solar PV system at Moss Vale Works Depot.

ATTACHMENTS

There are no attachments to this report.

6.4 Climate Change Emergency Declaration

Reference: 5450/22
Report Author: Environmental Policy Officer
Authoriser: Manager Environment and Sustainability
Link to Community Strategic Plan: Plan for predicted impacts of climate change

PURPOSE

This report responds to MN296/20. The report provides an update on the process being undertaken to outline financial considerations of the climate change emergency declaration made by Councillors in February 2020.

RECOMMENDATION

THAT Council note the information provided on the development of the Environment and Climate Change Strategy.

REPORT

BACKGROUND

On 22 July 2020, Council resolved (MN296/20):

THAT following on from the Council Resolution MN 135/20, Council prepare a report for the next Finance Committee scheduled for the 19th of August to consider funding implications of the Climate Emergency Declaration and to identify potential funding sources.

MN135/20 refers to the adoption of the Environment and Sustainability Committee minutes and the referral of any financial matters to the Finance Committee.

This report provides information on the development of the Environment and Climate Change Strategy and supporting documents which will cover the financial aspects of the response to the climate change emergency declaration.

Community interest in Council's response to the climate change emergency declaration was evidenced through the submissions made to the draft 2020/21 Operational Plan and Budget which related to climate change action, many of which related to the financial aspects.

REPORT

An Environment and Climate Change Strategy (the Strategy) is currently being developed as a key part of the response to the climate change emergency declaration. Community consultation will be undertaken as part of the Strategy development. Funding from the 2019/20 Environment Levy budget has been identified for carryover into the 2020/21 financial year which will assist with the development of the Strategy and associated community engagement.

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The Strategy will provide the overarching objectives and key stepping stones for Council's climate change emergency actions. The Strategy will cover both Council operations and actions to support the community respond to climate change.

The Strategy will be supported by the Climate Change Adaptation Plan (developed in 2019) and a Greenhouse Gas Reduction Plan (to be developed).

The Greenhouse Gas Reduction Plan will provide more detailed information on mitigation actions relating to Council operations and will outline the financial considerations of the climate emergency declaration.

The Greenhouse Gas Reduction Plan will contain similar components to the Climate Change Adaptation Plan (CCAP) such as costing estimates, nominating funding categories for actions, and identifying timeframes for actions.

Information on the CCAP was discussed with Councillors in a information briefing in 2019. A summary document of the CCAP is available on Council's website.

Some of the important financial elements from the CCAP include:

- 91 actions overall of which 52 identify (existing) staff time as the resource required.
- 46 actions are identified as being implemented within the first two years, of which 28 identify staff time as the funding required. 16 actions in the first two years require other funding of which all except one action will occur as part of business as usual i.e. the adaptation benefit is only part of the reason for the action for all but one action.
- 38 actions were identified for 2-7 year and 7 actions for 7-12 year timeframes.
- Approximately 60 percent of actions will occur regardless of the climate change adaptation benefit (i.e. part of good business practices).

Indicative costs for actions where staff time is not the only funding identified:

- 6 actions were under \$20,000.
- 18 actions were between \$20,000-240,000.
- 8 actions above \$1 million, however all of these will occur regardless of the climate adaptation benefit e.g. STP upgrades.
- The total cost of actions in the draft CCAP that require funds additional to staff time and would not occur as part of business as usual is under \$500,000.

Source of funds:

- 49 actions were identified as solely from General Fund, 16 from Water and Sewer fund, 3 from the Stormwater Levy Fund and the Environment Levy contributes partially or fully to 6 actions. 6 actions identified either existing or needed external funding.

FINANCIAL CONSIDERATIONS

Declaring a climate emergency acknowledges that the rate of climate change is challenging, and the scale of action required needs to increase to maintain temperatures within safe limits.

The Intergovernmental Panel on Climate Change notes in the [*Global Warming of 1.5°C*](#) special report that the next ten years are critical in determining a pathway that remains below two degrees of warming.

While detailed financial information is yet to be developed, part of the climate change emergency response framework will include utilising existing opportunities such as:

- asset renewal opportunities,
- routine maintenance opportunities,
- procurement opportunities (e.g. the procurement of renewable energy),
- identifying grant opportunities,
- collaborating with other councils and other community groups,
- using (and/or modifying) the existing REFund, and
- Supporting the community through Council's Environment Levy program.

Other financial mechanisms and considerations will be identified through the development of the Strategy and Greenhouse Gas Reduction Plan.

Information on the financial considerations will be brought back to the Finance Committee in the first half of 2021. This timeframe allows for adequate public consultation and development of detailed information.

COMMUNICATION AND CONSULTATION

Community Engagement

Community engagement will be undertaken as part of the development of the Environment and Climate Change Strategy in the coming months.

Internal Communication and Consultation

Staff from all areas of Council, including Finance branch, will be involved in the development of the Environment and Climate Change Strategy.

External Communication and Consultation

No external communication has been undertaken for this report.

SUSTAINABILITY ASSESSMENT

• Environment

Development of the Environment and Climate Change Strategy will support an effective and adequate response to climate change by identifying key focus areas and actions over the next ten years.



- **Social**

There are no social issues in relation to this report. Social issues will be considered as part of the development of the Environment and Climate Change Strategy

- **Broader Economic Implications**

There are no broader economic implications in relation to this report. Economic implications will be considered as part of the development of the Environment and Climate Change Strategy

- **Culture**

There are no cultural issues in relation to this report.

- **Governance**

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

Financial considerations will be covered in the development of the Environment and Climate Change Strategy.

RELATED COUNCIL POLICY

Nil.

CONCLUSION

The development of the Environment and Climate Change Strategy and supporting Greenhouse Gas Reduction Plan is a key part of Council's response to the climate change emergency declaration. Financial considerations will be addressed in the development of the documents. Information will be brought back to the Finance Committee as part of the process of developing Council's response.

ATTACHMENTS

There are no attachments to this report.

6.5 2019/20 Budget Expenditure Revotes

Reference: 2120/09
Report Author: Acting Chief Financial Officer
Authoriser: Acting Deputy General Manager Operations Finance and Risk
Link to Community Strategic Plan: Effective financial and asset management ensure Council's long term sustainability

PURPOSE

The purpose of this report is to seek Council approval of the 2019/20 proposed expenditure revotes which are required to be carried over to the 2020/21 Budget.

