

7 June 2018

Dear Councillor,

You are kindly requested to attend the **Ordinary Meeting** of Wingecarribee Shire Council to be held in **Council Chambers, Civic Centre, Elizabeth Street, Moss Vale** on **Wednesday 13 June 2018** commencing at **3.30 pm**.

Yours faithfully

Ann Prendergast  
**General Manager**

SCHEDULE

3.30pm	Council Meeting begins
5.30pm	Questions from the Public to be read out
7.40pm	Closed Council

# RUNNING SHEET

## ORDINARY MEETING OF COUNCIL

held in the Council Chambers, Civic Centre, Elizabeth Street, Moss Vale

on Wednesday, 13 June 2018 at 3.30 pm.

Time	Item
3.30pm	<b>Opening of meeting</b> – please remind all present that mobile phones must be switched off before the meeting and that the meeting is tape recorded and the Council Chamber now has 24 Hour Video Surveillance.
	<b>Acknowledgement of Country</b> - Cllr L A C Whipper
3.32pm	<b>Opening Prayer</b> – Pastor Paul Crossman, Highlands Christian Church Mittagong
3.35pm	<ul style="list-style-type: none"> <li>• <b>Apologies</b> (<i>if any</i>)</li> <li>• <b>Adoption of Previous Minutes</b> – Wednesday 23 May 2018</li> <li>• <b>Business Arising</b> (<i>if any</i>)</li> <li>• <b>Declarations of Interest</b> (<i>if any</i>)</li> <li>• <b>Mayoral Minute</b> (<i>if any</i>)</li> <li>• <b>Public Forum</b> (<i>if any</i>)</li> <li>• <b>Motion to move into Committee of the Whole</b> – Mayor K J Halstead</li> <li>• <b>Visitor Item</b> - <i>Nil</i></li> <li>• <b>Council Reports</b></li> </ul>
5.30pm	<b>Motion to move into Council and the Mayor resumes the Chair</b>
5.30pm	<b>Questions from the Public</b> - <i>to be read</i> <b>Continuation of Council Reports</b> <b>General Business Questions</b> <b>Questions with Notice</b> <b>Notices of Motion</b>
7.40pm	<b>Closed Council</b>
8.00pm	<b>Meeting Closed</b>

Ann Prendergast  
General Manager



## Business

1. OPENING OF THE MEETING
2. ACKNOWLEDGEMENT OF COUNTRY
3. PRAYER
4. APOLOGIES
5. ADOPTION OF MINUTES OF PREVIOUS MEETING  
Ordinary Meeting of Council held on 23 May 2018
6. BUSINESS ARISING FROM THE MINUTES
7. DECLARATIONS OF INTEREST ..... 1
8. MAYORAL MINUTES
9. PUBLIC FORUM

## COMMITTEE OF THE WHOLE

10. VISITOR MATTERS  
OPERATIONS, FINANCE AND RISK  
Nil  
CORPORATE, STRATEGY AND DEVELOPMENT SERVICES  
Nil

## 11. EN BLOC MOTION

12. OPERATIONS FINANCE AND RISK
  - 12.1 Post Exhibition - Draft Liquid Trade Waste Policy and Guidelines..... 2
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  - 12.3 Post Exhibition - Proposed Lease of Unformed Road Reserve to Southern Highlands Botanic Gardens Limited - Part Kangaloon and Old South Road, Bowral ..... 60

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**Mayor to resume chair at 5.30 pm**

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**COUNCIL MATTERS**

**14. GENERAL MANAGER**

Nil

**15. DELEGATE REPORTS**

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**16. PETITIONS**

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- 16.2 Petition 05/2018 - Support of Proposal to Extend a 99 Year Lease to the Illawarra Local Aboriginal Land Council (x2) .....177

**17. CORRESPONDENCE FOR ATTENTION**

Nil

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- 18.3 Minutes of the Community Assistance Scheme Advisory Committee Meeting held on Monday, 28 May 2018 .....191

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**21. GENERAL BUSINESS**

Nil

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**22. CLOSED COUNCIL**

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- 22.1 Compulsory Acquisition of Land for Proposed Detention Basin, Part Retford Farm, Bowral
- This report is referred to Closed Committee in accordance with s10A(2) of the Local Government Act, 1993, under clause 10A(2)(c) as it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and the Council considers that it would be on balance contrary to the public interest to consider this information in Open Council.*



## **AGENDA FOR THE ORDINARY MEETING OF COUNCIL**

Wednesday 13 June 2018



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### **23. RESUMPTION OF OPEN COUNCIL**

Resumption of Open Council

Adoption of Closed Session

### **24. ADOPTION OF COMMITTEE OF THE WHOLE**

### **25. 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

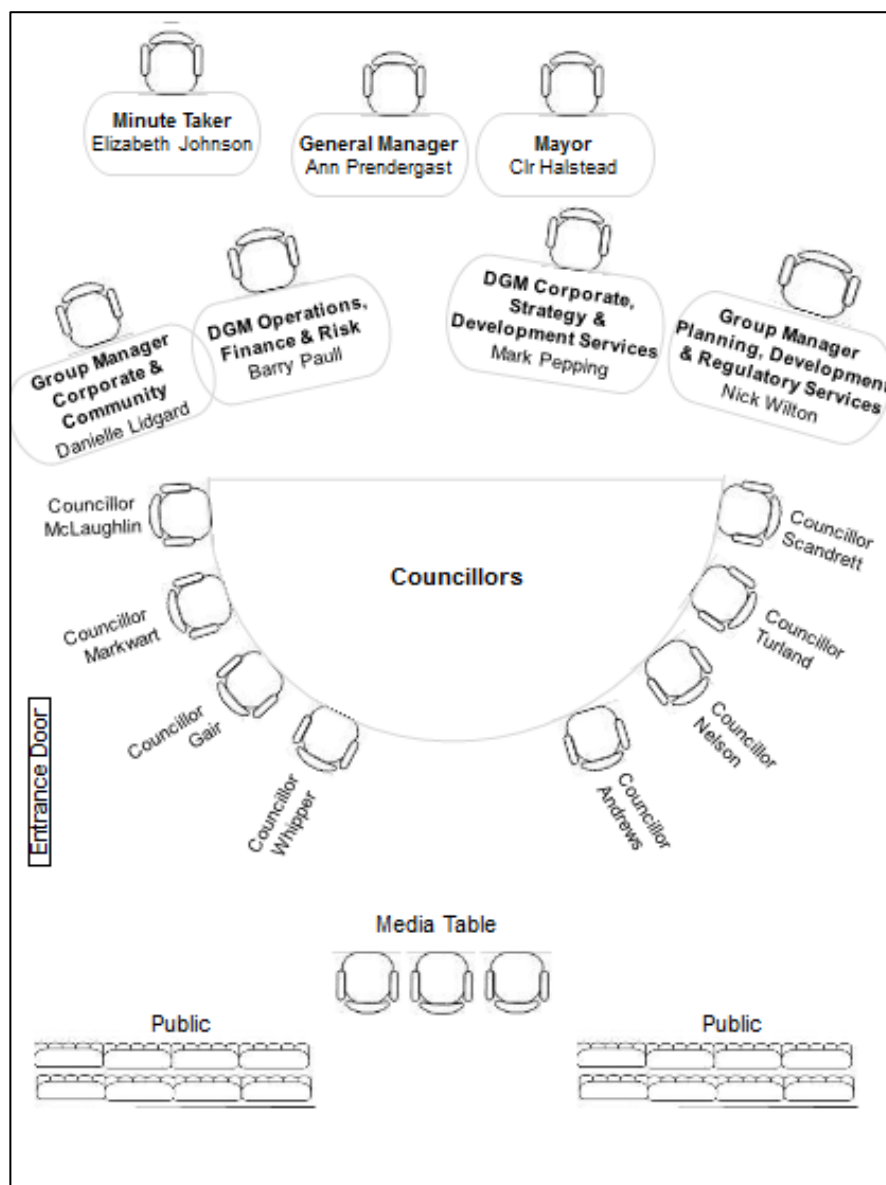
## Council Chambers

### Recording of Ordinary and Extraordinary Meetings of Council

As authorised by the *Local Government Act 1993*, Wingecarribee Shire Council records the proceedings of the Ordinary and Extraordinary Meetings of Council to ensure accurate transcription of resolutions.

Recording of meetings by members of the media is permitted only for the purpose of verifying the accuracy of any report concerning such meeting. Broadcasting of any sound recording is not permitted. Video recording is also not permitted. No member of the public is to use any electronic, visual or vocal recording device or instrument to record the proceedings of Council without prior permission of the Council.

The Council Chamber now has 24 Hour Video Surveillance.



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## **ACKNOWLEDGEMENT OF COUNTRY**

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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.

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## **APOLOGIES**

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Nil at time of print.

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## **DECLARATIONS OF INTEREST**

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101/3, 101/3.1

The provisions of Chapter 14 of the *Local Government Act 1993* regulate the way in which Councillors 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.

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## COMMITTEE OF THE WHOLE

### 12 OPERATIONS, FINANCE AND RISK

#### 12.1 Post Exhibition - Draft Liquid Trade Waste Policy and Guidelines

Reference:	7690/11
Report Author:	Coordinator Sewer
Authoriser:	Manager Water & Sewer
Link to Community Strategic Plan:	Work collaboratively to reduce pollution and its impact on our environment

#### PURPOSE

This report seeks the adoption of the draft Liquid Trade Waste Policy and Guidelines (the policy).

#### RECOMMENDATION

**THAT** the draft Liquid Trade Waste Policy and Guidelines - Attachments 1 and 2 - be adopted by Council.

#### REPORT

##### **BACKGROUND**

On Wednesday, 28 March 2018, Council passed the following resolution (MN 102/18):

1. *THAT Council approves public exhibition of the draft Liquid Trade Waste Policy and Guidelines for 42 days.*
2. *THAT a further report be submitted to Council following conclusion of the public exhibition period.*

Council placed the draft policy on public exhibition from 18 April to 23 May 2018. During this period the policy was made available on Council's website and advertised in a local newspaper on 12 April, 19 April, 26 April, 3 May, 10 May, 17 May and 24 May. Trade waste customers were contacted by email to inform them of the public exhibition. No submissions were received from the public by Council.

## AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 13 June 2018

### REPORT DEPUTY GENERAL MANAGER OPERATIONS, FINANCE AND RISK



#### **REPORT**

To comply with section 160 of the *Local Government Act*, the draft policy was on public exhibition and open for submission for 42 days. There were no submissions from the public during this time. The final draft is now ready for adoption by Council.

#### **About the Policy**

The Liquid Trade Waste Policy and Guidelines are associated with the approval, monitoring and enforcement process for liquid trade wastes discharged to Council's sewerage system. The policy also regulates the levying of commercial sewerage and liquid trade waste fees and charges. The policy and guidelines are based on the *2009 Model Policy for liquid trade waste regulation* developed by the Department of Industry to ensure councils meet best practice. The policy was last adopted in 2011 and is now required to be renewed.

#### **IMPACT ON COUNCIL'S FIT FOR THE FUTURE IMPROVEMENT PLAN**

Nil

#### **COMMUNICATION AND CONSULTATION**

##### **Community Engagement**

The Policy was on public exhibition and open for submissions for 42 days as is required for a local approvals policy under the *Local Government Act 1993*. Trade waste customers were contacted by email to inform them that the policy and guidelines were on public exhibition.

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

Manager Water & Sewer

Sewer Coordinator

Coordinator Certification and Compliance

Trade Waste Officers

Operations Technical Officer - Projects and Quality

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

The Department of Industry (Crown Lands & Water) provided a submission (**Attachment 3**). The policy and guidelines were updated to meet the department's requirements. The Department of Industry consents to Council's Policy.

#### **SUSTAINABILITY ASSESSMENT**

- **Environment**

The Liquid Trade Waste Policy ensures commercial and industrial businesses discharge to the sewer in a responsible manner.

## AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 13 June 2018

### REPORT DEPUTY GENERAL MANAGER OPERATIONS, FINANCE AND RISK



- **Social**

There are no social issues in relation to this report.

- **Broader Economic Implications**

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

- **Culture**

There are no cultural issues in relation to this report.

- **Governance**

The Liquid Trade Waste Policy and Guidelines is a local approvals policy under the *Local Government Act* and regulates how liquid trade waste is managed in the Shire.

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### COUNCIL BUDGET IMPLICATIONS

Nil

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### RELATED COUNCIL POLICY

Nil

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### OPTIONS

The options available to Council are:

#### **Option 1**

THAT the draft Liquid Trade Waste Policy and Guidelines - **Attachment 1 and 2** - be adopted by Council.

#### **Option 2**

THAT the draft Liquid Trade Waste Policy and Guidelines are amended and a further report be submitted to Council.

Option No. 1 is the recommended option to this report.

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### CONCLUSION

The adoption of the draft Liquid Trade Waste Policy and Guidelines will ensure the policy is compliant under the *Local Government Act 1993*, and in line with the Department of Industry model policy for liquid trade waste.

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### ATTACHMENTS

1. Liquid Trade Waste Policy
2. Liquid Trade Waste Guidelines
3. Letter from the Department of Industry



# Liquid Trade Waste Policy

## ATTACHMENT 1

### Environment

#### 4.1 WINGECARRIBEE'S DISTINCT AND DIVERSE NATURAL ENVIRONMENT IS PROTECTED AND ENHANCED

Adoption Date:	<i>(Governance to insert)</i>
Council Reference:	<i>(Governance to insert)</i>
Policy Owner:	Manager Water and Sewer
Next review date:	Within 12 months of local government elections
File Reference:	7645
Related Policies/Legislation:	AS/NZ Standards 3500.2, Plumbing Code of Australia Department of Industry Liquid Trade Waste Regulation Guidelines 2009. Australian Sewage Quality Management Guidelines June 2012, WSAA. <i>Local Government Act 1993</i> <i>Local Government (General) Regulation 2005</i> Best-Practice Management of Water and Sewerage Guidelines, 2007
Related Documents:	WSC Liquid Trade Waste Guidelines 2018 WSC Integrated Water Cycle Management Strategy
Superseded Policy/GM Practice Note:	Replaces the 2011 Liquid Trade Waste Policy

### OBJECTIVES

The objectives of the Liquid Trade Waste Policy are to:

- detail the approval process for liquid trade wastes discharged into Council's sewerage system to ensure compliance of liquid trade waste dischargers with Council's approved conditions
- outline the basis for levying of appropriate sewerage and liquid trade waste fees and charges
- ensure the proper control of liquid trade waste discharged to the sewerage system to protect public health, worker safety, the environment and Council's sewerage system
- promote waste minimisation and water conservation







## Liquid Trade Waste Policy

### POLICY STATEMENT

Council is committed to protecting the environment and ensuring public health through the establishment of and adherence to the Liquid Trade Waste Guidelines for the acceptance of liquid trade waste into the sewerage system.

The Liquid Trade Waste Policy and Guidelines is concerned with the approval, monitoring and enforcement process for liquid trade wastes discharged to Council's sewerage system and levying of commercial sewerage and liquid trade waste fees and charges.

This policy enforces the Liquid Trade Waste Policy Guidelines.

The Liquid Trade Waste Guidelines address:

1. Businesses exempt from requiring approval
2. Criteria for approval to discharge liquid trade waste into council's sewerage system
3. Framework for regulation of liquid trade waste

This includes:

1. The definition of liquid trade waste
2. Pre-treatment and discharge quality limits
3. The application and the approvals process
4. Fees and charges
5. Monitoring and compliance
6. Service agreement forms

### SCOPE

This Policy applies to:

- All commercial and industrial business premises within the Wingecarribee Shire connected to the sewerage system
- Septic businesses discharging to Council's septic receivals facility

### DEFINITIONS

**Liquid Trade Waste:** Liquid trade waste means all liquid waste other than sewage of a domestic nature.

**Septic Receivals Facility:** Is a designated point at a sewerage treatment plant that is designed to receive transported septic tanks and portable toilet waste generated in the Shire.

### RESPONSIBILITIES

Responsibilities for implementing this policy are shared between Councillors, Executive and staff as follows:





## Liquid Trade Waste Policy

<i><b>Position</b></i>	<i><b>Responsibility</b></i>
Mayor	To lead Councillors in their understanding of, and compliance with, this Policy and Guidelines.
General Manager	To lead relevant staff (either directly or through delegated authority) in their understanding of, and compliance with, this Policy and Guidelines. To approve resources to develop, implement and review this Policy and Guidelines.
Deputy General Manager Operations, Finance and Risk	To ensure (directly or through delegation) the distribution and communication of the Policy and Guidelines to relevant persons. To ensure (directly or through delegation) the approved Policy and Guidelines are available in hard copy and electronically on Council's website.
Manager Water and Sewer	To implement the policy by directing the relevant staff.