RECOMMENDATION

1. **THAT Council adopt the list of expenditure revotes for the June Review totalling \$22,466,785 for inclusion in the 2020/21 Budget as shown in the following attachments to this report:**

Fund	December	March	June	Total
General Fund	\$2,746,020	\$3,245,000	\$13,364,598	\$19,355,618
Water Fund	-	\$849,000	\$5,170,148	\$6,019,148
Sewer Fund	\$900,000	\$2,850,000	\$3,932,039	\$7,682,039
Total Revotes	\$3,646,020	\$6,944,000	\$22,466,785	\$33,056,805

2. **THAT Council approve the transfer of \$1,401,269 to the Expenditure Revotes Reserve, representing the General Revenue portion of the General Fund Revotes.**

REPORT

In accordance with the *Local Government Act 1993*, all expenditure approvals lapse at the end of the financial year. At the end of each financial year a review is undertaken to identify the status of all funded projects.

Where projects have not been completed (or not yet commenced), the funding is required to be carried over into the 2020/21 budget in order to complete the works.

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The following table provides a summary of the proposed revotes requiring Council approval:

June Expenditure Revotes (Source of Funds)	General Fund	Water Fund	Sewer Fund	Total Revotes
General Revenue	\$1,401,269		\$150,745	\$1,552,014
External Grants	\$2,261,312	-	-	\$2,261,312
Developer Contributions	\$1,819,686	\$2,001,185	\$1,377,046	\$5,197,917
Internal Reserves	\$6,159,316	\$3,168,963	\$2,404,248	\$11,732,527
Other Sources	\$1,723,015	-	-	\$1,723,015
Total Proposed Revotes	\$13,364,598	\$5,170,148	\$3,932,039	\$22,466,785

For a detailed listing of all proposed revotes, please refer to the attachments at the end of this report. These attachments provide officer comments and expected completion dates for all nominated revotes.

MAJOR PROJECTS – GENERAL FUND REVOTES

There are a number of major projects which have been identified for carry over into the 2020/21 financial year. These projects represent approximately 50% (\$11,550,798) of the total revotes for General Fund. If these projects were excluded from the total value of revotes, the total would be \$21,506,007 which is less than previous years.

It is important to note that the expenditure forecasts for each of these projects are spread over a number of years (e.g. Station Street upgrade). As such the balance of funds identified for revote does not reflect the total remaining budget for the project.

Comments regarding these projects are provided below:

- **Station Street Upgrade - \$2,334,945**
Note: \$2,334,945 was revoted by Council as part of the December Review.
Council is currently awaiting the finalisation of the Heads of Agreement from Transport for NSW. Final design plans have been released and construction is expected to commence in 2021.
- **Strategic Land Acquisitions - \$2,588,217**
Delays have been encountered in a number of strategic property acquisitions which are in progress. These are compulsory acquisition purchases and have been reported to Council.
- **Southern Region Livestock Exchange Upgrade - \$2,350,230**
Note: \$2,285,000 was revoted by Council as part of the March Review
This project is being hampered by COVID19 restrictions as many expert contractors in the cattle yard industry are located interstate. Tender evaluations have been completed and a tender recommendation will be presented to Council on 26 August 2020.
- **Berrima Road Deviation Project - \$1,739,545**
There have been delays in this project due to protracted electrical certification. Council is continuing to resolve land acquisition issue with adjoining owners.

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- **Glebe Street Drainage Upgrade - \$1,225,043**

Delays have resulted in this project being constructed in the 2020/21 financial year. The project is due for completion in December 2020.

- **Kirkham Road South Upgrade - \$1,312,818**

This project has been delayed due to unfavourable latent site conditions. The recent significant rainfall events have meant that the expected completion date of this project has been revised to September 2020.

CONTINGENCY FUND

The balance of the contingency fund as at 30 June 2020 was \$23,623. Funds have been allocated to the following community groups during 2019/20.

Contingency Fund	Allocation
2019/20 Approved Budget	\$25,000
2018/19 Expenditure Revote	\$21,159
Total – 2019/20 Budget Available	\$46,159
MN 551/17 – Mental Health Week	\$3,370
MN 354/18 – Triple Zero Challenge Traffic Management	\$508
MN 214/19 - DA Fees Moss Vale Anglican Church	\$330
MN 583/19 – DA Fees Southern Highlands Artisans	\$285
MN 27/20 – DA Fees Bowral RSL Sub Branch	\$98
MN 71/20 – Fees Water Polo NSW Country Championships	\$3,664
MN 335/19 – Bowral Classic Cycling Event	\$3,000
MN 352/19 – Winterfest Bundanoon	\$854
MN 391/19 – Illawarra Academy of Sport	\$2,000
MN 460/19 – Bikes 4 Life	\$1,000
MN 441/19 – DA Fees Southern Highlands Botanic Gardens	\$3,008
MN 519/19 – DA Fees Robertson Men's Shed	\$387
MN 583/19 – DA Fees Hill Top Men's Shed	\$988
MN 127/18 – Bundanoon Club Financial Assistance	\$3,044
Total Funds Allocated 2019/20	\$22,536
Uncommitted Balance – Contingency Fund	\$23,623



It should be noted that the revote for Contingency Fund of \$28,508 shown in **Attachment 1, Item 95** differs from the uncommitted balance of \$23,623. This is due to allocations that were unspent as at 30 June 2020.

CONSULTATION

Community Engagement

None required.

Internal Consultation

Council Executive and Senior Managers.

External Consultation

None required.

SUSTAINABILITY ASSESSMENT

- **Environment**

There are no environmental issues in relation to this report.

- **Social**

There are no social issues in relation to this report.

- **Broader Economic Implications**

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

- **Culture**

There are no cultural issues in relation to this report.

- **Governance**

Council is required to approve expenditure revotes at the end of each financial year in accordance with clause 211 of the *Local Government (General) Regulation 2005*.

COUNCIL BUDGET IMPLICATIONS

The total revoted expenditure of \$33,056,805 will be included in the 2020/21 Budget. The increase resulting from revotes will take Council's 2020/21 total cash expenditure budget to \$187.3 million. The inclusion of these projects will have no impact on the 2020/21 budget result as funding sources for the revoted expenditure will also be included in the budget update.

If approved by Council, the General Fund component of the total revotes will be transferred to the Expenditure Revotes Reserve as required under the Practice Note for Expenditure Revotes.

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RELATED COUNCIL POLICY

The proposed revotes have been assessed in line with the adopted General Manager Practice Note – Expenditure Revotes.

CONCLUSION

Council is required to approve the revote of expenditure for those projects which have not been completed (or not yet commenced) as at 30 June 2020. Upon approval, these projects will be included in the 2020/21 Budget which will allow the works to be completed.

ATTACHMENTS

1. General Fund Revotes - *circulated under separate cover*
2. Water Fund Revotes - *circulated under separate cover*
3. Sewer Fund Revotes - *circulated under separate cover*

6.6 Quarterly Progress Report Operational Plan 2019/20, 1 April 2020 to 30 June 2020

Reference:	501/2019
Report Author:	Corporate Strategy Officer
Authoriser:	Coordinator Corporate Strategy and Governance
Link to Community Strategic Plan:	An enhanced culture of positive leadership, accountability and ethical governance that guides well informed decisions to advance agreed community priorities

PURPOSE

The purpose of this report is to provide the Finance Committee (the Committee) with an overview of Council's progress towards delivering its annual Operational Plan 2019/20.

RECOMMENDATION

THAT the Quarterly Progress Report Operational Plan 2019/20, 1 April 2020 to 30 June 2020 be noted.

REPORT

BACKGROUND

The Operational Plan 2019/20 contains 205 projects, programs and activities (referred to as annual deliverables) covering the five key themes outlined in the Community Strategic Plan, *Wingecarribee 2031*. The Operational Plan 2019/20 demonstrates how Council will meet its commitments in the Delivery Program 2017-2021 during the 2019/20 financial year

REPORT

The Quarterly Progress Report Operational Plan 2019/20, 1 April 2020 to 30 June 2020 (**Attachment 1**) is an exception report which provides the Committee with an overview of Council's key achievements, areas that require future attention and programs and projects that have been placed on hold during the reporting period.

At the end of June 2020, 92.6 per cent of all annual deliverables were 'on track', 3.2 per cent were 'delayed', and 4.2 per cent were 'on hold'. No annual deliverables were considered 'critical' or 'needs attention'. Further details are provided in **Attachment 1** to this report.

IMPACT OF COVID-19 PANDEMIC ON COUNCIL OPERATIONS

Restrictions imposed by the Commonwealth and State Governments in relation to social distancing requirements and Public Health Orders resulted in some deliverables being unavoidably delayed or placed on hold.

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For example, some advisory committee meetings, volunteer programs and community events were unable to occur to ensure compliance with Government restrictions and to protect the health and safety of staff and community members.

The economic and social impacts of the COVID-19 pandemic on the broader community were also considered when determining whether scheduled programs could take place during the quarter. Further details regarding how the COVID-19 pandemic has impacted business areas of Council are provided in **Attachment 1** to this report.

CAPITAL WORKS PROGRESS REPORT

In addition to the Quarterly Progress Report Operational Plan 2019/20, 1 April 2020 to 30 June 2020, **Attachment 2** provides a progress report on all major capital works projects with a value greater than \$5 million.

This progress report will continue to be provided to the Committee on a quarterly basis.

COMMUNICATION AND CONSULTATION

Community Engagement

Nil

Internal Communication and Consultation

Coordinators

Branch Managers and Group Managers

Executive

External Communication and Consultation

Nil

SUSTAINABILITY ASSESSMENT

- **Environment**

There are no environmental issues in relation to this report.

- **Social**

There are no social issues in relation to this report.

- **Broader Economic Implications**

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

- **Culture**

There are no cultural issues in relation to this report.

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- **Governance**

This report seeks to enhance transparency and accountability by providing an overview of Council's progress towards the commitments set out in the Operational Plan 2019/20.

COUNCIL BUDGET IMPLICATIONS

Nil

RELATED COUNCIL POLICY

Nil

OPTIONS

The only option available to the Committee is to note this report.

CONCLUSION

This is the final quarterly report on the Operational Plan 2019/20. The Operational Plan 2019/20 Quarterly Progress Report for 1 April 2020 to 30 June 2020 provides the Committee with an overview of Council's achievements in delivering its annual Operational Plan 2019/20 during the June quarter.

ATTACHMENTS

1. Quarterly Progress Report Operational Plan 2019/20, 1 April 2020 to 30 June 2020
2. Major Capital Projects (Greater than \$5 Million) - Quarterly Progress Report for Quarter Ended 30 June 2020



Quarterly Progress Report 2019/20 Operational Plan 1 April 2020 to 30 June 2020

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6.6 Quarterly Progress Report Operational Plan 2019/20, 1 April 2020 to 30 June 2020

ATTACHMENT 1 Quarterly Progress Report Operational Plan 2019/20, 1 April 2020 to 30 June 2020



Operational Plan Progress – Summary

The following section provides an overview on Council's progress towards delivering its annual Operational Plan 2019-20. The Operational Plan contains 205 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 June 2020 reporting period (three month period) to achieve the annual deliverables for each theme.

Table 1: below outlines how Council is tracking in the June quarter to achieve the annual deliverables for each Theme.

Progress Status						
W2031+ Theme	Delayed	No Response Provided	On-hold	Critical	Needs Attention	On-Track
Leadership	3.4%	-	5.1%	-	-	91.5%
People	8.1%	-	2.7%	-	-	89.2%
Places	2%	-	5.9%	-	-	92.1%
Environment	2.7%	-	2.7%	-	-	94.6%
Economy	-	-	4.8%	-	-	95.2%
Total for all annual deliverables	3.2%	-	4.2%	-	-	92.6%

Operational Plan Progress – Highlights

Bushfire Recovery

- Council worked with Service NSW in relation to a rate relief contribution for the third and fourth quarter rate instalments for those properties identified by the Rural Fire Service (RFS) as being destroyed or damaged. In addition to the rate relief approved by Council, \$325,000 in rate relief was provided to property owners whose properties had been destroyed or damaged by the 2019/20 summer bushfires.
- In response to the summer bushfires, a Mayoral Relief Fund was established during the third quarter of the 2019/20 financial year. As a result of the generous donations made by members of the public, \$104,000 was provided to those residents impacted by the fires through financial assistance rounds overseen by Council.
- Council staff assisted with the removal of more than 1,000 fallen trees in Balmoral, with excess wood being split and offered to Balmoral residents free of charge. 86 residents took up the offer and over 500 cubic metres of firewood was delivered during the last week of April.
- Council staff worked closely with the State Government appointed contractors Laing O'Rourke which was engaged to complete the clean-up of bushfire damaged properties across NSW. By 30 June 2020, a total of 123 properties across the Shire had been cleared by Laing O'Rourke with a further 13 scheduled to be cleared by mid-July.
- 11 Development Applications (4 dwelling houses and 7 outbuildings) were received and approved to replace destroyed and/or damaged houses and outbuildings in the bushfire impacted communities.
- Following on from the community recovery meetings that took place in the previous reporting period, a community recovery meeting was conducted online on 18 June 2020, featuring speakers from Council, Laing O'Rourke, Red Cross, Community Links and Shane Fitzsimmons, former RFS Commissioner and current Commissioner of Resilience NSW. This is one of a series of online community recovery meetings with more such meetings planned for July and into August.
- Council and Resilience NSW began contacting bush fire affected residents to hear first-hand of the recovery effort. The information provided by residents will be used to help identify current issues and future needs of residents impacted by the bush fires.
- Five newsletters specific to bush fire recovery matters were produced and distributed amongst the Shire's northern and southern bush fire affected villages.
- The Wingecarribee Local Recovery Committee met fortnightly to develop the Local Recovery Action Plan. This Committee is provided with specialised support and advice by Advisory Panels, chaired by representatives from Council.
- Council participated in meetings of the Southern Regional Recovery Committee, which operates across seven local government areas impacted by bushfires, and contributed to the development of a Regional Recovery Action Plan. Staff also participated in a number of sub-committees relating to Health and Wellbeing, Planning, Development and Environment, Waste, Tourism and Hospitality.
- Council staff joined the Bushfire Recovery Mental Health Steering Committee, which consists of representatives from South Western Sydney Primary Health Network and South West Sydney Local Health District.