### PERFORMANCE MEASURES

- All commercial and industrial premises in the shire are appropriately approved to discharge trade waste
- Sewage within the sewerage system and treatment plants is of an appropriate quality
- Sewage Treatment Plant's meet their Environmental Protection Licences

### BREACHES OF THE POLICY

Breaches of this Policy could result in non-compliance charges, the requirement to implement a pollution improvement plan, disconnection from the sewerage network, penalty infringement notice and/or prosecution.

### ATTACHMENTS

1. Wingecarribee Shire Council Liquid Trade Waste Guidelines

Approved By:

WINGECARRIBEE SHIRE COUNCIL

(Insert Date)





## Liquid Trade Waste Guidelines

**ATTACHMENT 2**

### LIQUID TRADE WASTE GUIDELINES

**DIVISION:** Operations, Finance and Risk

**BRANCH:** Water and Sewer

**FILE NOS:**

**APPROVAL DATE:**

**MINUTE NO:** *if applicable*

#### BACKGROUND

Council's Liquid Trade Waste Policy and Guidelines are concerned with the approval, monitoring and enforcement process for liquid trade wastes discharged to Council's sewerage system and levying of commercial sewage and liquid trade waste fees and charges. It has been developed to ensure the proper control of liquid trade waste and, hence, protection of public health, worker safety, the environment, and Council's sewerage system. The policy also promotes waste minimisation, water conservation, water recycling and biosolids reuse.

#### OBJECTIVE

The objectives of the Liquid Trade Waste Policy and Guidelines are:

- Detail the approval process for liquid trade wastes discharged into Council's sewerage system to ensure compliance of liquid trade waste dischargers with Council's approved conditions
- Outline the basis for levying of appropriate sewerage and liquid trade waste fees and charges
- Ensure the proper control of liquid trade waste discharged to the sewerage system to protect public health, worker safety, the environment and Council's sewerage system
- Promote waste minimisation and water conservation

#### STATUTORY PROVISIONS FOR COUNCILLORS AND STAFF

The Liquid Trade Waste Policy and Guidelines have been developed within the following statutory requirements:

- AS/NZ Standards 3500.2, Plumbing Code of Australia
- Liquid Trade Waste Regulation Guidelines 2009, Department of Industry
- Australian Sewage Quality Management Guidelines June 2012, WSAA
- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- Best-Practice Management of Water and Sewerage Guidelines 2007, Department of Industry

Wingecarribee Shire Council – *Liquid Trade Waste Policy Guidelines*

Adoption Date: *(Governance to insert)*

Procedure Owner: Manager Water and Sewer



## Liquid Trade Waste Guidelines

### BREACHES OF THE LIQUID TRADE WASTE POLICY & GUIDELINE

The Trade Waste Policy and Guidelines introduce the management of a number of substances that the Council infrastructure and assets are not designed to treat. Breaches of the Policy and Guidelines have the potential to release uncontrolled harmful materials into our waterways and environment.

Non-compliance charges and penalties are outlined in Part 3 of the Policy.



## Liquid Trade Waste Guidelines

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Wingecarribee Shire Council – Liquid Trade Waste Policy Guidelines

Adoption Date: (Governance to insert)

Procedure Owner: Manager Water and Sewer

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## Liquid Trade Waste Guidelines

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## Liquid Trade Waste Guidelines

### LIQUID TRADE WASTE GUIDELINES

#### What is liquid trade waste?

Liquid trade waste means all liquid waste other than sewage of a domestic nature that discharges to the sewerage system, and includes liquid wastes from:

- business/commercial premises (e.g. beautician, florist, hairdresser, hotel, motel, restaurant, butcher, service station, supermarket, dentist)
- community/public premises (including craft club, school, college, university, hospital and nursing home)
- industrial premises
- trade activities (e.g. mobile carpet cleaner)
- any commercial activities carried out at a residential premises
- saleyards, racecourses and from stables and kennels that are not associated with domestic households
- septic tank waste, chemical toilet waste, waste from established sites for the discharge of pan content from mobile homes/caravans to the sewerage system.

While septic tank, pan waste are defined as trade waste, specific procedures need to be applied to their management as the waste is often transported from its source to the sewerage system. Accordingly, specific references to these wastes are provided in this policy where necessary.

#### Liquid trade waste excludes:

- toilet, hand wash basin (used for personal hygiene only), shower and bath wastes derived from all the premises and activities mentioned above
- wastewater from residential toilets, kitchens, bathrooms or laundries (i.e. domestic sewage)
- common use (non-residential) kitchen and laundry facilities in a caravan park
- residential swimming pool backwash



## Liquid Trade Waste Guidelines

### Part 1 - Business exempt from requiring approval

Table 1 outlined the businesses that are exempt from requiring trade waste approval, however must register with Council as a trade waste discharger and meet the standard requirements specified below.

An annual trade waste fee applies to each such discharger (See Section 3.4). These types of activities will be inspected for compliance once the business begins to operate and may be inspected anytime to confirm they are meeting Council requirements.

**Table 1 Charging Category 1 discharges exempt from requiring approval**

Activity	Pre-treatment Requirements
Beautician	Nil.
Bed and Breakfast (not more than 10 persons including proprietor)	Sink strainers in food preparation areas. Housekeeping practices (see Note 4).
Community hall (minimal hot food, small kitchen)	Sink strainers in food preparation areas. Housekeeping practices (see Note 4).
Day care center (minimal hot food prepared)	Sink strainers in food preparation areas. Housekeeping practices (see Note 4). Nappies are not to be flushed into the toilet.
Delicatessen – no hot food prepared	Sink strainers in food preparation areas. Housekeeping practices (see Note 4).
Dental technician (no X-ray)	Plaster arrestor required.
Doctor's surgery medical Centre (plaster casts, no X-ray)	
Dog/cat grooming salon	Floor waste basket and sink strainer required (see Note 3).
Pet shop	Animal litter and any waste disposal products may not be discharged to sewer. No organophosphorus pesticides may be discharged to sewer. (see note 2)
Florist	Floor waste basket and sink strainer required. No herbicides/pesticides shall be discharged to sewer.
Fruit and vegetable retail	Floor waste basket and sink strainer required (see Note 3).
Funeral parlour	Floor waste basket arrestors in the preparation room. Formaldehyde is not to be discharged to the sewer.
Hairdressing	Floor waste basket and sink strainer (where required).
Jewellery shop	
Miniplater	Miniplater vessel to contain no more than 1.5 L of precious metal solution
Ultrasonic washing	Nil
Precious stone cutting	If : < 1000 L/d plaster arrestor required > 1000 L/d general purpose pit required

Wingecarribee Shire Council – Liquid Trade Waste Policy Guidelines

Adoption Date: (Governance to insert)

Procedure Owner: Manager Water and Sewer





## Liquid Trade Waste Guidelines

Mixed business (minimal hot food)	Floor waste basket and sink strainer required (see Note 3). Housekeeping practices (see Note 4).
Mobile cleaning units	20 micron filtration system fitted to a mobile unit. Floor waste basket required. Discharge is via grease arrestor (if available).
carpet cleaning	
garbage bin washing	
Motel (no hot food prepared and no laundry facility)	Floor waste basket and sink strainer required (see Note 3). Housekeeping practices (see Note 4).
Nut shop	Floor waste basket and sink strainer required (see Note 3).
Optical service – retail, glass or plastic cutting and grinding	Baffled settlement tank sized to achieve 1 hour retention.
Pizza reheating for home delivery	Floor waste basket and sink strainer required Housekeeping practices (see Note 4).
Primary Schools (minimal hot food, no boarding)	Floor waste & sink baskets waste arrestors in the food preparation area. Housekeeping practices (see Note 4).
Crafts	Crafts <200L no pre-treatment Crafts 200L to 1000 L/d Plaster arrestor (see Note 3).
Sandwich shop salad bar, juice bar, coffee shop (no hot food prepared)	Floor waste & sink baskets waste arrestors in the food preparation area (see Note 3). Housekeeping practices (see Note 4).
Venetian blind cleaning	Nil treatment (see Note 2)

### Notes:

- Where "required" is used, it means as required by Council.
- If activity is conducted outdoors, the work area is to be roofed and bunded to prevent stormwater ingress into the sewerage system.
- All drainage from floors in food preparation areas is required to pass through a floor waste basket.
- Food preparation activities need to comply with sound housekeeping practices including:
  - Floor must be dry swept before washing.
  - Pre-wiping of all utensils, plates, bowls etc. to the scrap bin before washing up.
  - Use of a food waste disposal unit is not permitted.



## Liquid Trade Waste Guidelines

### Part 2 - Criteria for approval to discharge liquid trade waste into council's sewerage system

#### 2.1 - Factors for consideration

Council's decision to accept liquid trade waste into its sewerage system is on the basis of a preventive risk management framework for managing risks to the sewerage system within an integrated water cycle management context. It will be based on the discharge meeting Council's requirements. When determining an application to discharge liquid trade waste to the sewerage system, Council will consider the following factors:

- The potential for the liquid trade waste discharge to impact on public health
- The possible impacts the discharge may pose to the environment (land, water, air, noise, or nuisance factors)
- The potential impacts of the discharge on the health and safety of the Council's employee
- The possible impact of the discharge on Council's sewerage infrastructure or sewage treatment process
- The capability of the sewerage system (both transportation and treatment components) to accept the quality and quantity of the proposed liquid trade waste discharge
- The impact the liquid trade waste will have on the ability of the sewerage scheme to meet DOI licence requirements
- Compliance of the proposed liquid trade waste discharge with guideline limits in this policy The potential impacts of the discharge on the quality of, and management practices for, effluent and biosolids produced from the sewage treatment process
- The adequacy of the pre-treatment process(es) to treat the liquid trade waste to a level acceptable for discharge to the sewerage system, including proposed safeguards if the pre-treatment system fails
- Whether appropriate safeguards are proposed to avoid the discharge of other, non-approved wastes to the sewerage system
- The adequacy of any chemical storage and handling facilities, and the proposed safeguards for preventing the discharge of chemicals to the sewerage system
- Whether prohibited substances are proposed to be discharged
- The potential for stormwater entering the sewerage system and adequacy of proposed stormwater controls
- Waste minimisation and water conservation programs
- The adequacy of the proposed due diligence program and contingency plan, where required.

#### 2.2 - Discharge quality

Council has guideline limits for the acceptance of discharges, as set out in Tables 1, 2 & 3. Council may vary the guideline limits for a particular sewage treatment works. Where the guideline limits cannot be met, applicants are required to provide justification for exceeding the limits. Based on the type and the proposed contaminant levels, Council may refuse the application, or may approve it subject to an effluent improvement program, or other conditions being implemented.

Council may periodically vary its acceptance standards to reflect federal and state government regulatory requirements and Council's reuse requirements for treated effluent and biosolids.

#### 2.3 - Prohibited substances

Some substances are not suitable for discharge to the sewerage system. Table 4 sets out those substances which must not be discharged to the sewerage system. Council may not



## Liquid Trade Waste Guidelines

grant approval for the discharge of these substances to the sewerage system unless it is specifically approved under section 68 of the *Local Government Act*.

### 2.4 - Stormwater discharges from open areas

Stormwater is a prohibited discharge under this policy. The ingress of stormwater into the sewerage system can cause operational problems to the system and result in sewer overflows, as the sewerage system does not have the capacity for such flows. Therefore, Council does not generally accept the discharge of stormwater to the sewerage system.

It is recognised that it may not always be possible or practical to prevent all stormwater entering the sewerage system at some liquid trade waste premises. The discharge of limited quantities of first flush stormwater from sealed areas will be considered where roofing cannot be provided because of safety or other important considerations. The discharge from unsealed areas is not permitted.

Before the stormwater will be considered for discharge to the sewerage system, the applicant must provide the following information:

- reasons why the area cannot be fully or partially roofed and bunded to exclude stormwater
- the dimensions and a plan of the open area under consideration
- whether the open area is sealed
- the estimated volume of the stormwater discharge
- information on rain gauging
- where a first-flush system is proposed, details on how the stormwater will be diverted to the drainage system after the first flush is accepted (the first flush to be limited to first 10 mm of storm runoff)
- measures proposed for diverting stormwater away from the liquid trade waste generating area
- report on other stormwater management options considered and why they are not feasible

### 2.5 - Food waste disposal units

The use of food waste disposal units (also known as in-sinkerators, in-sink food waste disposers, or garbage grinders) is not permitted. Existing installations in hospitals and nursing homes may be permitted, provided that wastewater is discharged through an adequately sized grease arrestor. For existing premises, a food waste disposal charge will be levied based on the number of beds in the hospital or nursing home (refer to section 4.7). If the hospital or nursing home kitchen is refurbished, the food waste disposal unit must be removed.

### 2.6 - Devices that macerate or pulverise waste

Macerators and any other similar devices that are used for pulverising of solid waste are not authorised to connect to Council's sewerage system. Solid waste includes, but is not limited to, sanitary napkin, placenta, surgical waste, disposable nappy, mache bedpan and urine containers. Council will not accept any discharges from such devices to its sewerage system.

### 2.7 - Use of additives in pre-treatment systems

Council does not allow solvents, enzymes, bio-additives, and odour control agents to be used in pre-treatment systems (except neutralising chemicals designated for the pre-treatment) except by specific written application and subsequent approval.



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**Table 2 Guideline limits for acceptance of liquid trade wastes into sewerage system**

General acceptance guideline limits	
Flow Rate	The maximum daily and instantaneous rate of discharge (kL/h or L/s) is set on the available capacity of the sewer. Large dischargers are required to provide a balancing tank to even out the load on the sewage treatment plant (STP).
BOD <sub>5</sub> and Suspended Solids	Normally, approved at 300 mg/L each. Concentration up to 600 mg/L and in some cases higher concentration for low mass loadings may be acceptable if the treatment works has sufficient capacity and odour will not be a problem.
COD	Normally, not to exceed BOD <sub>5</sub> by more than three times. This ratio is given as a guide only to prevent the discharge of non-biodegradable waste.
Total Dissolved Solids	Up to 4000 mg/L may be accepted. However, the acceptance limit may be reduced depending on available effluent disposal options and will be subject to a mass load limit.
Temperature	Less than 38°C.
pH	Within the range 7.0 to 9.0.
Oil & Grease	100 mg/L if the volume of the discharge does not exceed 10% of the design capacity of the STP, and 50 mg/L if the Volume is greater than 10%
Detergents	All industrial detergents are to be biodegradable. A limit on the concentration of 50 mg/L (as MBAS) may be imposed on large liquid trade wastes.
Colour	No visible colour when the waste is diluted to the equivalent dilution afforded by domestic sewage flow.
Radioactive Substances	The discharge must comply with the Radiation Control Act 1990.



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**Table 3 Guideline limits for acceptance of organic and inorganic compounds into sewerage system**

Parameter	Maximum concentration (mg/L)
<b>Acceptance guideline limits for inorganic compounds</b>	
Ammonia (as N)	50
Boron	5
Bromine	5
Chlorine	10
Cyanide	1
Fluoride	20
Nitrogen (total Kjeldahl)	100
Phosphorus (total)	20
Sulphate (as SO <sub>4</sub> )	500
Sulphide (as S)	1
Sulphite (as SO <sub>3</sub> )	15
<b>Acceptance guideline limits for organic compounds</b>	
Benzene	0.04
Toluene	0.5
Ethylbenzene	1
Xylene	1
Formaldehyde	30
Phenolic compounds (except pentachlorophenol)	5
Petroleum hydrocarbons (non-flammable)*	30
Pesticides general (except organochlorine and organophosphorus)*	0.1
Polynuclear Aromatic Hydrocarbons (PAHs)	5





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**Table 4 Guideline limits for acceptance of metal wastes into sewerage system**

Parameter	Maximum concentration (mg/L)	Allowed daily mass limit (g/d)
<b>Acceptance guideline limits for metals</b>		
Aluminum	100	-
Arsenic	1	2
Cadmium	1	6
Chromium*	3	15
Cobalt	5	15
Copper	5	15
Iron	100	-
Lead	1	6
Manganese	10	30
Mercury	0.01	0.05
Molybdenum	5	30
Nickel	3	15
Selenium	1	15
Silver	2 <sup>#</sup>	6
Tin	5	15
Zinc	5	15
<b>Total heavy metals excluding aluminum, iron and manganese</b>	<b>less than 30 mg/L and subject to total mass loading requirements</b>	

Where hexavalent chromium ( $\text{Cr}^{6+}$ ) is present in the process water, pre-treatment will be required to reduce it to the trivalent state ( $\text{Cr}^{3+}$ ), prior to discharge into the sewer. Discharge of hexavalent chromium ( $\text{Cr}^{6+}$ ) from chromate compounds used as corrosion inhibitors in cooling towers is not permitted.