6.6 Quarterly Progress Report Operational Plan 2019/20, 1 April 2020 to 30 June 2020**ATTACHMENT 1 Quarterly Progress Report Operational Plan 2019/20, 1 April 2020 to 30 June 2020**

- Council received funding from Resilience NSW for a 12 month Bushfire Community Recovery Officer role to support and build on Council's initiatives to support bushfire impacted communities through their recovery.
- Council staff worked with the Office of the Official Secretary to the Governor-General to prepare a program for a two day visit to the Shire in July 2020 by His Excellency General the Honourable David Hurley AC DSC (Retd), Governor-General of Australia, and Mrs Linda Hurley.
- Council continued to deliver a program of works funded by \$1,225,000 from the Federal Government's Disaster Recovery Funding Arrangements. These works comprise the following initiatives and funding allocation:
 - Rate relief for properties with homes completely destroyed – \$300,000
 - Tree removal in various localities – \$225,000
 - Tree removal and disposal of green waste for Balmoral and Wingello residents – \$175,000
 - Flora and fauna restoration and regeneration – \$100,000
 - Balmoral Park, Balmoral – \$100,000
 - Tourism Recovery Program – \$75,000
 - Waste disposal at Bargo Waste Management Centre for Balmoral and Buxton residents – \$50,000
 - Casburn Park, Wingello – \$50,000
 - Unfunded expenses for provision of potable water via water tankers, cool rooms and other miscellaneous resources provided to Balmoral and Wingello in the immediate aftermath of the bushfires – \$50,000
 - Glow Worm Glen – \$25,000
 - Mountain bike tracks at Wingello and Bundanoon – \$25,000
 - Roadside entrance into Bundanoon – \$25,000
 - Contribution to honour fallen RFS firefighters – \$15,000
 - Contingency – \$10,000
- Council secured \$250,000 from the NSW Government's Bushfire Community Resilience and Economic Recovery Fund to be allocated to the following four projects:
 - Elevate the Southern Highlands Bushfire Recovery – extending the 'Share the Love' community recovery campaign
 - Business Events Familiarisation – developing the implementation and hosting of Business Events Familiarisation for key conference organisers to mitigate risk of closures
 - Community Engagement and Community Development activities – a community resilience small grants program for local and not for profit organisations targeted at building resilience in local communities, and community engagement activities responding to community recovery needs based on the Five Ways to Wellbeing Model
 - Equine and Agri-business sustainability project – creating a long term sustainability plan and diversified agribusiness economy for the Southern Highlands to establish resilience for local operators of the future.
- Council continues to apply for grant opportunities to assist with bushfire recovery and building resilience within the community as those opportunities become available.

6.6 Quarterly Progress Report Operational Plan 2019/20, 1 April 2020 to 30 June 2020**ATTACHMENT 1 Quarterly Progress Report Operational Plan 2019/20, 1 April 2020 to 30 June 2020****Response to COVID-19 Pandemic**

- At its meeting on 13 May 2020 Council formally approved a range of financial assistance measures aimed at supporting residents and local businesses who have been affected by the enforced shutdowns and the broader economic downturn which has eventuated as a result of the COVID-19 (Coronavirus) pandemic. The measures include:
 - Rates deferred for all business-rated properties for six consecutive months starting 1 April 2020. This will apply where the property owner runs a business from the premise or provides a rent deferral period for business tenants
 - Rates deferred for all property owners who have lost employment or have been stood down due to the Federal Government's enforced business closures for six months
 - Removal of all interest charges on overdue rates and charges (including water and sewer) for a period of 12 months commencing 1 April 2020
 - Provision of rental subsidy for six months for Council-owned properties that are occupied by a small business or organisation impacted by the Federal Government's enforced business closures
 - Provision of fee reduction for all outdoor dining areas, materials on footpaths and environment and health inspections commencing 1 April 2020 for a six month period.

The total estimated cost of the financial relief measures is \$700,000.

- Commencing on 13 May 2020, Council staff successfully transitioned Council to holding its Council meetings using video conferencing software. Appropriate arrangements were also made for members of the public to still be able to participate in relevant parts of the meeting such as the public forum.
- Council facilities such as the Civic Centre, Welcome Centre and Bowral Central Library were temporarily closed to the public in accordance with NSW Government restrictions to help prevent the spread of COVID-19. The facilities have since reopened due to the easing of Government restrictions, subject to strict hygiene and social distance measures to protect the health of customers and staff. The Resource Recovery Centre remained open during the quarter, with service to local businesses and tradespersons prioritised.
- To ensure the safety of staff and the community, Council adhered to social distancing recommendations including the transition of indoor staff to predominately working from home. Remote access was established for over 220 staff during the quarter, with 2184 meetings held remotely using the Teams software.
- At the outbreak of the COVID-19 pandemic, a Five Ways to Wellbeing flyer was created in conjunction with the Southern Highlands Suicide Prevention Program. The flyer was aimed at the high rate of unemployed people with a limited knowledge of local services or how to access them. The flyer was well received by Centrelink and other services across the Shire which experienced a change in service demands.
- Council staff remained abreast of various Government Orders and Government Circulars released from the Office of Local Government, Department of Health and Department of Planning, Industry and Environment, and participated in numerous industry webinars to ensure that Council was fulfilling its obligations in response to the COVID-19 pandemic including the distribution of relevant information to the local community.
- Commencing 2 April 2020, weekly newsletters were prepared for Councillors to ensure they were kept up to date with the business of Council. A total of nine such newsletters were prepared during the reporting period.