This limit is applicable to large dischargers. The concentration of silver in photo processing waste where a balancing tank is provided is not to exceed 5 mg/L.



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**Table 5 Substances prohibited from being discharged into the sewerage system**

Prohibited Substances
<ul style="list-style-type: none"> <li>• organochlorine weedicides, fungicides, pesticides, herbicides and substances of a similar nature and/or wastes arising from the preparation of these substances</li> <li>• organophosphorus pesticides and/or waste arising from the preparation of these substances</li> <li>• any substances liable to produce noxious or poisonous vapours in the sewerage system</li> <li>• organic solvents and mineral oil</li> <li>• any flammable or explosive substance</li> <li>• discharges from 'Bulk Fuel Depots'</li> <li>• chromate from cooling towers</li> <li>• natural or synthetic resins, plastic monomers, synthetic adhesives, rubber and plastic emulsions</li> <li>• rain, surface, seepage or subsoil water, unless specifically permitted</li> <li>• solid matter including wet wipes, colostomy bags, sanitary napkins</li> <li>• any substance assessed as not suitable to be discharged into the sewerage system</li> <li>• waste that contains pollutants at concentrations which inhibit the sewage treatment process – refer <i>Australian Sewage Quality Management Guidelines June 2012, WSAA</i></li> <li>• any other substances listed in a relevant regulation.</li> </ul>



## Liquid Trade Waste Guidelines

### Part 3 – Framework for regulation of liquid trade waste

#### 3.1 - Application Procedures

To obtain Council's approval to discharge liquid trade waste to Council's sewerage system, a discharger must lodge an application in writing. Application forms are available on Council's web site. If a person wishes to discharge liquid trade waste to the sewerage system but is not the owner of the premises, the person must obtain the owner's consent to the application.

The applicant must provide the following information:

- site owner's full name, address, contact telephone number
- address of the business/industry where discharge to the sewerage system will occur
- name of contact person for the premises and telephone contact for the business/industry
- type of process/activity generating the liquid trade waste
- normal hours of business operation
- rate of discharge, including
  - the average per day, maximum per day and per hour, and
  - hours of the day during which discharge will take place
- characteristics of wastes, including
  - nature of source
  - expected maximum and average concentrations of pollutants (Where sampling and testing are required to establish the quality of the liquid trade waste, the testing should be carried out in accordance with the procedures set out in the Standard Methods for the Examination of Water and Wastewater published by the American Public Health Association, American Water Works Association and Water Pollution Control Federation.)
- chemicals to be used – supply Material Safety Data Sheets
- details of any proposed pre-treatment facilities, location and site plan. Details should include:
  - pre-treatment process details
  - internal wastewater drainage
  - pump size
  - rising main size, length and profile
  - system operational characteristics
  - operational procedures
  - provisions for sampling and flow measurement, where required
  - proposed connection point to the sewerage system
- flow diagram and hydraulic profile of proposed liquid trade waste pre-treatment facilities
- maintenance schedule for pre-treatment equipment, including contractor's details
- stormwater drainage plan
- measures for prevention of stormwater ingress into the sewerage system
- location, nature and chemical composition of all substances stored/used on site
- justification for disposing of the waste into the sewerage system over other possible options (if any)
- methods of disposal for other wastes that are not discharged to the sewerage system
- any relevant environmental impact assessments
- any additional information as requested by Council

The following information needs to be provided in regard to the discharge of septic tank and pan waste to the sewerage system:

- identification of the pump out service provider
- proposed method of discharge including plans and drawings if appropriate

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- details of any proposed facilities for a disposal point, location and site plan (if applicable).
- details should include the proposed connection point to the sewerage system
- security arrangements at the proposed disposal site (if applicable)
- the provision of freshwater for hosing down where needed
- bunding and measures to prevent the ingress of stormwater at the proposed dump point, if applicable
- the use of odour inhibiting or other chemicals, if any, and their dosage rates
- statement that septic effluent will not be mixed with septage or grease trap pump out, i.e. dedicated tankers will be used for each type of waste

Council may, under section 86 of the *Local Government Act*, request an applicant to provide more information to enable it to determine the application. Failure on the part of the applicant to provide all of the required information may result in the delay or refusal of the application.

### 3.2 - Approval of applications

Where an application is approved, Council will notify the applicant as soon as practical of the approval and any conditions of the approval. The duration of the approval will be as stated in the approval. In cases where Council requires a discharger to enter into a liquid trade waste services agreement (refer to section 5.2), Council will issue a deferred commencement approval under section 95 of the *Local Government Act* requesting the discharger to do so within the time specified in Council's letter. In such cases, the approval will not be operative until the agreement has been executed by the discharger.

An applicant may make a minor amendment or withdraw an application before it is approved by Council. An applicant may also apply to Council to renew or extend an approval, in accordance with section 107 of the *Local Government Act*.

If an application is refused, Council will notify the applicant of the grounds for refusal. An approval to discharge liquid trade waste to Council's sewer is not transferable. A new application must be lodged and a new approval obtained if there is a change of the approval holder or the activity. Council must be notified of change of ownership and/or occupier in all cases, whether a new approval is required or not, to allow updating of records.

### 3.3 - Concurrence of the Department of Industry

If Council supports an application and has a notice stating that concurrence of the Secretary, NSW Department of Industry can be assumed for the waste relevant to the application, Council will approve the application. Otherwise, Council will seek concurrence with the requirements of section 90(1) of the *Local Government Act*. The Director Water and Sewerage Regulation provides concurrence on behalf of the Secretary, Department of Industry.

Liquid trade waste discharges are divided into four (4) classifications (refer to Figure 1) for the purpose of the concurrence process:

- Concurrence Classification A, B, S – liquid trade waste dischargers for which Council has been authorised to assume concurrence to the approval subject to certain requirements
  - This includes all charging category 1, 2, 2M and 2S applications
- Concurrence Classification C – is for high risk customer that do not fall within Concurrence Classification A, B or S, and therefore require Council to forward the application to the NSW Department of Industry for concurrence. Classification C trade waste customers include businesses that discharge > 20 kL/day and high risk industrial operations such as wineries, powder coaters, dairy and food processing.
  - This includes all charging category 3 applications

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**Notes:** The volume of liquid trade waste must not exceed 5 kL/d except in the case of commercial retail food preparation activities, where up to 16 kL/d is included in this category. If the waste discharged to the sewer exceeds these volumes, the application must be treated as Concurrence Classification B. Discharges over 20 kL/d must be treated as Classification C. The Secretary Department of Industry has granted Wingecarribee Shire Council assumed concurrence for Classifications A, B and S.

### 3.4 - Liquid Trade Waste Charging Categories

For trade waste charging purposes there are also five (5) charging categories, Category 1, 2, 2S, 2M and 3 as described below.

**Note:** If you have any questions regarding classifications, pre-treatment requirements, charging categories or fees and charges, please contact Councils trade waste officer on 4868 0888.

#### Charging Category 1 Dischargers

Category 1 liquid trade waste dischargers are those conducting an activity deemed by Council as requiring nil or only minimal pre-treatment equipment and whose effluent is well defined and of a relatively low risk to the sewerage system. In addition, Category 1 includes dischargers requiring prescribed pre-treatment but with low impact on the sewerage system.

#### Charging Category 1 Discharges that are Exemption from Requiring Approval

Table 1 outlined the businesses that are exempt from requiring trade waste approval, however must register with Council as a trade waste discharger and meet the standard requirements specified below. An annual trade waste fee applies to each such discharger. These types of activities will be inspected for compliance once the business begins to operate and may be inspected anytime to confirm they are meeting Council requirements.

#### Charging Category 1 Discharges that Require Approval

Table 6 outlined the businesses that require approval from Council to discharge Trade Waste, and the related pre-treatment requirements.



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**Table 6 Charging Category 1 discharges that require approval**

Commercial retail food preparation	Pre-treatment Requirements
Bakery (only bread baked on-site) Bistro (sandwiches, coffee only) Canteen (no hot food) Ice cream parlour (take away only) Take away food outlet (no hot food)	Floor waste & sink baskets waste arrestors in the food preparation area
Boiler blowdown	Cooling pit to reduce wastewater temperature to 38° or below before entering the sewage system
Hotel (laundry no hot food)	Lint screens, internal screen are acceptable
Motel (laundry no restaurant)	Lint screens internal screens are acceptable, floor waste & sink baskets waste arrestors in food preparation area
Nightclub (minimal hot food)	Floor waste & sink baskets waste arrestors in the food preparation area
Potato peeling (small operation)	Basket trap & screens

Other commercial activities	Pre-treatment Requirements
Crafts <200 L/d	Nil
Crafts 200 L to 1000 L/d	Plaster arrestor
Dental surgery (digital X ray)	Amalgam separator, (plaster arrestor if required)
Mobile cleaning units	Fixed screens & removable basket arrestor
Morgue/holding room	Floor waste & sink baskets waste arrestors
Plants retail (no nursery)	Floor waste & sink baskets waste arrestors in the plant preparation area, No herbicides/pesticides shall be discharged to sewer
Public swimming pool (>55 kL's)	Holding tank, discharge at controlled flow rate
Photographic (tray work/manual development)	Balance pit/tank, silver recovery unit to be installed or remove all silver bearing waste from the premises by an authorised transporter
Veterinary (were animals are kept or washed, no X-ray)	Floor waste & sink baskets waste arrestors were animals are kept.

Other Industrial Activities	Pre-treatment Requirements
Boiler blowdown	Cooling pit, the pit is to be sized to reduce wastewater tempature to 38° or below before entering the sewage system
Cooling tower bleed off	No treatment, products containing chromate is not permitted to dischare to the sewage system
Industrial boilers	Cooling pit, the pit is to be sized to reduce wastewater tempature to 38° or below before entering the sewage system
Laboratory(analytical/pathology/teritary institution	Balance pit/tank sized accordingly to flow rate, minimum capacity 600L. pH correction may be required.

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Laundry	Lint screens, internal screens acceptable, if waste water discharge is higher than 38° a cooling pit is required to be installed, the pit is to be sized to reduce wastewater temperature to 38° or below before entering the sewage system
Secondary schools (no boarding) Canteen with minimal hot food  Hospitality class  Craft <200 L/d Craft 200 to 1000 L/d Photographic, science laboratory	<ul style="list-style-type: none"> <li>• floor waste &amp; sink baskets waste arrestor in the food preparation</li> <li>• Minimum 1000 L grease arrestor, floor waste &amp; sink baskets waste arrestor in the food preparation area</li> <li>• Nil</li> <li>• Plaster arrestor</li> <li>• Balance tank sized to give a flow retention capacity of 1 hour</li> </ul>
Vehicle washing by hand < 5KL's per day	Approved oil/water separator, dry basket arrestor with screens, collection pits minimum 300L's





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### Charging Category 2 Dischargers

Category 2 liquid trade waste dischargers are those conducting an activity deemed by Council as requiring pre-treatment equipment and whose effluent is well characterised and have a medium impact on the sewerage system. Table 7 outlines businesses that fall into Category 2 Discharges and each pre-treatment requirement.

**Table 7 Charging Category 2 Dischargers**

Commercial retail food preparation	Pre-treatment Requirements
Bakery (pies, sausage rolls) quiches, cakes pastries with creams or custards) Butcher Bistro (hot food) Café/coffee shop/coffee lounge (hot food) Cafeteria (hot food) Canteen (hot food) Commercial kitchen/caterer Doughnut shop Fish shop (cooking on-site) Ice cream parlour (ice cream consumed on-site) Nightclub (hot food) Pizza preparation and cooking on-site Sandwich shop/salad bar (hot food) Take away food outlet (hot food)	Minimum 1000L grease arrestor, floor waste & sink baskets waste arrestor in the food preparation area
Fast food outlets <ul style="list-style-type: none"> <li>• KFC</li> <li>• Hungry Jacks</li> <li>• McDonalds</li> <li>• Red Rooster</li> <li>• Pizza Hut</li> <li>• etc</li> </ul>	Minimum 1500L grease arrestor, floor waste & sink baskets waste arrestor in the food preparation area
Club, Function Centre, Restaurant, Community hall with commercial kitchen - grease arrestor size depends on number of seats	Up to 69 seats 1000L 70 to 199 seats 1500L 200 to 399 seats 2000L 400 to 599 seats 3000L 600 to 799 seats 4000L 800 to 1000 seats 5000L  Floor waste & sink baskets waste arrestor in the food preparation area
Restaurant up to 69 seats (with wok burner)	Minimum 1500L grease arrestor, floor waste & sink baskets waste arrestor in the food preparation area
Hospital, Nursing home, Age care, Boarding house/hostel kitchen - grease arrestor size depends on number of beds	• Up to 69 beds 1000L • 70 to 199 beds 1500L • 200 to 399 beds 2000L • 400 to 599 beds 3000L • 600 to 799 beds 4000L • 800 to 1000 beds 5000L  Floor waste & sink baskets waste arrestor in the food preparation area

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Supermarket - grease arrestor size depends on the number of activities	Butcher 1000L Delicatessen with hot food 1000L with steam over, gas vat 2000L Sea food 1000L Floor waste & sink baskets waste arrestor in the food preparation area, Lint screens
Hotel (hot food, laundry) Motel (hot food with restaurant and laundry)	Minimum 1000L grease arrestor, floor waste & sink baskets waste arrestor in the food preparation area, Lint screens, internal screens are acceptable

Other commercial activities	Pre-treatment Requirements
Car detailing	Approved oil/water separator, dry basket arrestor with screens & associated pits size accordingly
Craft activities > 1000 L/d	General purpose pit, minimum capacity 1000L
Dental surgery (wet X-ray, plaster casts)	Plaster arrestor, balance pit/tank, silver recovery unit to be installed or remove all silver bearing waste from the premises by an authorised transporter
Lawnmower repairs	Approved oil/water separator, dry basket arrestor with screens & associated pits size accordingly
Mechanical workshop	Approved oil/water separator, dry basket arrestor with screens & associated pits size accordingly, parts washer
Stone working	Solids settlement pit/silt arrestor minimum size 1000L
Veterinary (with wet X-ray)	Balance pit/tank, silver recovery unit to be installed or remove all silver bearing waste from the premises by an authorised transporter. Dry basket arrestors in all floor wastes where animals are kept.
Waterless mini-lab	A silver recovery unit to be installed or remove all silver bearing waste from the premises by an authorised transporter

Other industrial activities	Pre-treatment Requirements
Auto dismantler	Approved oil/water separator, dry basket arrestor with screens & associated pits size accordingly
Bus/coach depot wash bay	Approved oil separator, dry basket arrestor with screens & associated pits sized accordingly
Construction & hire equipment maintenance and cleaning	Dry basket arrestor, collection pit or solids settlement pit minimum size 1000L and approved oil/water interceptor/separator
Glass cutting and grinding	Solids settlement pit, sized for a minimum 2 hours detention
Graphic arts	Balance tank or pit or coalescing plate separator or any other approved products. Solvents are not to be discharged to the sewage system. Minimum size to equal the actual volume from 1 hour of washing
Medical centre (with wet X-ray, plaster casts)	Plaster arrestor, Balance pit/tank, silver recovery unit to be installed or remove all silver bearing waste from the premises by an authorised transporter

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Panel beating	Dry basket arrestor, collection pit minimum 300L, an approved oil/water interceptor/separator
Primary & Secondary School (boarding) Hospitality class  Crafts  Photographic, science laboratory	<ul style="list-style-type: none"> <li>• Minimum 1000L grease arrestor</li> <li>• Minimum 1000L grease arrestor</li> <li>• Floor waste &amp; sink baskets waste arrestor in the food preparation areas</li> <li>• Crafts &lt;200L no pre-treatment</li> <li>• Crafts 200L to 1000 L/d Plaster arrestor</li> <li>• Balance tank sized to give a flow retention capacity of 1 hour</li> </ul>
Photographic lab	Balance tank minimum size 200L, silver recovery unit for silver bearing waste or remove all silver bearing waste from the premises by an authorised contractor.
Radiator repairer	Approved oil/water separator, dry basket arrestor with screens & associated pits size accordingly. Discharge from the spray booth area is not permitted.
Screen printing	Settling tank or pit or coalescing plate separator or any other approved products. Solvents are not to be discharged to the sewage system. Minimum size to equal the actual volume from 1 hour of washing
Service station forecourt	Connection of any discharge from refuelling points at service stations and other premises to LWU sewerage system is prohibited effective from 1 <sup>st</sup> June 2012. When the existing service station, refuelling points undertakes mayor renovations they will be required to disconnect their system from the sewerage system. Any proposed service station or refuelling point application requires to be forwarded to Council's environment section.
Water wash mini-lab	Balance tank minimum 200L, a silver recovery unit to be installed or remove all silver bearing waste from the premises by an authorised transporter
X-ray radiologist	Balance pit/tank minimum 200L, a silver recovery unit to be installed or remove all silver bearing waste from the premises by an authorised transporter



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### Charging Category 2M Dischargers

1. Charging category 2M is defined as a property that has more than one charging category (1 or 2) defined trade waste business operating on one property. A Pre-treatment inspection fee will apply to every prescribed pre-treatment device installed on the property (eg grease arrestor, oil separator) see table 11.

**Table 8 Examples of charging category 2M customers**

Shopping complexes	Shopping centers
Malls	Hospitals
Technical and further education facility (TAFE).	Multi-complexes

**Note:** Contact Council's trade waste officer for pre-treatment requirements.

### Charging Category 2S Dischargers

Category 2S dischargers are those conducting an activity of transporting and/or discharging septic tank or pan content waste into the sewerage system. Examples of charging category 2S customers are outlined in Table 9.

**Table 9 Examples of charging category 2S customers**

Bus/rail coaches portable toilet waste	Portable toilet waste
Caravan/motor homes toilet waste dump point	Caravan park toilet waste dump points
Septage/sludge from primary septic tank	Effluent from septic holding tank

### Category 3 Discharger (large or industrial waste dischargers)

Category 3 liquid trade waste dischargers are those conducting an activity which is of an industrial nature and/or which results in the discharge of large volumes (over 20 kL/d) of liquid trade waste to the sewerage system. Examples of Category 3 Discharges are outlined in Table 10.

Any Category 1 or 2 discharger whose volume exceeds 20 kL/d becomes a Category 3 discharger, except for shopping complexes malls, institutions, hospitals, technical and further educational facilities, and correctional facilities.

**Note:** Contact Council's trade waste officer for pre-treatment requirements and parameter acceptance limits.





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**Table 10 Category 3 Discharger (large or industrial waste dischargers)**

<b>Food Industries</b>	
Abattoir	Egg processing
Bakery (wholesale)	Pet food processing
Brewery > 2000 kL/d	Plants nursery (open areas)
Cooling towers	Potato processing
Cosmetics/perfumes manufacture	Poultry processing
Dairy processing (milk/cheese/yoghurt/ice cream etc.)	Sale yards
<b>Food processing</b> (cereals/cannery/condiments/ confectionary/edible oils/fats/essence/ flavours/fish/fruit juice/gelatine/honey/meat/pickles/ smallgoods/tea and coffee/vinegar/yeast manufacture etc.),	Seafood processing
	Water treatment backwash
	Soft drink/cordial manufacture
	Starch manufacture
	Sugar refinery
	Tanker washing
Fruit and vegetable processing	Tip leachate
	Transport depot/ terminal
Flour milling	Wholesale meat processing
Glue manufacturer	Winery, wine/spirit bottling.

<b>Industrial Businesses</b>	
Acid pickling	Ink manufacture
Adhesive/latex manufacture	Laboratories (excluding those in Category 2)
Agricultural and veterinary drugs	Liquid wastewater treatment facility (grease trap receipt depot and other pump-out waste depot)
Anodising	Metal finishing
Bitumen and tar	Metal processing (refining/rolling/ non-cyanide heat treatment/phosphating/ photo engraving/printed circuit etching/sheet metal fabrication etc.),
Bottle washing	
Cardboard and carton manufacture	
Carpet manufacture	
Caustic degreasing	Mirrors manufacture
Chemicals manufacture and repackaging	Oil recycling (petrochemical) and refinery
Contaminated site treatment	Paint stripping
Cyanide hardening	Paint manufacture
Detergent/soaps manufacture	Paper manufacture
Drum washing	Pharmaceuticals manufacture
Electroplating	Plaster manufacture
Engine gearbox reconditioning	Powder coating
Extrusion and moulding (plastic/metal)	Printing (newspaper, lithographic)
Feather washing	Sandblasting
Fellmonger	Slipway

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Felt manufacture	Tannery
Fertilisers manufacture	Timber processing (joinery and Furniture/plywood/hardwood)
Fibreglass manufacture	Textile manufacture (wool dyeing/spinning/scouring)
Filter cleaning	
Foundry	Truck washing (internal)
Galvanising	Waxes and polishes
Glass manufacture	



## Liquid Trade Waste Guidelines

### 3.5 – Liquid trade waste fees and charges

Council provides sewerage and liquid trade waste services on a commercial basis, with full cost recovery through sewerage and liquid trade waste fees and charges. Council's proposed fees and charges are advertised annually for public comment in its draft Management Plan. In addition to the trade waste fees and charges described below, Council may elect to include any trade waste charges shown in Appendix I of the *Liquid Trade Waste Regulation Guidelines, 2009*.

Refer to Council's website for the full fees and charges.

**Table 11 Council's liquid trade waste fees and charges categories that may apply**

CHARGING CATEGORY	APPLICATION FEE	ANNUAL NON-RESIDENTIAL SEWERAGE BILL WITH APPROPRIATE SEWER USAGE	ANNUAL TRADE WASTE FEE	RE-INSPECTION FEE (when required)	Multi-complex Prescribed pre-treatment inspection Fee	TRADE WASTE USAGE CHARGE/kL	SEPTIC WASTE DISPOSAL CHARGE	EXCESS MASS CHARGES/kg	NON-COMPLIANCE TRADE WASTE USAGE CHARGE/kL	NON-COMPLIANCE EXCESS MASS/kg and pH CHARGES/kL (if required)	NON-COMPLIANCE PENALTY (if required)
1	Yes <sup>1</sup>	Yes	Yes	Yes	No	No	No	No	Yes <sup>2</sup>	No	Yes
2	Yes	Yes	Yes	Yes	No	Yes	No	No	Yes <sup>2</sup>	No	Yes
2S	Yes	Yes	Yes	Yes	No	No	Yes <sup>3</sup>	No	No	No	Yes
2M	Yes	Yes	Yes	Yes	Yes <sup>4</sup>	Yes	No	No	Yes <sup>2</sup>	No	Yes
3	Yes	Yes	Yes	Yes	No	No	No	Yes	No	Yes	Yes

**Notes:**

- Not applicable for dischargers exempted in Table 4.
- Non-compliance trade waste usage charge, if the discharger fails to install or properly maintain appropriate pre-treatment equipment.
- Only applicable if the discharger has a dump point located at their premises which is connected to the sewerage system.
- This fee applies to every prescribed pre-treatment device installed of the property (eg grease arrestor, oil separator).

### 3.6 - Application fee

The application fee recovers the cost of administration and technical services provided by Council in processing applications for approval to discharge liquid trade waste to the sewerage system. The application fee will be allocated on the basis of the category into which the discharger is classified and reflects the complexity of processing the application. Application fees will be set annually by Council.

Where the term of an existing liquid trade waste approval expires and no change is required to the conditions of the renewed approval to be issued then no application fee shall be charged. In accordance with s107 of the *Local Government Act 1993* a renewal may only be granted before the original approval lapses or within three months after the approval lapses. After this three month period a new application will be required and the associated application fee will be charged.

An approval to discharge liquid trade waste to council's sewer is not transferable. Where the ownership of the holder of an existing liquid trade waste approval changes, a new approval will be required and a fee shall be charged for the new application.

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## Liquid Trade Waste Guidelines

### 3.7.1 - Annual trade waste fee

The purpose of this fee is to recover the cost incurred by Council for administration and the scheduled inspections each year to ensure a liquid trade waste discharger's ongoing compliance with the conditions of their approval.

As part of an inspection, Council may undertake monitoring of the liquid trade waste discharges from premises or business. Such monitoring may include but is not limited to, flow measurement and the sampling of the liquid trade waste. Where more than one (1) instance<sup>+</sup> of such monitoring is undertaken by Council in a financial year, the cost involved may be recovered from the discharger.

Annual liquid trade waste fees are determined on the basis of the category of the discharger and are proportionate to the complexity of their inspection and administration requirements. Annual trade waste fees will be set by Council. Where the discharger is required to pay for monitoring this will be charged on the basis of full cost recovery<sup>#</sup>.

**Note:** In view of the adverse impact of wastes with a high concentration of oil and grease on Council's sewage transportation system, Council will carry out inspections of commercial premises preparing hot food at least four (4) times per annum. Also, if it is not practical for the Council to carry out four inspections/annum, the Council may inspect once or twice/annum and require the discharger to produce evidence that the pre-treatment equipment has been properly serviced between the inspections, eg. pump-out docket, invoices from a service contractor, etc.

The annual trade waste fee for Category 3 dischargers may be set on a case by case basis depending on the complexity of monitoring required (for charging purposes and other administrative requirements).

### 3.7.2 - Re-inspection fee

Where non-compliance with the conditions of an approval has been detected and the discharger is required to address these issues, Council will undertake re-inspections to confirm that remedial action has been satisfactorily implemented. Council will impose a fee for each re-inspection. The re-inspection fee will be set annually by Council on the basis of full cost recovery. A re-inspection may include the monitoring of liquid trade waste discharges, the cost of which may be recovered from the discharger.

### 3.7.3 - Trade waste usage charge

The trade waste usage charge is imposed to recover the additional cost of transporting and treating liquid trade waste from Category 2 dischargers and potentially Category 4 discharges.

Trade Waste Usage Charge (\$) = Q x R

Where: Q = Volume (kL) of liquid trade waste discharged to sewer.  
R = usage charge per kL

### 3.7.4 - Excess mass charges

Excess mass charges will apply for substances discharged in excess of the deemed concentrations in domestic sewage shown in Table 9 below. For excess mass charge calculation, equation (1) below will be applied.



## Liquid Trade Waste Guidelines

**Table 12 Deemed concentration of substances in domestic sewage**

Substance	Concentration (mg/L)
Biochemical Oxygen Demand (BOD <sub>5</sub> )	300
Suspended Solids	300
Total Oil and Grease	50
Ammonia (as Nitrogen)	35
Total Kjeldahl Nitrogen	50
Total Phosphorus	10
Total Dissolved Solids	1000
Sulphate (SO <sub>4</sub> )	50

<sup>#</sup> The concentration in the potable water supply to be used if it is higher than 50mg/L.

NB. Substances not listed above are deemed not to be present in domestic sewage.

$$\text{Liquid Trade Waste Excess Mass Charge (\$)} = \frac{(S - D) \times Q \times U}{1,000} \quad (1)$$

Where: S = Concentration (mg/L) of substance in sample.

D = Concentration (mg/L) of substance deemed to be present in domestic sewage.

Q = Volume (kL) of liquid trade waste discharged to the sewerage system.

U = Charging rate (\$/kg) for discharge of substance to the sewerage system.

Charging rates (U) used in equation (1) are as shown in Council's Annual Management Plan. With regard to BOD, equation (1) applies for BOD<sub>5</sub> up to 600 mg/L.

### Excess mass charges for BOD exceeding 600mg/L

If Council approves the acceptance limits for BOD<sub>5</sub> higher than 600mg/L, an exponential type equation will be used for calculation of the charging rate U<sub>e</sub> (\$/kg) as shown in equation (2). Equation (2) provides a strong incentive for dischargers to reduce the strength of waste. In addition, equation (5) will be used where the discharger has failed to meet their approved BOD limit on two (2) or more instances in a financial year.

U<sub>e</sub> is the excess mass charging rate for BOD (\$/kg).

$$U_e = 2C \times \frac{(\text{Actual BOD} - 300\text{mg/L})}{600\text{mg/L}} \times 1.05^{\frac{(\text{Actual BOD} - 600\text{mg/L})}{(600\text{mg/L})}} \quad (2)$$

Where C = the charging rate (\$/kg) for BOD<sub>5</sub> 600mg/L.

Actual BOD = the concentration of BOD<sub>5</sub> as measured in a sample

For example if C = \$0.623/kg, equation (2) would result in the following excess mass charging rates:

\$0.623/kg for BOD<sub>5</sub> 600mg/L

\$1.96/kg for BOD<sub>5</sub> 1200mg/L

\$5.05/kg for BOD<sub>5</sub> 2400mg/L

The excess mass charge for BOD is calculated using equation (1):

$$\text{Excess Mass Charge for BOD (\$)} = \frac{(S - D) \times Q \times U_e}{1,000}$$

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## Liquid Trade Waste Guidelines

### 3.7.5 - Food waste disposal charge<sup>1</sup>

Where Council has permitted the use of a food waste disposal unit for an existing hospital, nursing home or other eligible facility, the following additional food waste disposal charge will be payable annually.

Food Waste Disposal Charge (\$) = B x UF

Where B = Number of beds in hospital or nursing home.

UF = Annual charging rate (\$/bed) for a food waste disposal unit at a hospital or nursing home.

### 3.7.6 - Non-compliance charges

#### Category 1, 2 and 4 Dischargers

If the discharger has not installed or maintained appropriate pre-treatment equipment, the relevant non-compliance trade waste usage charges will be applied for the relevant billing period.

#### Category 3 Discharger

##### Non-compliance pH charge

Equation (3) is used for waste with pH being outside the approved range. This equation provides an incentive for dischargers to apply appropriate pH correction so their waste remains within the approved pH limits. Council may require industrial and large dischargers to install and permanently maintain a pH chart recorder or data logger as control of pH is critical to minimising odour and corrosion problems in the sewerage system.

Charging rate for pH where it is outside the approved range for the discharger =  

$$K \times (\text{actual pH} - \text{approved pH})^{\#} \times 2^{(\text{actual pH} - \text{approved pH})^{\#}} \quad (3)$$

<sup>#</sup> absolute value to be used.

K = pH coefficient - The value needs to be adjusted in accordance with changes in the CPI.  
 Example: Council has approved the pH range 8.0 to 9.0 for a large discharger generating high strength trade waste in order to prevent corrosion and odour problems in the sewerage system.

Case 1: pH measured 7.0

Charging rate (\$/kL) =  $0.3 \times [7 - 8] \times 2^{[7 - 8]} = \$0.60/\text{kL}$

Case 2: pH measured 11.0

Charging rate (\$/kL) =  $0.3 \times [11 - 9] \times 2^{[11 - 9]} = \$2.40/\text{kL}$

##### Non-compliance excess mass charges

Where a discharge quality fails to comply with the approved concentration limits of substances specified in Council's approval conditions (or the acceptance criterion listed in Council's trade waste policy), Council incurs additional costs in accepting and treating that waste. Council may also face problems with the effluent and biosolids management.

In order to recover Council's costs, equation (4) shall apply for non-compliance excess mass charges, except for BOD where equation (5) shall apply.





## Liquid Trade Waste Guidelines

$$\text{Non-compliance Excess Mass Charges (\$)} = \frac{(S - A) \times Q \times 2U}{1,000} + \frac{(S - D) \times Q \times U}{1,000} \quad (4)$$

Where:

- S = Concentration (mg/L) of substance in sample.  
 A = Approved maximum concentration (mg/L) of pollutant as specified in Council's approval (or liquid trade waste policy).  
 Q = Volume (kL) of liquid trade waste discharged for the period of non-compliance.  
 U = Excess mass charging rate (\$/kg) for discharge of pollutant to sewerage system, as shown in Council's Annual Management Plan.  
 D = Concentration (mg/L) of substance deemed to be present in domestic sewage.

### Non-compliance excess mass charges for BOD

If a discharger has failed to meet the approved maximum concentration of BOD on two or more instances in a financial year, the non-compliance excess mass charging rate for BOD

$U_n$  will be levied on the basis of equation (5):

$U_n$  is the BOD non-compliance excess mass charging rate.

$$U_n = 2C \times \frac{(A - 300 \text{ mg/L})}{600 \text{ mg/L}} \times 1.05^{\frac{(A - 600 \text{ mg/L})}{600 \text{ mg/L}}} + 4C \times \frac{(\text{Actual BOD} - A)}{600 \text{ mg/L}} \times 1.05^{\frac{(\text{Actual BOD} - A)}{600 \text{ mg/L}}} \quad (5)$$

For example, if C = \$0.623/kg, BOD<sub>5</sub> actual (measured) level is 2400mg/L and the approved maximum concentration of BOD (A) is 1000mg/L, equation (5) would result in a non-compliance excess mass charging rate of \$8.02/kg.

Non-compliance Excess Mass Charge for BOD is calculated using equation (1):

$$\text{Non-compliance Excess Mass Charge (\$)} = \frac{(S - D) \times Q \times U_n}{1,000}$$

The non-compliance excess mass charges shown above are in lieu of the excess mass charges in section 4.6.

**Note:** Council will continue applying the above non-compliance excess mass charge until the quality of discharge complies with Council's approved quality (or the trade waste policy) limits, within the time frame determined by Council for remedying the problem. If the discharger fails to rectify the problem within this time frame, the discharger may be required to cease discharging liquid trade waste into Council's sewerage system and may also be required to pay a 'non-compliance penalty' as indicated in the following section.