6.6 Quarterly Progress Report Operational Plan 2019/20, 1 April 2020 to 30 June 2020**ATTACHMENT 1 Quarterly Progress Report Operational Plan 2019/20, 1 April 2020 to 30 June 2020**

- Council and Regional Development Australia Southern Inland initiated networks to assist businesses during the pandemic and beyond, focusing on:
 - COVID-19 Business Support
 - Business Activity
 - The (new) normal

Leadership

- The draft Operational Plan and Budget 2020/21 was publicly exhibited between 29 May and 26 June 2020. Due to Government restrictions imposed as a result of the COVID-19 pandemic, the public exhibition was limited to online promotion via Council's project page on yoursaywingecarribee.com.au and wsc.nsw.gov.au. A total of 75 submissions were received during the exhibition period and one late submission was received by close of business on 30 June 2020. The final documents will be presented to Council for adoption on 8 July 2020.
- In response to relevant NSW Public Health Orders issued due to the COVID-19 pandemic, Council staff who could work remotely were equipped with the technology to do so, allowing Council to continue to effectively deliver services to the community whilst adhering to Government restrictions. Social distancing practices were also implemented for outdoor staff enabling them to continue to deliver on planned programs.
- A Councillor Information Session Code was adopted on 13 May 2020. This was developed to reflect relevant provisions of Council's Code of Conduct and provides tailored guidance to ensure proper governance around how these Information Sessions are conducted.
- At the Council meeting of 10 June 2020, it was resolved that an amended Committee Manual 2016-2021 be adopted. This extends the term of Council's advisory committees by a year to align with the extension to the Council term resulting from the postponement of the local government elections to 4 September 2021.
- Council placed on public exhibition a number of proposals and draft documents, including the Public Memorials Policy and Guidelines and Draft Playspace Strategy.
- Following public exhibition of a proposal to issue a 21 year Lease to Southern Highlands Botanic Gardens Limited for the Botanic Gardens site, the proposal was reported to Council on 13 May 2020 and subsequently referred to the Minister for Local Government for consent as required under the *Local Government Act 1993*.
- At the Council meeting of 24 June 2020, an amended Agency Information Guide was adopted.

People

- A number of open space capital projects were completed, including Loseby Park Oval entry way, Mittagong Tennis Court construction and fencing, Bundanoon Swimming Pool kiosk and plant room refurbishment and an upgrade to LED lighting at Mittagong Oval.
- Community Assistance Scheme applications for 2020/21 closed on 30 April 2020. 59 applications were received requesting a total of \$174,970. These applications were assessed for eligibility and recommendations were made by the Community Assistance Scheme Advisory Committee which were scheduled to be presented to Council for consideration in July 2020.
- The 2020 Seniors Directory was distributed across the Shire, promoting services, groups and activities for older members of our community.

6.6 Quarterly Progress Report Operational Plan 2019/20, 1 April 2020 to 30 June 2020**ATTACHMENT 1 Quarterly Progress Report Operational Plan 2019/20, 1 April 2020 to 30 June 2020**

- The Dhungung (Food) Share Program has continued in partnership with Oz Harvest, Red Cross and Highlands Community Centres throughout the COVID-19 pandemic, with the number of meat, fruit and vegetable boxes that are typically provided doubled.
- The operators of the Moss Vale War Memorial Aquatic Centre, BlueFit, launched an interactive web platform called BFit@Home providing access to a variety of online content for people to stay fit and healthy while at home during the COVID-19 pandemic. BlueFit also ran a four-week outdoor Boot Camp program once Government restrictions had eased, with an overall attendance of 97.
- The Wingecarribee Public Library ran a five week Lego Challenge online, with a new challenge advertised each weekday over the five week period. A photograph of the finished creation was emailed to the Library, and these were collated and posted on the Library's Facebook page. Each participant was then entered into the weekly prize draw where two entries were randomly selected as winners for that week, each receiving an eGift card. This initiative was well received with 820 entries submitted.

Places

- Council was successful in securing over \$4.5 million in grant funding through the Federal Government's Black Spot Program and COVID-19 Local Roads and Community Infrastructure Program for the following projects as well as other projects to be confirmed:
 - Roundabout at the intersection of Old Hume Highway and Cavendish Street/Frankland Street, Mittagong
 - Installation of Vehicle Actuated Signs and seal improvements on Mount Broughton Road, Werrai
 - Safety improvements along 2.5 km of the Old Hume Highway in Bowral, including the fitment of flexible barriers and sealing of the road shoulder.
- Ongoing works have taken place on Wombeyan Caves Road and some adjoining roads in response to extensive damage caused by first bushfires and subsequently storms and floods in February 2020. Emergency reconstruction work including the clearing of rockfalls, landslides, fallen trees and repairing the scouring of the road surface enabled residents to access properties at Goodmans Ford. Following further geotechnical assessment of parts of Wombeyan Caves Road, planning for the essential public asset reconstruction works such as construction of several major drainage / causeway structures will commence.
- Works at the second synthetic hockey field at Welby were completed, fulfilling one of the agreed actions listed in the Welby Heights Oval Plan of Management prepared by Council and NSW Department of Lands.
- Bundanoon Skate Park including landscaping was completed during this quarter. The official opening on 1 June 2020 was attended by Mayor Gair and NSW Member for Goulburn Wendy Tuckerman. The project cost more than \$400,000 and was a joint project with funding provided via the NSW Government's Stronger Country Communities Fund.
- Council secured \$300,000 in funding from the Natural Disaster and Relief and Recovery Arrangements that will be added to the \$450,000 already allocated to renewing Vandenberg Road, Robertson. Works will include repairing and relining the table drains and improving the cross drainage to better control stormwater flows, directing them to adjacent paddocks through suitable energy dissipation features.
- Works were undertaken at the Mittagong State Emergency Service (SES) Depot in Mittagong to install roof ventilators, resulting in further functionality and air flow.

6.6 Quarterly Progress Report Operational Plan 2019/20, 1 April 2020 to 30 June 2020**ATTACHMENT 1 Quarterly Progress Report Operational Plan 2019/20, 1 April 2020 to 30 June 2020**

- Capital works projects included completion of the Bundaroo Street Bowral Pathway Renewal Construction, Armstrong Crescent Robertson Drainage Construction, Wembley Road Moss Vale Drainage Channel Construction and garden edging on the foreshore walk around Lake Alexandra, as well as commencement of the Mittagong Road Bowral Pathway Construction and Erith Street Bundanoon Drainage Construction.
- Substantial progress was made on safety improvements to Wilson Drive, Hill Top, including the management of stormwater, formalised dish drains and road widening.
- Works commenced on the renewal of a critical water main that transfers water between Exeter and Moss Vale, with the pipe sourced from a local supplier.
- Following an eight week period of public exhibition, on 24 June 2020 Council adopted a Local Housing Strategy and Local Strategic Planning Statement. Collectively, these documents plan for the future housing needs of the Shire including increasing the mix of densities and housing types in appropriate locations, as well as meeting the economic, housing, social and environmental needs of the community.
- Extensive community engagement was undertaken to inform the development of a Recreational Walking Tracks Strategy, including a community survey, mapping tool and an online community forum. The community survey was completed by 144 people, while 30 people participated in the community forum. The project scope includes recreational walking tracks on Council-owned or managed land within the Shire and seeks to identify a cohesive track network that offers active and challenging recreational experiences. The Strategy will be developed during the second half of 2020.
- On 24 June 2020, Council endorsed the Lackey Park Regional Sporting Hub 2020 Concept Masterplan for public exhibition.
- Following a period of public exhibition, Council adopted the Seymour Park Masterplan on 27 May 2020.
- New street furniture and litter bins were installed in Moss Vale, Penrose, Robertson, Wingello and Lake Alexandra, Mittagong.
- On 24 June 2020, Council adopted the Review of the Whites Creek Floodplain Risk Management Study and Plan Report. This was undertaken in line with industry best practice, and the adopted report provides Council with clear direction in dealing with flooding issues within the catchment.