### 3.7.7 - Non-compliance penalty

The non-compliance penalty covers instances where Council may seek compensation for its costs relating to legal action, damage to infrastructure, incurred fines and other matters resulting from illegal, prohibited or unapproved liquid trade waste discharged to the sewerage system. Also included are fines under:

- *Protection of the Environment Operations Act 1997*, section 120(1) (Pollution of any waters by a discharger who fails to comply with the conditions of approval for discharge of liquid trade waste to sewer)
- *Local Government Act, 1993*, section 627 (Failure to comply with an approval), section 628 (Failure to comply with an order). Non-compliance penalties will be pursued by legal action.



## Liquid Trade Waste Guidelines

### 3.7.8 - Discharge of stormwater to the sewerage system

The discharge of stormwater, surface and subsoil waters to the sewerage system is prohibited under this policy. As indicated in section 2.4, the acceptance of first flush stormwater runoff may be permitted. A charge (adjusted annually based on change in CPI) will be applied to Category 3 dischargers in accordance with the non-compliance trade waste usage charge, if approval is granted to accept the above waters. Excess mass charges will be also applied in accordance with section 4.10.

### 3.7.9 - Septic and pan waste disposal charge

This charge is imposed to recover the cost of accepting and treating septic tank and pan waste.

Septic tank and pan waste disposal charge (\$) =  $Q \times S$

Where:  $Q$  = Volume (kL) of waste discharged to sewer.  
 $S$  = Charging rate in \$/kL for septic tank effluent, septage or chemical toilet waste as indicated in Council's Annual Fees and Charges.

### 3.7.10 - Responsibility for payment of fees and charges

Property (land) owners are responsible for the payment of fees and charges for water supply, sewerage and liquid trade services provided by Council. This includes property owners of Caravan Parks, etc., if a dump point located at their premises is connected to the sewerage system. Where another party (lessee) leases premises any reimbursement of the lessor (property owner) for such fees and charges is a matter for the lessor and the lessee. Council will charge a septic tank and pan waste disposal charge for services it provides to transporters of septic tank and pan waste tankered and discharged to the sewerage system.

**All dischargers of liquid trade waste to Council's sewerage system should be aware that they are subject to prosecution and imposition of fines under the *Local Government Act 1993* and the *Protection of the Environment (Operations) Act 1997* and Regulations. In addition to fines, Council may recover costs of damages and fines incurred by Council as a result of an illegal liquid trade waste discharge.**



## Liquid Trade Waste Guidelines

### 3.8 – Monitoring

Council will carry out inspections of the premises of all liquid trade waste dischargers and their treatment facilities at least once per annum. Inspections of commercial premises preparing hot food may be carried out at least two (2) times per annum (refer to section 4.3). Monitoring of the large and industrial dischargers is to be carried out as specified in the approval conditions.

The applicant may be required to monitor the liquid trade waste discharge as a condition of an approval or agreement. They may also be required to pay for any sampling and testing of liquid trade waste undertaken by Council.

For this purpose, an inspection/sampling point, where the waste can be inspected and sampled, will be specified in the approval and/or agreement. This point will normally be located after the pre-treatment facility. The discharger may need to install a suitable method of flow measurement.

Council may require the discharger to:

- install a permanent primary measurement device
- measure the volume and flow rate using the permanently installed flow measurement system (such as a flow metering system)
- install a flow measurement device on a temporary basis and obtain enough data to determine a basis for assessing the flow rate and volume
- provide a system which allows obtaining a flow weighted composite sample.

Testing of samples is to be undertaken by a NATA-registered or other laboratory to ensure reliable and accurate results. Where the discharger is sampling the effluent, Council may randomly take duplicates to confirm the waste characteristics.

### 3.9 – Liquid trade waste services agreement

In addition to its approval under the *Local Government Act*, Council will require Category 2S and Category 3 dischargers, and those who wish to discharge liquid trade waste in large volumes (discharge >20 kL/d) to execute a liquid trade waste services agreement (refer to Attachment 1). The agreement will set out the conditions associated with the discharge and execution of the agreement will be a condition of the approval issued by Council (refer to section 3.4). The conditions will be binding on the applicant and the Council. The agreement will be for a period of up to ten (10) years. No discharge is to be made to Council's sewerage system until an agreement or an interim agreement has been executed.

Provision can be made in the agreement for (in addition to Council's approval conditions):

- additional conditions for discharge of liquid trade waste
- cancellation of the agreement and/or order to cease the discharge if the discharger is found to be in breach of the agreement or the liquid trade waste approval or, in the opinion of Council, the waste is adversely affecting the sewerage system or the environment
- entry by Council officers to inspect the liquid trade waste collection, treatment, monitoring and disposal systems
- the applicant to notify Council in advance of any changes that may affect the quality and quantity of the liquid trade waste
- the amount of bond/security to be lodged with Council prior to discharging to the sewerage system

### 3.10 – Enforcement of approvals and agreements

Any person who fails to obtain Council's approval to discharge liquid trade waste into the sewerage system, or fails to comply with the conditions of the approval, may be liable to a penalty as provided under the *Local Government Act 1993* (sections 626 to 628 and 634 to

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Polluting of any waters by a discharger of liquid trade waste who does not have a Council approval or who fails to comply with the conditions of the approval is an offence under section 120 (1) of the *Protection of the Environment Operations Act 1997*. In addition, under section 222 of this Act, Council may issue a penalty notice (ie. an on-the-spot fine) to such a discharger.

Any person who fails to comply with the terms or conditions of a liquid trade waste services agreement (ie. there is a breach of the agreement) will be required to indemnify the Council against any resulting claims, losses or expenses in accordance with section 9 of the agreement. Suspensions may also apply and may include a notice to cease the discharge.

(see the attached sample agreement at Attachment 1)

### 3.11 – Modification and revocation of approvals

Council reserves the right to modify or revoke an approval to discharge liquid trade waste to the sewerage system in any of the following circumstances:

- if the approval was obtained by fraud, misrepresentation or concealment of facts
- for any cause arising after the granting of the approval which, had it arisen before the approval was granted, would have caused the council not to have granted the approval
- for failure to comply with a requirement made by or under the Local Government Act 1993 relating to a condition of the approval
- for failure to comply with a condition of the approval.

### 3.12 – Prevention of waste water

Water must be used efficiently and must be recycled where practicable. It is an offence under section 637 of the *Local Government Act 1993* and its Regulation (refer to Attachment 2) to waste or misuse water.

Dilution of trade waste with water from any non-process source including Council's water supply, bore water, groundwater and/or stormwater as a means of reducing pollutant concentration is therefore strictly prohibited.

### 3.13 – Effluent improvement plans

Where the existing liquid trade waste discharged does not meet Council's requirements, the applicant may be required to submit an Effluent Improvement Plan setting out how Council's requirements will be met. The proposed plan must detail the methods/actions proposed to achieve the discharge limits and a timetable for implementation of the proposed actions. Such actions may include more intensive monitoring, improvements to work practices and/or pre-treatment facilities to improve the effluent quality and reliability.





## Liquid Trade Waste Guidelines

### 3.14 – Due diligence programs and contingency plans

For *Concurrence Classification A*, a discharger is not required to submit either a due diligence program or a contingency plan.

A discharger may be required to submit a due diligence program and a contingency plan for *Concurrence Classification B or Classification S* where it is considered that the discharge may pose a potential threat to the sewerage system. If required, a due diligence program and contingency plan must be submitted to Council within six (6) months and three (3) months respectively of receiving a liquid trade waste approval.

For *Concurrence Classification C*, a discharger may need to provide a due diligence program and contingency plan to Council within six (6) months and three (3) months respectively of receiving a liquid trade waste approval.

It should be noted that:

1. If the discharger has an accredited environmental management system in place, a due diligence program and contingency plan may not be required. However, proof of accreditation must be provided to Council with the application. The EMP may not include all necessary provisions in regard to trade waste. In such cases Council may require that a suitable due diligence program and contingency plan be developed and submitted to Council.
2. Where Council considers there is potential risk to the sewerage system from a discharge, it may request a due diligence program and contingency plan to be submitted prior to commencing the discharge.

Such plans do not need to be submitted to Crown land and Water. However, Council may forward them to DoI for comment if considered warranted. A copy of Crown land and Waters minimum requirements for due diligence programs and contingency plans can be found at Appendix H of the *Liquid Trade Waste Regulation Guidelines, 2009*.



## Liquid Trade Waste Guidelines

### 3.15

**Assumed Concurrence:** Council has applied to the Department of Industry (Crown Lands and Water) (DOI) and has been granted authorisation to assume concurrence for Classification B and Classification S activities. Council will in most cases no longer be required to forward such applications to DOI for concurrence.

**Automatic Assumed Concurrence:** Councils have been authorised to assume DOI concurrence for Classification A activities. Such applications may be approved by Council without forwarding the application to DOI for concurrence.

**Biochemical Oxygen Demand (BOD<sub>5</sub>):** The amount of oxygen utilised by micro-organisms in the process of decomposition of organic material in wastewater over a period of five days at 20°C. In practical terms, BOD is a measure of biodegradable organic content of the waste.

**Biosolids:** Primarily organic solid product produced by sewage processing. Until such solids are suitable for beneficial use, they are defined as wastewater solids or sewage sludge.

**Bunding:** Secondary containment provided for storage areas, particularly for materials with the propensity to cause environmental damage.

**Chemical Oxygen Demand (COD):** A measure of oxygen required to oxidise organic and inorganic matter in wastewater by a strong chemical oxidant. Wastewaters containing high levels of readily oxidised compounds have a high COD.

**Chemical Toilet:** Toilet in which wastes are deposited into a holding tank containing a deodorising or other chemicals; wastes are stored and must be pumped out (and chemical recharged) periodically.

**Commercial Kitchen/Caterer:** For the purpose of these Guidelines, a commercial kitchen is a premise that is typically a stand-alone operation and prepares food for consumption off-site. These types of businesses typically cater to wedding functions, conferences, parties, etc. This definition would not apply to a food processing factory supplying pre-prepared meals to an airline company or similar.

**Contingency Plan:** A set of procedures for responding to an incident that will affect the quality of liquid trade waste discharged to the sewerage system. The plan also encompasses procedures to protect the environment from accidental and unauthorised discharges of liquid trade waste to the stormwater drainage system, and leaks and spillages from stored products and chemicals.

**Concurrence:** is required before a council may approve an application for the discharge of liquid trade waste to the sewerage system. It is a requirement under section 90(1) of the *Local Government Act* and clause 28 of the *Local Government (General) Regulation 2005* that council obtain the written concurrence from the Secretary (or the Secretary's nominee) prior to approving such waste to be discharged to the council's sewerage system. Such concurrence request is to be provided to Crown land and Water.

**Due Diligence Program:** A plan that identifies potential health and safety, environmental or other hazards (e.g. spills, accidents or leaks) and appropriate corrective actions aimed at minimising or preventing the hazards.

**Effluent:** The liquid discharged following a wastewater treatment process.





## Liquid Trade Waste Guidelines

**Effluent Improvement Plan (EIP):** The document required to be submitted by a discharger who is not meeting the acceptance limits for discharge waste quality set down in Council's approval conditions and/or liquid trade waste agreement. The document sets out how the discharger will meet the acceptance limits for the discharge of liquid trade waste to the sewerage system within the agreed timeframe.

**Heavy Metals:** Metals of high atomic weight which in high concentrations can exert a toxic effect and may accumulate in the environment and the food chain. Examples include mercury, chromium, cadmium, arsenic, nickel, lead and zinc.

**Housekeeping:** is a general term, which covers all waste minimisation activities connected with the way in which operations within the premises are carried out.

**Industrial Discharges:** Industrial liquid trade waste is defined as liquid waste generated by industrial or manufacturing processes.

**Local Government Regulation:** *Local Government (General) Regulation 2005* under the *Local Government Act 1993*.

**Liquid Trade Waste:** Liquid trade waste means all liquid waste other than sewage of a domestic nature.

**Mandatory Concurrence:** For the liquid waste in Classification C, Councils will need to obtain concurrence for each discharger. DoI provides concurrence on behalf of the Secretary, Department of Industry.

**Methylene Blue Active Substances (MBAS):** These are anionic surfactants (see Surfactants definition) and are called MBAS as their presence and concentration is detected by measuring the colour change in a standard solution of methylene blue dye.

**Minimal Pre-treatment:** For the purpose of this Policy includes sink strainers, basket arrestors for sink and floor waste, plaster arrestors and fixed or removable screens.

**National Framework for Wastewater Source Management:** refer to section 3.2

**NSW Department of Industry, (Crown land and Water):** DoI has been established in accordance with the Administrative Arrangements (Administrative Changes-Public Service Agencies) Order 2015 from 1 July 2015. All trade waste matters (application for concurrence and policies for consent) should be provided to Crown land and Water.

**Open Area:** Any unroofed process, storage, washing or transport area potentially contaminated with rainwater and substances which may adversely affect the sewerage system or the environment.

**Pan:** For the purpose of this Policy "pan" means any moveable receptacle kept in a closet and used for the reception of human waste.

**pH:** A measure of acidity or alkalinity of an aqueous solution, expressed as the logarithm of the reciprocal of the hydrogen ion ( $H^+$ ) activity in moles per litre at a given temperature; pH 7 is neutral, below 7 is acidic and above 7 is alkaline.

**Premises:** Has the same meaning as defined in the Local Government Act Dictionary and includes any of the following:



## Liquid Trade Waste Guidelines

- (a) a building of any description or any part of it and the appurtenances to it
- (b) land, whether built on or not
- (c) a shed or other structure
- (d) a tent
- (e) a van

**Prescribed Pre-treatment Equipment** is defined as standard non-complex equipment used for pre-treatment of liquid trade waste, eg. a grease arrestor, an oil arrestor/separator, solids arrestor, cooling pit (refer to Table 7 of Liquid Trade Waste Regulation Guidelines, 2009).

**Primary Measurement Device:** A device such as a gauging pit, weir tank or flume installed in the liquid trade waste discharge line suitable for installation of instrumentation for flow measurement. In cases of commercial flows this can mean a removable section of pipe (in the fresh water supply to the trade waste area) and the installation of a check meter.

**Secretary:** Secretary means the Head of the NSW Department of Industry.

**Septage:** Material pumped out from a septic tank during dislodging; contains partly decomposed solids, scum, sludge and liquid.

**Septic Tank:** Wastewater treatment device that provides a preliminary form of treatment for wastewater, comprising sedimentation of settleable solids, flotation of oils and fats, and anaerobic digestion of sludge.

**Septic Tank Effluent:** The liquid discharged from a septic tank after treatment.

**Sewage Management Facility:** A human waste storage facility or a waste treatment device intended to process sewage and includes a drain connected to such a facility or device.

**Sewage of a Domestic Nature:** Includes human faecal matter, urine and waste water associated with ordinary kitchen, laundry and ablution activities of a household, but does not include waste in or from a sewage management facility.

**Sewerage System:** The network of sewage collection, transportation, treatment and by-products (effluent and bio-solids) management facilities.

**Sullage:** Domestic wastewater excluding toilet waste.

**Surfactants:** The key active ingredient of detergents, soaps, emulsifiers, wetting agents and penetrants. Anionic surfactants react with a chemical called methylene blue to form a blue-chloroform-soluble complex; the intensity of colour is proportional to concentration.

**Suspended Solids (SS):** The insoluble solid matter suspended in wastewater that can be separated by laboratory filtration and is retained on a filter. Previously also referred to as non-filterable residue (NFR).

**Total Dissolved Solids (TDS):** The total amount of dissolved material in the water.

**Waste Minimisation:** Procedures and processes implemented by industry and business to modify, change, alter or substitute work practices and products that will result in a reduction in the volume and/or strength of waste discharged to sewer

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## Liquid Trade Waste Guidelines

### Attachment 1

#### Liquid Trade Waste Services Agreement

Between [Council] and [Applicant]

#### Liquid Trade Waste Services Agreement

##### Between

1. The Council
- and
2. The Applicant

##### Recitals

- A. The Council is the owner and operator of a sewerage system within the \_\_\_\_\_ area.
- B. The Applicant has made application to the Council to discharge liquid trade waste from the Premises into the Council's sewerage system.
- C. The application has been approved by the Council on certain conditions ("the Approval"), including the condition that the Council and the Applicant enter into this Agreement.
- D. The Secretary of the Department of Industry has concurred in the Approval in accordance with clause 28 of the *Local Government (General) Regulation 2005*.
- E. The Approval does not operate until this Agreement has been executed by both parties.
- F. The parties enter this Agreement in consideration of the mutual promises contained herein.