Environment

- Following the Climate Emergency Declaration made by Council on 12 February 2020, Council's formal position has been communicated to both the State and Federal Governments expressing concern about climate change and advocating that greater action be taken to address it. Council's website has also been updated to communicate the actions Council is taking in response to climate change. Workshops are planned for the second half of 2020 to engage the community in the development of an Environment and Climate Change Strategy.
- Council's Local Strategic Planning Statement was adopted on 24 June 2020 to guide land use in the Shire over the next 20 years and includes specific actions to protect the Shire's natural resources such as initiatives to reduce Greenhouse Gas Emissions.
- A woodsmoke awareness and reduction campaign was undertaken via social media, newspaper advertising and the distribution of information brochures. Business community networks were fostered to assist in the delivery of this campaign, with local woodfire heater and accessories suppliers agreeing to display a poster about woodsmoke in their stores.

6.6 Quarterly Progress Report Operational Plan 2019/20, 1 April 2020 to 30 June 2020**ATTACHMENT 1 Quarterly Progress Report Operational Plan 2019/20, 1 April 2020 to 30 June 2020**

- The Land For Wildlife (LFW) program celebrated its 10th anniversary of operation in the Shire. The current area of active LFW properties in Shire is over 5,000 hectares with 3,200 hectares under conservation. Six LFW property agreements totalling 94 hectares were finalised during the quarter, while six new LFW property expressions of interest were received.
- Council has continued to collaborate with a number of community groups, other government agencies and non-government organisations on the Wall to Wollondilly Project that seeks to protect, maintain and restore the natural environment along the Wingecarribee River. Current work being supported by Council is the removal of the final major 'willow choke' that is blocking access to kayaks and canoes on the Wingecarribee River downstream of the Burradoo Rail Bridge. Once the willow choke is removed, access to the waterway for volunteers to assist with ongoing willow control will be possible.
- Council promoted the 'Glossies in the Mist' sighting survey to landholders, encouraging them to count Glossy Black-Cockatoos within the Great Western Wildlife Corridor between Bullio and Bungonia on 30 May 2020.
- Council is collaborating with the NSW Department of Planning, Industry and Environment and two North Coast councils to develop the Koala Regional Action Monitoring Program. This ground-breaking project is significantly advancing the approach to monitoring koala habitat and related management initiatives.
- Ten revegetation projects continued to progress, including Cosgrove Park in Moss Vale, George Street Wetland in Burrawang, Caalong Creek in Robertson and Boronia Park in Hill Top.

Economy

- Substantial progress was made on the development of a Southern Highlands Destination Plan. A background report was prepared and an industry engagement plan established, while five industry sessions were facilitated. The Destination Plan highlights a number of future economic growth opportunities for the Shire, of which tourism is a key component. The final draft was scheduled to be presented to Council on 8 July for endorsement to be placed on public exhibition.
- Due to the COVID-19 pandemic, the Pie Time event was celebrated via virtual online events from 1-7 June 2020 (rather than a month-long festival) and re-branded as 'Pie Time in Pie-solation'. Virtual events included: Behind the Scenes at Heatherbraes, Cricket and Pies, Paddock to Pie Plate, In Search of the Ultimate Pie Trail, The Great Meals on Wheels Pie Drive, Friday Night Happy Hour Pies and Sweetie Pie & Bubbles. Retired Australian Rules footballer Robert 'Dipper' DiPierdomenico was secured as the Pie Time Ambassador to launch and celebrate Australia's National Pie Day on 1 June 2020.
- In response to Government restrictions imposed due to the COVID-19 pandemic, Council's community recovery campaign titled 'Share the Love' has been adapted to help support local businesses impacted by bush fires and COVID-19. This includes a particular focus on providing information to the local community about what businesses are open in order to promote a 'Buy Local/Shop Local' approach to supporting businesses. Since restrictions began to ease in June, there has been an influx of visitors to the Welcome Centre, predominantly from the Greater Sydney area.
- The upgrade of the Southern Regional Livestock Exchange remains in progress. The preliminary design of the yards and seating has been completed and digital cells installed.

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- In conjunction with Destination Sydney Surrounds South, preliminary work has been undertaken on the development of an Agribusiness and Equine Strategy, with the objective of showcasing the Shire's potential to Agritourism and equine operators.

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Removal of fallen trees,
Balmoral



Water main install, Sutton
Forest



Works on Wilson Drive,
Balmoral

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Mezzanine floor at SES
Depot, Mittagong



Garden edging at Lake
Alexandra, Mittagong



Bundanoon Skate Park,
Bundanoon

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Operational Plan Progress – Exceptions

Operational Plan Item	Status	Remedial Action	Approval Status
OP001 Coordinate a professional development program for Councillors			
RO: Coordinator Corporate Strategy and Governance SOA: Group Manager Corporate and Community	Delayed	N/A	Approved
Due to Government restrictions imposed in response to the COVID-19 pandemic, professional development opportunities have been limited. There will be a renewed focus on the professional development program as Government restrictions ease.			
OP009 Coordinate Council's preparations in the lead up to the 2020 Local Government Election			
RO: Coordinator Corporate Strategy and Governance SOA: Group Manager Corporate and Community	On Hold	N/A	Approved
Planning for the local government elections has been placed on hold due to the decision of the NSW Government to postpone the elections to 4 September 2021 in response to the COVID-19 pandemic. As a project plan for the election was already in the process of being drafted, work on this will continue in 2020 to ensure a smooth implementation process in 2021.			
OP024 Undertake a review of all Farmland rating properties to ensure they comply with Section 515 of the Local Government Act 1993			
RO: Coordinator Revenue SOA: Chief Financial Officer	On Hold	N/A	Approved
In May 2019, Council approved a further extension of its rates deferral scheme for all eligible farmland rated properties for the 2019/20 rating year. Given the current drought conditions that are being experienced across the Shire, a review of all farmland rated properties would be difficult to undertake due to the levels of de-stocking taking place. The practice of de-stocking will significantly distort this review and will not be a true reflection of those properties which meet the requirements for farmland rating under the Local Government Act. It is anticipated that this review will be conducted during the second half of the 2020/21 financial year.			
OP038 Develop Plans of Management for Crown Lands, where Council is deemed to be the Crown Land Manager			
RO: Asset Coordinator Parks and Buildings SOA: Manager Assets	Delayed	N/A	Approved
Due to resourcing constraints, the project was postponed from 2019/20 to 2020/21. A draft consultant brief has been completed for specialist services to develop Council's Bushland Reserves Plan of Management (generic) and Mt Gibraltar Reserve Plan of Management (specific). Procurement is scheduled for Quarter One of 2020/21, and the plans are expected to be completed by March 2021.			
OP039 Continue to Implement the Business Transformation Program			
RO: Acting General Manager SOA: Acting General Manager	On Hold	N/A	Approved

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The key elements of the Business Transformation Program relate to the development of a series of metrics to measure the responsiveness and success of development assessment processes, implementation of a Customer Relationship Management (CRM) system and an upgrade to Council's document management system. Although progress continues in this area, digital aspects of the program such as the adoption of a CRM system, records management system and a new website platform have been placed on hold due to barriers created by the COVID-19 pandemic. Restrictions created by Public Health Orders have also impacted on contractual supply and resourcing, which will be revisited following the easing of restrictions and a return to business as normal.

OP061 Participate in community service forums

RO: Coordinator Community Development SOA: Group Manager Corporate and Community	Delayed	N/A	Approved
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The Wingecarribee Community Services Forum did not meet during this period so as to comply with Public Health Orders and social distancing requirements in place due to the COVID-19 pandemic. Plans are in place for a Zoom meeting to be held remotely later in the year.

OP064 Deliver community services expo during mental health month and explore all opportunities to engage young people

RO: Coordinator Community Development SOA: Group Manager Corporate and Community	Delayed	N/A	Approved
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The Wingecarribee Community Services Expo is usually held in October each year; however, following a recent meeting with event organisers it was decided that the expo be delayed until March 2021 due to the COVID-19 pandemic. This is to ensure the safety of the community and compliance with Public Health Orders and social distancing requirements.

OP070 Develop a Graffiti Management Plan in consultation with the Community Safety Committee

RO: Coordinator Community Development SOA: Group Manager Corporate and Community	On Hold	N/A	Approved
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The Wingecarribee Community Safety Committee did not meet during this period so as to comply with Public Health Orders and social distancing requirements in place due to the COVID-19 pandemic. The development of a Graffiti Management Plan will be considered at a meeting later this year.

OP093 Deliver a program for key community celebration including Australia Day, Seniors Festival, International Day of People with Disability, NAIDOC Week and National Youth Week.

RO: Coordinator Community Development SOA: Group Manager Corporate and Community	Delayed	N/A	Approved
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Youth Week was due to be held in April; however, it was postponed to a date yet to be announced due to the COVID-19 pandemic. NAIDOC Week has also been postponed and is now scheduled to be held in November 2020, should the easing of Government restrictions allow it. Staff were able to develop and deliver a range of 'at home' activity packs to community members to complete and create as part of NAIDOC Week celebrations. Community members were encouraged to take photos to be included in a NAIDOC Week video, with the 'at home' creations forming part of the celebrations being planned for November.

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OP108 Contribute to the annual National Trust Heritage Festival to build awareness of Council's heritage activities			
RO: Coordinator Strategic Land Use Planning SOA: Group Manager Planning, Development and Regulatory Services	On Hold	N/A	Approved
Council staff were collaborating with community groups to establish a unique Wingecarribee Heritage Festival commencing in 2020; however, as a result of the current COVID-19 pandemic the festival is unlikely to proceed.			
OP109 Continue to develop and commence implementation of Station Street upgrade project			
RO: Senior Project Manager SOA: Group Manager Capital Delivery	Delayed	N/A	Approved
As per the Council resolution of 25 March 2020, Council is still waiting on the execution of the Memorandum of Understanding (MoU). The original draft MoU was proposed to be completed by Sydney Trains for Council review in December 2019. Council did not receive the draft document until late June 2020, upon which it was reviewed and returned to Sydney Trains, with no further advice as to concurrence received thus far. The Acting General Manager is contacting the responsible officer from Sydney Trains on a weekly basis for updates as to the progression of the document towards sign off, but no further information has been forthcoming. However, design finalisation is underway based on the approvals in principle that have been provided, and a tender package is anticipated to be ready in conjunction with the MoU.			
OP110 Facilitate the development of the Master Plan for Winifred West Park			
RO: Asset Coordinator Parks and Buildings SOA: Manager Assets	Delayed	N/A	Approved
Due to resourcing constraints, the project was postponed from 2019/20 to 2020/21. It is currently programmed to be delivered in the second half of the financial year.			
OP140 Continue to implement a program to reduce illegal connections and stormwater inflow into the sewer network			
RO: Manager Sewer Services SOA: Group Manager Water & Sewer Services	On hold	N/A	Approved
Smoke testing was put on hold this year due to the summer bushfires and since then the ongoing COVID-19 pandemic. Staff have continued to monitor outstanding non-complying connections from the past two years, with some correspondence able to be actioned. The program is due to be reviewed next year, and will incorporate investigation as to proposed smoke testing areas and the follow up of outstanding non-complying connections, as well as a process review to improve efficiency.			
OP174 Develop an Asset Management Strategy for the Resource Recovery Centre			
RO: Manager Business Services SOA: Acting Deputy General Manager Operations, Finance and Risk	Delayed	N/A	Approved
The development of the Asset Management Strategy for the Resource Recovery Centre has been delayed due to the COVID-19 pandemic. A tender will soon be compiled to seek suitably qualified consultancy firms that can meet the reporting requirements as required by Council.			

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**OP176 Develop Waste Strategy**

RO: Manager Business Services
SOA: Acting Deputy General
Manager Operations, Finance
and Risk

On Hold

N/A

Approved

The development of Council's Waste Strategy has been put on hold pending the release of the 20 Year Waste Strategy by the NSW State Government, so as to ensure consistency across both levels of government and avoid any conflicting principles, resulting in costly and time consuming reviews. To release a strategy that fails to follow the State Government's strategy would also exclude Council from being able to apply for grants.

OP191 Deliver the annual Tulip Time Festival

RO: Coordinator Tourism
SOA: Group Manager Tourism
and Economic Development

On Hold

N/A

Approved

In response to the COVID-19 pandemic, a risk assessment was undertaken in relation to plans for the Tulip Time Festival in 2020 and it was determined that the Festival would be cancelled. A media release was issued to this effect and the website updated accordingly. All interested parties, including the charity partner, sponsors, stallholders, entertainment, contractors and coach companies, have been advised and stallholders have been refunded their deposit fees. A number of props for the 2020 Festival had been commissioned, which will be put on hold until the 2021 Festival. A grant funding submission for Flagship events being offered by Destination NSW has been made and Council is awaiting the decision on this grant submission.