## Liquid Trade Waste Guidelines

### Operative Part

#### 1. Definitions and interpretation

##### 1.1 In this Agreement, unless the context otherwise requires:

“**Act**” means the *Local Government Act 1993* (NSW).

“**Annexure**” means the annexure to this Agreement.

“**Annual Management Plan**” means the annual management plan of the Council, as adopted by the Council from time to time.

“**Applicant**” means the entity named as such in the Annexure.

“**Approval**” means the approval described in Recital C.

“**Council**” means the council named as such in the Annexure.

“**Liquid Trade Waste Services**” mean the making available by the Council of its sewerage system for connection to the Premises, for the purpose of discharge by the Applicant of its liquid trade waste.

“**Premises**” means the premises described in the Annexure.

##### 1.2 Unless the context otherwise requires:

- (a) A reference to this Agreement is a reference to this Agreement, including the Annexure, as amended from time to time in accordance with its terms
- (b) A reference to the discharge of liquid trade waste means the discharge of liquid trade waste by the Applicant from the Premises to the Council's sewerage system
- (c) A reference to any legislation is a reference to such legislation as amended from time to time
- (d) Where the Applicant is comprised of more than one person, each obligation of the Applicant will bind those persons jointly and severally and will be enforceable against them jointly and severally.

#### 2. Liquid Trade Waste Services

*The Council will provide the Liquid Trade Waste Services to the Applicant on the terms of this Agreement.*

#### 3. Additional conditions for discharge of liquid trade waste

3.1 The Applicant may discharge liquid trade waste to the Council's sewerage system in accordance with the Approval and subject to this Agreement.

3.2 The Applicant must comply with all applicable Acts, regulations, by laws, proclamations and orders and with any lawful direction or order given by or for the Council or any other competent authority.

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Procedure Owner: Manager Water and Sewer





## Liquid Trade Waste Guidelines

- 3.3 The Applicant must not discharge liquid trade waste contrary to this Agreement or the Approval or in any manner which may have an adverse effect on any person or property (including the sewerage system and the ecological system in the waters, land or area receiving sewage treatment works effluent or biosolids), or which may cause the Council to be in breach of any applicable Act, regulation, by law, proclamation or order or of any lawful direction given by or for any competent authority.
- 3.4 The Applicant must at its own cost monitor its discharges in accordance with the requirements set out in the Approval and must maintain records of such monitoring for inspection by the Council for such period as may be specified in the Approval.
- 3.5 The Council will carry out routine sampling and testing of the waste stream.
- 3.6 Where any flow-metering device is installed, the Applicant must at its own cost cause the device to be calibrated at least annually by a person or company approved by the Council. The Applicant must obtain a calibration certificate and provide a copy of the certificate to the Council within one month of receiving it.
- 3.7 If the Applicant is required to cease discharging liquid trade waste for any period, then the Applicant must cease discharging such waste for the period specified. Where the Applicant ceases to discharge waste in the circumstances prescribed in clause 3.7, the Council may, at its discretion, elect to refund part of the annual trade waste fee on a pro rata basis, calculated according to the period of suspension.
- 3.8 If this Agreement is terminated, the Applicant must immediately cease to discharge liquid trade waste.

### 4. Fees and charges

- 4.1 In accordance with the *Local Government Act 1993*, Council will levy all water supply, sewerage and liquid trade waste fees and charges on the owner of the property.
- 4.2 In consideration of provision of the Liquid Trade Waste Services, the fees and charges as specified in the Council's Operational Plan and notified by Council to the owner and the Applicant must be paid to the Council, including fees for sampling and testing by Council in accordance with the Approval.
- 4.3 Fees and charges payable will include both non-residential sewerage charges and liquid trade waste fees and charges.
- 4.4 All monies payable to the Council must be paid within the time specified in the notice of charge.

### 5. Term

- 5.1 This Agreement will commence from the date it is signed on behalf of the Council, and will continue until the Applicant's Approval is revoked or the Applicant permanently ceases to discharge liquid trade waste pursuant to the Approval,



## Liquid Trade Waste Guidelines

whichever is the earlier. Upon such revocation or permanent cessation of the approved activity this Agreement shall automatically terminate by operation of this clause.

5.2 Termination of this Agreement is without prejudice to any accrued rights or obligations of either Party.

### 6. Powers of the Council

6.1 The Council may enter the Premises at a reasonable hour in the daytime or at any hour during which business is in progress or is usually carried on at the Premises for the purpose of conducting any inspection, examination, testing, monitoring or sampling to determine whether the Applicant is complying with the conditions of this Agreement.

6.2 The Applicant acknowledges that the Council has statutory powers available to it under the *Local Government Act 1993* and other Acts to issue orders and directions to the Applicant in relation to the discharge of liquid trade waste. The Applicant undertakes to comply with each such order or direction that may be notified by the Council to the Applicant within the time specified for compliance in that order or direction.

6.3 The Applicant releases the Council from any liability to the Applicant for any loss or damage due to the disruption of the Applicant's business arising out of the exercise of Council's rights pursuant to this clause.

### 7. Information supplied by the Applicant

7.1 The Applicant warrants that all information in its application for approval is true, complete and accurate to the best of its knowledge.

7.2 The Applicant must immediately notify the Council in writing of any error or omission in that information or any change to the information of which the Applicant becomes aware.

7.3 The Applicant must not provide any false or misleading information to the Council.

### 8. Indemnity

8.1 The Applicant indemnifies the Council from and against any claims, losses or expense (including legal costs on a solicitor and client basis) which the Council pays, suffers, incurs or is liable for as a result of:

- (a) any unlawful, negligent, reckless or deliberately wrongful act or omission of the Applicant or its personnel or agents in connection with the discharge of liquid trade waste, including (without limitation) such acts or omissions which cause damage to property, personal injury or death
- (b) a breach of this Agreement by the Applicant.





## Liquid Trade Waste Guidelines

- 8.2 The Applicant's liability to indemnify the Council shall be reduced proportionally to the extent that any unlawful, negligent, reckless or deliberately wrongful act or omission of the Council caused or contributed to the liability or loss.

### 9. Insurance

The Applicant must effect and maintain for the term of this Agreement a public risk policy of insurance in the minimum of the sum specified in the Annexure and must, upon request by the Council, produce evidence of such insurance to the Council.

### 10. Bond

- 10.1 The Applicant must pay to the Council a bond in the sum specified in the Annexure.
- 10.2 The Council may at any time and without prior notice to the Applicant have recourse to the bond for the recovery of any sum due and owing by the Applicant to the Council.
- 10.3 Where the applicant fails to cease discharging trade waste as prescribed in clause 3.7, the Council may require the applicant to forfeit 50% of the bond.
- 10.4 The Council must return the bond to the Applicant, less any amount deducted by the Council under this clause, upon termination of this Agreement.

### 11. No assignment

The Applicant may not assign or otherwise transfer its rights and/or obligations under this Agreement.

### 12. Notices

- 12.1 A notice under this Agreement must be:
- (a) in writing, directed to the representative of the other party as specified in the Annexure
  - (b) forwarded to the address, facsimile number or the email address of that representative as specified in the Annexure or the address last notified by the intended recipient to the sender.
- 12.2 A notice under this Agreement will be deemed to be served:
- (a) in the case of delivery in person - when delivered to the recipient's address for service and a signature received as evidence of delivery
  - (b) in the case of delivery by post - within three business days of posting
  - (c) in the case of delivery by facsimile – at the time of dispatch if the sender receives a transmission report which confirms that the facsimile was sent in its entirety to the facsimile number of the recipient



## Liquid Trade Waste Guidelines

(d) in the case of delivery by email, on receipt of confirmation by the recipient that the recipient has received the email.

12.3 Notwithstanding the preceding clause 12.2, if delivery or receipt of a communication is on a day which is not a business day in the place to which the communication is sent or is later than 5 pm (local time in that place) it will be deemed to have been duly given or made at 9 am (local time at that place) on the next business day in that place.

### 13. Variation

13.1 If the Applicant's Approval to discharge liquid trade waste from the Premises is varied, this Agreement shall be deemed to be varied in accordance with the variation made to that approval or to the fees, by operation of this clause.

13.2 In addition to automatic variation under clause 13.1, this Agreement may be varied by written agreement of the parties, provided that a variation to this Agreement that is inconsistent with:

- (a) the Approval, including rights granted under, and conditions attached to, the Approval
- (b) any applicable legislation; or
- (c) Council's Annual Management Plan in respect of applicable fees and charges, shall have no force or effect.

### 14. Severability

If any part of this Agreement is prohibited, void, voidable, illegal or unenforceable, then that part is severed from this Agreement but without affecting the continued operation, so far as possible, of the remainder of this Agreement.

### 15. Applicable law

15.1 This Agreement is governed by, and must be construed in accordance with, the laws in force in the State of New South Wales.

15.2 Each party submits to the exclusive jurisdiction of the courts exercising jurisdiction in the State of New South Wales and the courts of appeal there from.

### 16. Rights cumulative

The rights and remedies provided under this Agreement are in addition to, and not exclusive of, any other rights or remedies provided by law.



## Liquid Trade Waste Guidelines

Executed as an agreement

Execution by the Council:

(Corporate Seal)

THE COMMON SEAL OF

..... was affixed this

..... day of ..... 20.....

in the presence of:

.....

General Manager

.....

[signature of General Manager]

and

.....

[print name of witness]

Executed by the Applicant (corporate entity):

.....

.....

[signature of witness]



## Liquid Trade Waste Guidelines

The **COMMON SEAL** of.....

.....PTY LIMITED

was affixed this .....day of

.....20..... in the

presence of:

.....

[name of Director]

.....

[signature of Director]

.....

[name of Director/Secretary]

.....

[signature of Director/Secretary]

### Executed by the Applicant (individual):

Signed by: .....

[name of Applicant]

.....

This.....day of.....20.....

[signature of Applicant]

in the presence of:

.....

[print name of witness]

.....

[signature of witness]



## Liquid Trade Waste Guidelines

### Annexure

#### A. The Council

1. Full Name of Council \_\_\_\_\_
2. ABN \_\_\_\_\_
3. Address \_\_\_\_\_  
\_\_\_\_\_
4. Telephone \_\_\_\_\_
5. Emergency Contact \_\_\_\_\_  
Telephone \_\_\_\_\_

#### B. The Applicant

1. Full Name of Applicant \_\_\_\_\_
2. ABN \_\_\_\_\_
3. Business or Trading Name \_\_\_\_\_
4. Address \_\_\_\_\_  
\_\_\_\_\_
5. Telephone \_\_\_\_\_
6. Emergency Contact \_\_\_\_\_  
Telephone \_\_\_\_\_

#### C. The Premises

1. Lot and DP Number: Lot(S) \_\_\_\_\_ DP \_\_\_\_\_
2. Location \_\_\_\_\_  
\_\_\_\_\_
3. Description \_\_\_\_\_
4. Nature of Business \_\_\_\_\_



## Liquid Trade Waste Guidelines

### D. Notices

Applicant's Representative \_\_\_\_\_

Postal Address \_\_\_\_\_

\_\_\_\_\_

Facsimile \_\_\_\_\_

Email \_\_\_\_\_

Council's Representative \_\_\_\_\_

Postal address \_\_\_\_\_

\_\_\_\_\_

Facsimile \_\_\_\_\_

Email address \_\_\_\_\_

### E. PUBLIC LIABILITY INSURANCE

Minimum cover: \$ \_\_\_\_\_

F. BOND \$ \_\_\_\_\_





## Liquid Trade Waste Guidelines

### Attachment 2

#### Provisions in the *Local Government (General) Regulation 2005* in regard to acceptance of liquid trade waste into the sewerage system

##### Clause 25 Matters to accompany applications relating to discharge into sewers

An application for approval to discharge trade waste into a sewer under the control of a Council or that connects with such a sewer must be accompanied by the information required by Table 1 to the Liquid Trade Waste Management Guidelines<sup>#</sup>.

##### Clause 28 Approval to discharge waste into sewers: concurrence required

A council must not grant an approval under section 68 of the Act to discharge trade waste (whether treated or not) into a sewer of the council unless the Secretary of the Department Industry has concurred with the approval.

Note: Section 90 (2) of the Act permits any person or authority whose concurrence is required before an approval can be granted to give the council notice that the concurrence may be assumed (with such qualifications or conditions as are specified in the notice).

##### Clause 32 Disposal of trade waste

- (1) An approval to dispose of trade waste into a sewer of the council is subject to such conditions (if any) as the council specifies in the approval.
- (2) In imposing any such conditions, the council is to have regard to the matter set out in Table 5 to the Liquid Trade Waste Management Guidelines<sup>#</sup>.

##### Clause 159 Prevention of waste and misuse of water

The owner, occupier or manager of premises to which water is supplied by the council must:

- (a) prevent waste of water by taking prompt action to repair leaking taps, pipes or fittings located on the premises
- (b) take any other action that is reasonable to prevent waste and misuse of water.

<sup>#</sup> "Liquid Trade Waste Management Guidelines" means the Guidelines of that name produced by the Department of Industry, as in force from time to time. The 2005 Guidelines have now been superseded by *Liquid Trade Waste Regulation Guidelines, April 2009*.

\* From 27 July 2009 a reference to the Secretary of the Department of Industry is to be construed as a reference to the Secretary, NSW Department of Industry.



## Liquid Trade Waste Guidelines

Approved By:

WINGECARRIBEE SHIRE COUNCIL

(Insert Date)

- NSW State Authority name change from (DECCW) to Department of Industry.
- Update Management Guidelines to current *Australian Sewage Quality Management Guidelines June 2012, WSAA*.
- Format Trade Waste Policy with the aim of making the policy user friendly.
- As day care centres and primary schools are low risk to the Shire sewerage system, they have been added to the exempt list that does not require approval.



ATTACHMENT 3

Ms Anne Prendergast  
General Manager  
Wingecarribee Shire Council  
PO Box 141  
MOSS VALE NSW 2577

Contact: Bill Ho  
Phone: [REDACTED]  
Email: bill.ho@dpi.nsw.gov.au  
Our Ref. No: OUT18/4606

Attention: Ms Victoria Longley

23 March 2018

Dear Ms Prendergast

**Liquid Trade Waste Regulation Policy**

Reference is made to Council's emails (23 January and 8 March 2018) and the discussion of 14 March 2018 regarding Council's draft Liquid Trade Waste Regulation Policy and Guidelines (Policy).

Council has advised that its draft Policy has no departures from the *Model Policy for Liquid Trade Waste Regulation* (refer Appendix D of the *Liquid Trade Waste Regulation Guidelines 2009*). The Policy has been reviewed and is considered satisfactory provided the Policy is amended in accordance with the comments provided in Attachment A.

Accordingly, I am pleased to advise that Department of Industry Water (DoI Water) consents to Council's Policy. Please provide a copy of the final documents for our records in due course. Please note that once amended in accordance with the comments in Attachment A, the Policy must not be modified except with the written consent of DoI Water.

Please continue to liaise with Anand Namdeo on 9842 8518 on this matter.

Yours sincerely

Michael Blackmore  
Director Water Utilities



### Attachment A

#### **Draft Policy**

- Table 1 Page 6  
Funeral Parlor is recommended to be removed from the exception list, due to recent changes in this sector requiring additional scrutiny. Refer to the DOI Water email of 22 February 2018 advising Council on Alkaline Hydrolysis process for cremation and recommended changes in approval process.
- Table 2 Page 11  
Amend Benzene limit to 0.01mg/L to make it consistent with the limits set out in the *Australian Sewage Quality Management Guidelines June 2012, WSAA*
- Table 5 Page 13  
Expand 9<sup>th</sup> bullet point to read
  - 'roof, rain, surface, seepage or ground water, unless specifically permitted (clause 137A of the Local Government (General) Regulation 2005)'
- Throughout the document
  - Any reference to 'The Director Water and Sewerage Regulation' to be amended to 'The Director Water Utilities'.
- Check grammar of the document, e.g. p16 5<sup>th</sup> paragraph.
- Check numbering of sections and notes, e.g. Table 11 Notes should be renumbered to begin with Note 1.
- Check charging categories and other internal references e.g. Category 4 discharger has not been defined but has been mentioned at least twice (p26 s 3.7.3 and p 28 s3.7.6).

#### **Attachment 2**

Expand by including the following sections from the ***Local Government (General) Regulation 2005***:

##### ***137A Substances prohibited from being discharged into public sewers***

- (1) For the purposes of [section 638](#) of [the Act](#) (Discharge of prohibited matter into sewer or drain), roof, rain, surface, seepage or ground water is prescribed as prohibited matter.
- (2) This clause does not apply in relation to:
  - (a) a discharge that is specifically approved under [section 68](#) of [the Act](#), or
  - (b) a discharge into a public drain or a gutter of a council, or
  - (c) a discharge in an area of operations within the meaning of the [Sydney Water Act 1994](#) or the [Hunter Water Act 1991](#).