Major Capital Projects (Greater than \$5 Million) – Quarterly Progress Report for Quarter Ended 30 June 2020

Project Name	Approved Budget	Total Actual Expenditure	Expected Completion Date	Current Project Milestone	Next Steps	Officer Comments
Civic Centre Refurbishment	\$9,260,000	\$3,716,500	January 2021	Works are proceeding on track with demolition activities complete and in-ground piling and foundations nearing completion. Mechanical works are also progressing well with the phase 1 and 2 mechanical upgrade complete and stage 3 underway. First floor suspended slab is now complete with works progressing on the first floor of the new construction.	Structural works are nearing completion and steel roofing members are being fabricated for the superstructure installation. Upon completion of stage 3 mechanical works, stage 4 mechanical works requires the relocation of the service counter and reconfiguration of customer facing services.	Project is progressing well with only minor impacts resulting from COVID-19. Additional works which could result in future efficiencies are being considered.
Station Street Upgrade	\$16,330,000	\$2,311,700	June 2022 Dependent on timely execution of Memorandum of Understanding (MoU)	Resolution for the revised design and associated modifications was endorsed by Council on 25 March 2020. Final designs are being completed as Council is anticipating the execution of the MoU between Council and Transport for NSW (TfNSW) in the near future.	Kirkham Road construction works are well progressed and expected to be completed prior to the Station Street upgrade commencing which will provide additional on-street parking as part of the Station Street Upgrade Project. Work on the Wattle Lane Car Park extension also commenced during the quarter which will provide further parking spaces once completed. Once the MoU is executed, the project scope will be finalised and the procurement process will commence to competitively tender for the works.	The MoU draft has been reviewed and is now awaiting sign-off from Sydney Trains. Any further delays from TfNSW in processing the MoU will further affect the delivery program for the Station Street Upgrade
Southern Regional Livestock Exchange (SRLX) Upgrade	\$5,200,000	\$296,600	July 2021	The tender for the Saleyard Upgrades (being the main work package for the project) was advertised on 2 June 2020, with a scheduled closing date of 21 July 2020. A quotation process for the design and installation of a CCTV system has been undertaken, with the quotation submissions received on 2 June 2020. Request for quotation documents for the upgrade of the power supply to the site are currently being prepared.	Once the tender for the Saleyard Upgrades (being the main work package for the project) is closed, the submissions will be evaluated and a recommendation reported to Council. It is expected that the contract for the Design and Installation of the CCTV system will be awarded in early July 2020, with a contract period of 12 weeks. The request quotations for the power supply upgrade are scheduled to be progressed by mid-July. Following this, the tender documents for the proposed lift installation to the SRLX Administration Building /Selling Arena will be prepared.	COVID-19 impacted on the advertising of the Saleyard Upgrades (being the main work package for the project). A mandatory pre-tender site briefing/inspection was considered necessary, but it had to be delayed due to COVID-19 group gatherings/social distancing restrictions. The decision to delay the tender was also due to COVID-19 cross border travel restrictions, given that some specialist contractors in the cattle yard construction industry which had shown an interest in the SRLX project are from interstate.
Sewage Treatment Plant (STP) Upgrade Moss Vale	\$29,600,000	\$153,000	March 2024	The Concept Design was finalised in March 2020, with the original concept amended to allow a more practical and flexible staging strategy. The Moss Vale STP Upgrade has been progressed with a procurement process for consultancy services to undertake the Detailed Design of the proposed works. The quotation submissions received have been evaluated, and it is expected that the successful consultant will be engaged in early July 2020.	Once the consultancy contract is awarded the detailed design will take in the order of nine months to complete. The consultancy engagement requires the design documentation to be completed by the mid-2020, to allow the tender for the construction phase to promptly follow. With the Bowral STP Detailed Design and the Moss Vale STP Detailed Design to be undertaken concurrently, the designs will need to be reviewed to ensure	As with the other proposed STP upgrades, a consultant has also been engaged to undertake water quality monitoring in the catchment to assess potential impacts from the STP discharges. This assessment will inform the level of treatment at the STPs, in order to meet NSW Environment Protection Authority (EPA) and WaterNSW requirements. Field monitoring has been completed, and a draft assessment report was received in June 2020. Some additional modelling will be required prior to entering into

Major Capital Projects (Greater than \$5 Million) – Quarterly Progress Report for Quarter Ended 30 June 2020

Project Name	Approved Budget	Total Actual Expenditure	Expected Completion Date	Current Project Milestone	Next Steps	Officer Comments
					consistency in treatment process and equipment selection (for operational benefits).	effluent licence conditions with discussions with the EPA.
STP Upgrade Bowral	\$31,500,000	\$192,000	March 2023	The Bowral STP Upgrade has been progressed with the engagement of a specialist consultancy in March 2020 to undertake the Detailed Design of the proposed works. An inception meeting has been held with the consultant, and a workshop held to progress concurrence on the proposed treatment process for the upgraded plant.	The design phase for this project is approximately nine months. The consultancy engagement requires the design documentation to be completed by the end of 2020, to allow the tender for the construction phase of the project to be advertised in early 2021. With the Bowral STP Detailed Design and the Moss Vale STP Detailed Design to be undertaken concurrently, the designs will need to be reviewed to ensure consistency in treatment process and equipment selection (for operational benefits).	Funding of \$6.6M has been endorsed via the NSW Government's Restart NSW Fund, equating to 25% of the project value. A consultant has also been engaged to undertake water quality monitoring in the catchment to assess potential impacts from the STP discharges. This assessment will inform the level of treatment at the STP's, in order to meet EPA and WaterNSW requirements. Field monitoring has been completed, and a draft assessment report was received in June 2020. Some additional modelling will be required prior to entering into effluent licence conditions with discussions with the EPA.
STP Upgrade Mittagong	\$15,700,000	\$169,000	September 2024	The Concept Design for the Mittagong STP Upgrade and Augmentation has been completed.	With the imminent engagement of the specialist consultant to undertake the Moss Vale STP Upgrade and Augmentation, the focus of the Project Team is on progressing the Bowral and Moss Vale projects. Given the scale of the proposed upgrades and the available resourcing, it is necessary to undertake procurement of these projects with a staggered approach. The 'Request for Quotation' (RFQ) documentation for the Detailed Design phase will be prepared following the award of the Moss Vale STP Detailed Design consultancy, and the inception and commencement of that project.	As with the other proposed STP upgrades, a consultant has also been engaged to undertake water quality monitoring in the catchment to assess potential impacts from the STP discharges. This assessment will inform the level of treatment at the STPs, in order to meet EPA and WaterNSW requirements. Field monitoring has been completed, and a draft assessment report was received in June 2020. Some additional modelling will be required prior to entering into effluent licence conditions with discussions with the EPA.

Richard Mooney
Acting Deputy General Manager Operations, Finance and Risk

12 August 2020