**143 Inspection of pipes and drains and measurement of water and sewage**

- (1) The council may, at any reasonable time:
- (a) inspect any service pipe connected to a water main, and
  - (b) inspect any drain connected to a sewer main, and
  - (c) install meters or other devices for measuring the quantity of water supplied to, or the quality and quantity of sewage discharged from, premises, and
  - (d) measure the quantity of water supplied to, or the quality and quantity of sewage discharged from, premises, and
  - (e) inspect any pre-treatment devices connected to the council's sewerage system.
- (2) The occupier of the relevant premises must provide to the council such information as it requires to enable it to estimate the quantity of water actually supplied to, or the quality and quantity of sewage actually discharged from, the premises.
- (3) In this clause,  
**"pre-treatment device"** means any device used to reduce or eliminate contaminants in trade waste, or to alter the waste's nature, before it is discharged into a sewer.

**SCHEDULE 12 – Penalty notice offences**

Column 1	Column 2
Offence under <a href="#">Local Government Act 1993</a>	Penalty
<a href="#">Section 626</a> (3)-carry out without prior approval of council an activity specified in item 4 of Part C (Management of waste) of the Table to <a href="#">section 68</a>	\$330
<a href="#">Section 627</a> (3)-having obtained the council's approval to the carrying out of an activity specified in item 4 of Part C (Management of waste) of the Table to <a href="#">section 68</a> , carry out the activity otherwise than in accordance with the terms of that approval	\$330

**Wingecarribee Shire Council Fees and Charges**

- Category 2M charges need to be included in order to be consistent with the draft Policy.
- In accordance with equation 3 in the draft Policy, a pH coefficient (k) should be listed and not a per kL charge.

## 12.2 Compulsory Acquisition of Land for Proposed Detention Basin, Part Retford Farm, Bowral

Reference: PN1804050  
Report Author: Coordinator Property Services  
Authoriser: Chief Financial Officer  
Link to Delivery Program: Effective financial and asset management ensure Council's long term sustainability

### PURPOSE

The purpose of this report is to seek Council's direction for the compulsory acquisition of land being Part Retford Farm, Old South Road Bowral (being Part Lot 50 DP1141888). The purpose of the land acquisition is to secure a site for a proposed future detention basin.

### RECOMMENDATION

1. **THAT** in relation to the report concerning Compulsory Acquisition of Land for Proposed Detention Basin, Part Retford Farm, Bowral - Council adopts the recommendation contained within the Closed Council report – 22.1 **AND THAT** the General Manager read out the recommendation which Council has adopted.

OR

2. **THAT** the report concerning Compulsory Acquisition of Land for Proposed Detention Basin, Part Retford Farm, Bowral – be considered in Closed Council – Item 22.1.

**Note:** In accordance with Council's Code of Meeting Practice, immediately after a motion to close part of a meeting to the public has been moved and seconded, Council may allow members of the public to make representations to the meeting, before any part of the meeting to why the item should not be considered in Closed Council.

### ATTACHMENTS

There are no attachments to this report.





## **12.3 Post Exhibition - Proposed Lease of Unformed Road Reserve to Southern Highlands Botanic Gardens Limited - Part Kangaloon and Old South Road, Bowral**

Reference:	6500/22
Report Author:	Property and Project Officer
Authoriser:	Coordinator Property Services
Link to Community Strategic Plan:	Effective financial and asset management ensure Council's long term sustainability

### **PURPOSE**

The purpose of this report is to notify Council of the outcome of the advertising of Public Notice of Intention to lease part of the unformed Road Reserve known as part Kangaloon and Old South Road, Bowral to Southern Highlands Botanic Gardens Limited.

### **RECOMMENDATION**

1. **THAT** Council approve the proposed short-term lease of part unformed road reserve, known as corner Kangaloon and Old South Road, Bowral to Southern Highlands Botanic Gardens Limited for a maximum period of five (5) years **AND** **THAT** rental is \$1.00 per annum, in consideration of the not-for-profit status of the proposed lessee, Southern Highlands Botanic Gardens Limited.
2. **THAT** the person who made a submission in respect of the proposed Lease be notified in writing of Resolution 1 above.
3. **THAT** during the term of the lease, Council applies to the NSW Department of Industry – Lands for the closure of that part of the road reserve adjacent to Kangaloon Road, with the intention that upon closure the land will vest in Council and be consolidated with the title for the Botanic Gardens site.

### **REPORT**

#### **BACKGROUND**

On 22 March 2017 a report was submitted to Council in respect of the proposed short-term lease of the unformed Road Reserve.

## AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 13 June 2018

### REPORT DEPUTY GENERAL MANAGER OPERATIONS, FINANCE AND RISK



Council resolved the following (MN91/17):

1. *THAT Council approve in principle a short-term five (5) year lease of part Road Reserve, Corner Kangaloon and Old South Roads, Bowral to the applicant, being the lessee of the Botanic Gardens Site AND THAT the approval of Roads and Maritime Services be sought with Kangaloon Road being a classified road.*
2. *THAT the General Manager and Mayor be delegated authority to execute the lease document referred to in resolution 1 above and to affix the Common Seal of Council if required.*
3. *THAT rental is \$1.00 per annum, in consideration of the not-for-profit status of the proposed lessee, Southern Highlands Botanic Gardens Limited.*
4. *THAT Council give a minimum twenty eight (28) days public notice of its intention to enter into a short term lease of a segment of the unformed road reserve at the corner of Kangaloon and Old South Roads Bowral to Southern Highlands Botanic Gardens Limited AND THAT if any objections are received a further report be forwarded to a future Ordinary Meeting of Council following the period of public notice.*
5. *THAT during the term of the lease, Council applies to the NSW Department of Industry – Lands for the closure of that part of the road reserve adjacent to Kangaloon Road, with the intention that upon closure the land will vest in Council and be consolidated with the title for the Botanic Gardens site.*

### **REPORT**

Following the above Council resolution, Council publicly advertised Notice of Intention to lease unformed road reserve being Part Kangaloon and Old South Road, Bowral. This was advertised in the Southern Highlands News for four (4) consecutive weeks. It was also advertised on Council's website and copies of the notice were available at the Civic Centre, Moss Vale Library, Mittagong Library and Bowral Library.

Submissions were received up until Friday 27 April 2018.

One written submission was received in respect of the proposed lease of the unformed road reserve. The submission was a general observation of the terms, conditions and nature of the Lease. Concerns raised within the submission in relation to the lease are set out in the table attached to this Report – **Attachment 2**.

To enable Southern Highlands Botanic Gardens Limited to formalise the use of those parts of the unformed road reserve, it is necessary for Council to approve a short-term lease. The area of unformed road will be used primarily for access and car parking for the Botanic Gardens. The area proposed to be leased specifically excludes Council's water pumping station.

During the term of the lease of road, Council will pursue an application for closure of those segments of unformed road reserve. Following the closure of road, the Title will vest in Council and can then be subsequently consolidated with the Title for the Botanic Gardens site.

---

## **IMPACT ON COUNCIL'S FIT FOR THE FUTURE IMPROVEMENT PLAN**

None identified.

---

## **COMMUNICATION AND CONSULTATION**

### **Community Engagement**

Public notice of the proposed lease of road was exhibited for a minimum twenty eight (28) day period.

### **Internal Communication and Consultation**

- Coordinator Property Services
- General Counsel

### **External Communication and Consultation**

- Lessee – liaised with the lessee regarding lease and public notice.
- Public Notice was given for 28 days in the local newspaper, Council's notice boards, libraries and on Council's website. 1 response was received from a member of the public.

---

## **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**

The conditions of the short term lease of the unformed road comply with the provisions of the *Roads Act 1993*.

---

## **COUNCIL BUDGET IMPLICATIONS**

There are no budget implications in regards to this report.

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## **RELATED COUNCIL POLICY**

None identified.

## **AGENDA FOR THE ORDINARY MEETING OF COUNCIL**

Wednesday 13 June 2018

### **REPORT DEPUTY GENERAL MANAGER OPERATIONS, FINANCE AND RISK**



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#### **CONCLUSION**

It is recommended that Council approve the short-term lease of the portion of road reserve on the corner Kangaloon and Old South Roads, Bowral, to the Southern Highlands Botanic Gardens Limited, for a maximum term of five (5) years.

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#### **ATTACHMENTS**

1. Draft Lease
2. Submission

Barry W Paull

**Deputy General Manager Operations, Finance and Risk**

Thursday 7 June 2018

## **Short-term lease of part Road Reserve**

**Part Road Reserve adjacent to Botanic Gardens site,  
Corner Kangaloon and Old South Roads, Bowral**

Wingecarribee Shire Council (ABN 49 546 344 354) (**Council**)

Southern Highlands Botanic Gardens Limited (**Lessee**)

### **Wingecarribee Shire Council**

Civic Centre  
Elizabeth Street  
MOSS VALE NSW 2577

Phone: (02) 48680888  
Fax: (02) 48691203  
Ref: 6500/22



**AGENDA FOR THE ORDINARY MEETING OF COUNCIL**

Wednesday 13 June 2018

**REPORT DEPUTY GENERAL MANAGER CORPORATE, STRATEGY  
AND DEVELOPMENT SERVICES**

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## AGENDA FOR THE ORDINARY MEETING OF COUNCIL

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### REPORT DEPUTY GENERAL MANAGER CORPORATE, STRATEGY AND DEVELOPMENT SERVICES



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DRAFT

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## Short-term lease of part Road Reserve

### Part Road Reserve, Corner of Kangaloon Road and Old South Road Bowral

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#### Parties

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Council	Name	Wingecarribee Shire Council
	Address	Civic Centre, Elizabeth Street, MOSS VALE NSW 2577
	ABN	49 546 344 354
Lessee	Name	Southern Highlands Botanic Gardens Limited ABN 68 164 166 821
	Address	PO Box 707 MOSS VALE NSW 2577

#### Background

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- A The Land is classified as a public road in accordance with the *Roads Act 1993* (NSW) (**Roads Act**).
- B Council is the Roads Authority with respect to the Land.
- C The Lessee holds a current Lease of the Property.
- D The Property adjoins the Land.
- E At the request of the Lessee, Council has agreed to grant a lease of the Land to the Lessee on the terms set out in this agreement.

#### Operative Provisions

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##### 1 Definitions & interpretation

---

###### 1.1 Defined terms

In this agreement, words beginning with a capital letter that are defined in Part 1 of **Schedule 1** have the meaning ascribed to them in that schedule.

###### 1.2 Interpretation

The interpretational rules contained in Part 2 of **Schedule 1** apply in the interpretation of this agreement.

---

## 2 Council as an Authority

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### 2.1 Consent authority

The parties acknowledge that Council is an Authority with statutory rights and obligations pursuant to the terms of the *Local Government Act 1993* (NSW), *Roads Act 1993* (NSW) and the *Environmental Planning & Assessment Act 1979* (NSW).

### 2.2 Construction of Contract to fetter powers

No term of this agreement is to be construed, or to operate, so as to fetter, restrict or otherwise interfere with the exercise of the Council's powers as an Authority.

### 2.3 Reading down of provisions

If any provision of this agreement would, or could likely, operate so as to fetter, restrict or otherwise interfere with the exercise of Council's powers as an Authority then that provision is, to the extent necessary for it not to fetter, restrict or otherwise interfere with the exercise of Council's powers as an Authority:

- (1) be read down, if possible; or
- (2) severed from this agreement.

### 2.4 Limit on Compensation

The Lessee may not make any Claim on account of any action of Council that is carried out in Council's capacity as an Authority.

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## 3 Lease

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### 3.1 Grant of lease

In consideration of the payment of the Fee, Council grants in accordance with section 153 of the Roads Act, a lease of the Land to the Lessee for the Purpose (**Lease**).

### 3.2 Fee

The Lessee must pay the Fee to Council on or before the date of this agreement.

### 3.3 Term

The Lease:

- (1) commences on the date of this agreement (**Commencement Date**); and
- (2) subject to clause 11, ends on the date that is five (5) years after the Commencement Date, (**Term**).

### 3.4 Rent

- (1) The Lessee must pay the Rent to the Council during the Term of the Lease.
- (2) The Rent must be paid to the Council yearly in advance on the anniversary of the date of this agreement.



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#### 3.5 Interest

- (1) If the Rent is not paid by the date due for payment then the Lessee must pay interest to Council on so much of the Rent that is not paid (**Interest**).
- (1) The Interest will be:
  - (a) payable at the rate of ten percent (10%) per annum;
  - (b) calculated from the date that the Rent was due for payment until the date which the Rent (together with accrued interest) is paid in full to Council; and
  - (c) calculated daily and compounded monthly.

#### 3.6 Rent review

- (1) The Rent will be reviewed annually on the anniversary of the Commencement Date (**Review Date**).
- (2) The Rent must be adjusted on the Review Date on the higher of:
  - (a) the Consumer Price Index; and
  - (b) a fixed increase of five percent (5%) per annum.
- (3) The Consumer Price Index is to be calculated in accordance with the following formula:

$$R = A \times \frac{B}{C}$$

where:

- R** is the new rent;
- A** is the Rent for the lease immediately prior to the relevant Review Date;
- B** is the CPI for the quarter last published immediately prior to the relevant Review Date; and
- C** is the CPI number:
- (1) for the quarter last published twelve (12) months prior to the relevant Review Date; or
  - (2) current as at the Commencement Date if there is no such prior quarter.

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## 4 Maintenance and repair

### 4.1 General obligation to repair

The Lessee must, at its own cost and expense, repair, keep and maintain the Land to a standard acceptable to Council (acting reasonably).

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**4.2 Council inspection**

Council may enter upon the Land to inspect the Land at regular intervals throughout the Term to carry out a condition assessment of the Land for the purposes of maintenance and repair under this clause 4.

**4.3 Cleaning and general maintenance of Land**

The Lessee:

- (1) must keep the Land in a tidy condition;
- (2) mow and maintain the Land on a regular basis; and
- (3) must not allow any accumulation of useless property or rubbish on the Land.

**4.4 Notice**

The Lessee must immediately inform the Council in writing of any damage to the Land upon becoming aware of such damage.

**4.5 Prohibition of works**

The Lessee must not undertake any works of any nature on any part of the Land without the prior written consent of the Council which may be withheld in its discretion.

**4.6 Erection of signs**

- (1) The Lessee must not:
  - (a) paint, erect, affix or place; or
  - (b) permit to be painted, erected, affixed or placed,any signs notices or advertisements to any part of the Land without the prior written consent of the Council which may be withheld in its discretion.
- (2) The Lessee must comply with any conditions imposed by the Council as part of any consent granted under paragraph (1).

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**5 Compliance with Authorities**

**5.1 No warranty as to suitability for use**

The Lessee acknowledges and agrees that the Council has not made any representation or warranty to the Lessee regarding the suitability of the Land for any use.

**5.2 Compliance with directions from Authorities**

The Lessee must comply with all notices, directions, orders or other requests served upon itself or the Council from any Authority which arise from the use of the Land.

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## **6 Insurances & indemnity**

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### **6.1 Lessee's Insurances**

The Lessee must maintain an insurance policy of public liability insurance for an amount not less than \$20,000,000.00 for any one claim against public liability.

### **6.2 Terms of insurance**

All policies of insurance required to be maintained by the Lessee under this clause must:

- (1) note the interest of the Council as the owner of the Land;
- (2) be maintained at the expense of the Lessee;
- (3) be maintained at all times throughout the Term;
- (4) be held with an insurance company approved in writing by the Council (which approval must not be unreasonably refused or withheld); and
- (5) be produced to the Council upon the anniversary of the commencement date or upon the reasonable request of the Council as evidence of the currency of such policies.

### **6.3 Indemnity by Lessee**

- (1) The Lessee indemnifies the Council from and against all Claims which the Council may sustain or incur or for which the Council, whether during or after the Term, may become liable in respect of:
  - (a) Breach of Covenant: loss, damage or injury from any cause whatsoever to any property or person within or around the Land occasioned or contributed to by the failure of the Lessee, or any person claiming through or under the Lessee, to observe or perform any of the covenants, conditions and restrictions on the part of the Lessee under this Lease whether positive or negative, expressed or implied;
  - (b) Misuse: the negligent use, misuse, waste or abuse by the Lessee, or any person claiming through or under the Lessee, of any water, gas, electricity or other services to the Land;
  - (c) Use of Land: loss, damage or injury from any cause whatsoever to property or damage which is caused or contributed to by the use of the Land by the Lessee, or any person claiming through or under the Lessee.
- (2) The obligation of the Lessee to indemnify the Council under this clause:
  - (a) is limited to the extent that the Council is not indemnified from moneys recovered under any insurances effected by the Council; and
  - (b) does not apply with respect to any loss or damage caused, or contributed to, by a negligent act or omission of the Council.

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## **7 Security Deposit**

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### **7.1 Payment**

Prior to the commencement of the Works, the Lessee must pay to the Council, or at its direction the Security Deposit.

### **7.2 Authority to deduct**

Council may, at any time, deduct from the Security Deposit such amounts, costs or expenses paid or incurred by it in respect of the failure of the Lessee to perform any of the Lessee's obligations under this agreement including but not limited to the construction of the Works.

## **8 Assignment**

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The Lessee may not Encumber or Assign (either directly or indirectly) this Lease or any of its rights or obligations under this agreement without obtaining the prior written consent of Council (which may be withheld in their absolute discretion).

## **9 Determination of Term**

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### **9.1 Yielding up and make good**

- (1) In this clause 9, **Make Good Works** means reinstating the Land to its state and condition prior to the date of this agreement.
- (2) Within thirty (30) days after the expiration or sooner determination of the Term, the Lessee, at its cost, must complete the Make Good Works unless the Council gives a notice to the Lessee that the Council does not require some or all of the Make Good Works to be completed.

### **9.2 Failure to Make Good**

If the Lessee does not comply with its obligations under clause 9.1:

- (1) the Council may carry out the Make Good Works and the Lessee must pay the Council on written demand any costs incurred by the Council in carrying out such works; and
- (2) the Lessee must pay the Council an amount equal to the Rent and other amounts (calculated on a daily basis) which the Council would have been entitled to receive from the Lessee had the period within which such works are carried out been added to the Term, until the works have been completed.

## **10 Default In Performance**

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### **10.1 Events of default**

The Lessee commits an **Event of Default** if:

- (1) it breaches a term of this agreement in a manner capable of being rectified and fails to rectify the breach;
- (2) it breaches a terms of this agreement in a manner that is not capable of being rectified and fails to pay compensation for the breach,

within twenty eight (28) days of being requested to do so by the other party.

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**10.2 Consequence of events of default**

Where the Lessee commits an Event of Default the Council may, but is not obligated to:

- (1) serve a notice on the Lessee requiring the breach of this agreement to be rectified within twenty eight (28) days of the date of the notice;
- (2) forfeit the Security Deposit (or any part thereof) as a contribution to the damages sustained by Council as a consequence of the Lessee's breach;
- (3) rectify the relevant breach itself and claim damages for breach of contract from the Lessee; or
- (4) terminate this Lease immediately by notice in writing to the Lessee if the Lessee fails to comply with paragraph (a).

**10.3 No restriction on rights**

The rights vested in the Council pursuant to 10.2 do not prevent the Council from exercising any other rights that it may possess at law.

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**11 Termination**

In accordance with section 153(3) of the Roads Act, the Lessee acknowledges that this Lease may be terminated by Council (as Roads Authority) at any time and for any reason.

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**12 Dispute resolution**

**12.1 Notice of Dispute**

If a party believes that there is a Dispute then:

- (1) that party must give notice (**Dispute Notice**) in writing to the other party stating that there is a Dispute; and
- (2) the Dispute Notice referred to in clause 12.1(1) must outline:
  - (a) what the party believes the dispute to be; and
  - (b) what the party wants to achieve; and
  - (c) what the party believes will settle the Dispute.

**12.2 Consultation between the Representatives**

- (1) Within fourteen (14) days of a Dispute Notice the appointed representatives of the parties must meet in order to resolve the Dispute.
- (2) If the representatives of the parties cannot resolve the Dispute within fourteen (14) days of the date the relevant Dispute Notice is served then the following provisions of this clause 12 apply.

**12.3 Mediation**

- (1) The Dispute must be submitted to mediation by a mediator selected:
  - (a) by the parties; or



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- (b) if the parties cannot agree on a mediator, by the President of the Australian Commercial Disputes Centre.
- (2) The parties must participate in the mediation in good faith and comply with any directions issued by the mediator.
- (3) Any costs incurred in the mediation of the Dispute are to be borne equally by the parties.
- (4) If the parties cannot resolve the Dispute within two (2) months of it being referred to mediation then the provisions of clause 12.4 will apply.

#### 12.4 Arbitration

- (1) The parties must agree to the appointment of an arbitrator with experience in resolving disputes of a similar nature to the Dispute.
- (2) If agreement cannot be reached regarding the appointment of an arbitrator the parties agree to the appointment of an arbitrator nominated by the President of the Australian Commercial Disputes Centre.
- (3) The arbitration will be conducted:
  - (a) by a single arbitrator;
  - (b) in accordance with the arbitration rules of the Australian Commercial Disputes Centre;
  - (c) in English; and
  - (d) in Sydney, Australia.
- (4) The parties must do all such acts and things as are necessary to facilitate the expeditious hearing of the Dispute by the arbitrator.
- (5) The costs of the arbitrator are to be borne:
  - (a) as ordered by the arbitrator; or
  - (b) in the absence of a direction from the arbitrator – equally by the parties.
- (6) The decision of the arbitrator (in the absence of an error of law) is binding on both parties. Accordingly neither party is, after completion of the arbitration, entitled to commence proceedings to litigate the Dispute in any court of competent jurisdiction.

#### 12.5 Exclusivity of dispute resolution procedure

- (1) Both parties must adhere to the dispute resolution procedure set out in this clause 12.
- (2) The only time that either party may depart from the dispute resolution procedure set out in this clause 12 is when urgent interlocutory relief is required to restrain a breach or threatened breach of this agreement.

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## 13 Administrative Provisions

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### 13.1 Costs

The Lessee is to be responsible for their own legal costs together with Council's legal costs and expenses in relation to the preparation negotiation and execution of this agreement.

### 13.2 Notices

- (1) Any notice, consent or other communication under this agreement must be in writing and signed by or on behalf of the person giving it, addressed to the person to whom it is to be given and:
  - (a) delivered to that person's address; or
  - (b) sent by pre-paid mail to that person's address; or
  - (c) transmitted by facsimile to that person's address.
- (2) A notice given to a person in accordance with this clause is treated as having been given and received:
  - (a) if delivered to a person's address, on the day of delivery if a Business Day, otherwise on the next Business Day; and
  - (b) if sent by pre-paid mail, on the third Business Day after posting; and
  - (c) if transmitted by facsimile to a person's address and a correct and complete transmission report is received, on the day of transmission if a Business Day, otherwise on the next Business Day.
- (3) For the purpose of this clause the address of a person is the address set out in this agreement or another address of which that person may from time to time give notice to each other person.

### 13.3 Entire agreement

This agreement is the entire agreement of the parties on the subject matter. All representations, communications and prior agreements in relation to the subject matter are merged in and superseded by this agreement.

### 13.4 Waiver

The non-exercise of or delay in exercising any power or right of a party does not operate as a waiver of that power or right, nor does any single exercise of a power or right preclude any other or further exercise of it or the exercise of any other power or right. A power or right may only be waived in writing, signed by the parties to be bound by the waiver.

### 13.5 Cooperation

Each party must sign, execute and deliver all agreements, documents, instruments and act reasonably and effectively to carry out and give full effect to this agreement and the rights and obligations of the parties under it.

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**13.6 Counterparts**

This agreement may be executed in any number of counterparts and all of those counterparts taken together constitute one and the same instrument.

**13.7 Amendment**

This agreement may only be amended or supplemented in writing signed by the parties.

**13.8 Unenforceability**

Any provision of this agreement which is invalid or unenforceable in any jurisdiction is to be read down for the purposes of that jurisdiction, if possible, so as to be valid or enforceable, and is otherwise capable of being severed to the extent of the invalidity or enforceability, without affecting the remaining provisions of this agreement or affecting the validity or enforceability of that provision in any other jurisdiction.

**13.9 Governing law**

The law in force in the State of New South Wales governs this agreement. The parties:

- (1) submit to the exclusive jurisdiction of the courts of New South Wales and any courts that may hear appeal from those courts in respect of any proceedings in connection with this agreement; and
  - (2) may not seek to have any proceedings removed from the jurisdiction of New South Wales on the grounds of *forum non conveniens*.
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#### Schedule 1: Defined terms and interpretation

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##### Part 1 - Definitions

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<b>Assign</b>	as the context requires refers to any assignment, sale, transfer, disposition, declaration of trust over or other assignment of a legal and/or beneficial interest.
<b>Authorities or Authority</b>	means (as appropriate) any:  (1) federal, state or local government;  (2) department of any federal, state or local government;  (3) any court or administrative tribunal; or  (4) statutory corporation or regulatory body.
<b>Claim</b>	against any person any allegation, action, demand, cause of action, suit, proceeding, judgement, debt, damage, loss, cost, expense or liability howsoever arising and whether present or future, fixed or unascertained, actual or contingent whether at law, in equity, under statute or otherwise.
<b>CPI</b>	means the consumer price index for Sydney (all groups) published by the Australian Bureau of Statistics or any replacement of that index.
<b>Commencement Date</b>	has the meaning ascribed to that term in clause 3.3(1).
<b>Consumer Price Index</b>	means the method set out in clause 3.6.
<b>Encumber</b>	means an interest or power:  (1) reserved in or over an interest in any asset;  (2) created or otherwise arising in or over any interest in any asset under any mortgage, charge (whether fixed or floating), pledge, lien, hypothecation, title retention, conditional sale agreement, hire or hire purchase agreement, option, restriction as to transfer, use or possession, easement, subordination to any right of any other person and any other encumbrance or security interest, trust or bill of sale; or  (3) by way of security for the payment of a debt or other monetary obligation or the performance of any obligation.  <b>Encumber</b> means to grant an Encumbrance.
<b>Events of Default</b>	has the meaning ascribed to that term in clause 10.1.
<b>Fee</b>	means an administration fee of \$598.60 including GST.

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<b>GST</b>	means goods and services tax payable in accordance with the <i>A New Tax System (Goods and Services Tax) Act 1999</i> (Cth) and all incidental and ancillary legislation and regulations.
<b>Interest</b>	has the meaning ascribed to that term in clause 3.5.
<b>Land</b>	means part road reserve on the corner of Kangaloon Road and Old South Road, Bowral adjacent to the Botanic Gardens site in Bowral shown on the plan attached as <b>Annexure 1</b> .
<b>Lease</b>	has the meaning ascribed to that term in clause 3.1.
<b>Make Good Works</b>	has the meaning ascribed to that term in clause 9.1(1).
<b>Property</b>	means the land situated at Kangaloon Road, Bowral being Lot 1 in Deposited Plan 1231536
<b>Purpose</b>	means the sole purpose of enclosure and maintenance of gardens.
<b>Rent</b>	means \$1.00 per annum
<b>Review Date</b>	has the meaning ascribed to that term in clause 3.6.
<b>Roads Act</b>	means the <i>Roads Act 1993</i> (NSW) (as amended from time to time).
<b>Roads Authority</b>	has the meaning ascribed to that term in section 7 of the <i>Roads Act 1993</i> (NSW).
<b>Security Deposit</b>	means NIL.
<b>Term</b>	has the meaning ascribed to that term in clause 3.3.
<b>Works</b>	Any works approved by the Roads Authority.

#### Part 2 - Interpretational Rules

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<b>clauses, annexures and schedules</b>	a clause, annexure or schedule is a reference to a clause in or annexure or schedule to this agreement.
<b>variations or replacements</b>	a document (including this agreement) includes any variation or replacement of it.
<b>reference to statutes</b>	a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them.
<b>singular includes plural</b>	the singular includes the plural and vice versa.
<b>person</b>	the word "person" includes an individual, a firm, a body corporate, a partnership, joint venture, an unincorporated body or association or any government agency.
<b>executors, administrators,</b>	a particular person includes a reference to the person's executors, administrators, successors, substitutes

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<b>successors</b>	(including persons taking by novation) and assigns.
<b>dollars</b>	Australian dollars, dollars, \$ or A\$ is a reference to the lawful currency of Australia.
<b>calculation of time</b>	if a period of time dates from a given day or the day of an act or event, it is to be calculated exclusive of that day.
<b>reference to a day</b>	a day is to be interpreted as the period of time commencing at midnight and ending 24 hours later.
<b>accounting terms</b>	an accounting term is a reference to that term as it is used in accounting standards under the Corporations Act or, if not inconsistent with those standards, in accounting principles and practices generally accepted in Australia.
<b>reference to a group of persons</b>	a group of persons or things is a reference to any two or more of them jointly and to each of them individually.
<b>meaning not limited</b>	the words "include", "including", "for example" or "such as" are not used as, nor are they to be interpreted as, words of limitation, and, when introducing an example, do not limit the meaning of the words to which the example relates to that example or examples of a similar kind.
<b>next day</b>	if an act under this agreement to be done by a party on or by a given day is done after 4.30pm on that day, it is taken to be done on the next day.
<b>next Business Day</b>	if an event must occur on a stipulated day which is not a Business Day then the stipulated day will be taken to be the next Business Day.
<b>time of day</b>	time is a reference to Sydney time.
<b>headings</b>	headings (including those in brackets at the beginning of paragraphs) are for convenience only and do not affect the interpretation of this agreement.
<b>agreement</b>	a reference to any agreement, agreement or instrument includes the same as varied, supplemented, novated or replaced from time to time.
<b>gender</b>	a reference to one gender extends and applies to the other and neuter gender.

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**Annexure 1:  
Plan of the Land**

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#### Execution page

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##### Executed as an agreement

Dated:

**EXECUTED** under the Common Seal of  
**WINGECARRIBEE SHIRE COUNCIL**  
Pursuant to resolution made 20th  
Day of March 2017

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ANN PRENDERGAST  
General Manager

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KENNETH HALSTEAD  
Mayor

**Executed** by in the presence of Southern Highlands Botanic Gardens Limited

By its authorised officer:

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Witness (Signature)

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(Signature)

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Name & Authority :

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Name of Witness (Print Name)

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#### ATTACHMENT 2

##### Issue raised

Concerns regarding existing classification and allowable use or works by Lessee

##### Response

Kangaloon and Old South Road, Bowral are classified as Council public roads. The subject portions of road reserve are unformed. Council, as roads authority can grant a Lease for a maximum 5 years.

The lessee will only be using the road reserve for car parking and access. Any works will need to be approved by Council as roads authority and, if required, as consent authority.

Clause 4.5 of the Lease (underpinned by section 157 of the *Roads Act 1993*) states that no works are to be undertaken on the road reserve unless prior written consent is given by Council. Approved works can only be of temporary nature.

The quantum of the security deposit, Schedule 1 Part 1 Definitions

The security deposit is defined as 'NIL' as the lessee is considered a 'not-for-profit organisation'. The condition relating to the security deposit is a standard condition of Council leases for not for profit organisations.

The quantum of rent, interest on unpaid rent and the rent review, Schedule 1 Part 1 Definitions

The rental is defined as \$1.00 per annum as the Lessee is a not-for-profit organisation.

The condition relating to the rent, interest on unpaid rent and rent review is a standard condition of Council leases for not for profit organisations.

The unfettered powers of the Lessor to terminate

Under section 153 (3) of the *Roads Act 1993*, a lease granted may be terminated by the roads authority at any time for any reason.

The reason Council has chosen the path of a lease

The lease of the unformed segments of road reserve provides the best option to formalise the use for access and car parking as proposed in the original Master Plan for the Botanic Gardens Site.

During the term of the lease, Council will apply for the closure of the subject portions of unformed road reserve, with the intention that upon closure the land will vest in Council and then be consolidated with the title for the Botanic Gardens property.

## 13 CORPORATE STRATEGY AND DEVELOPMENT SERVICES

### 13.1 Development Applications Determined from 21 April 2018 to 27 May 2018

**Reference:** 5302  
**Report Author:** Team Leader Business Support  
**Authoriser:** Group Manager Planning, Development and Regulatory Services

**Link to Community Strategic Plan:** Provide a mixture of housing types that allow residents to meet their housing needs at different stages of their lives and support affordable living

#### PURPOSE

The purpose of this report is to update Councillors on Development Applications Determined for the period 21 April 2018 to 27 May 2018.

#### RECOMMENDATION

**THAT** the information relating to the lists of Development Applications Determined for the period 21 April 2018 to 27 May 2018 be received and noted.

#### APPROVED APPLICATIONS BY DATE RANGE

Date range: 21 April 2018 to 27 May 2018

	Application ID	Primary Property	Owner	Description	Date Lodged	Days Stopped	Assess Days	Total Days	Date Finalised
1	18/0363	1147 Old Hume Highway Alpine NSW 2575 Lot 2 DP 837127	PJ Clarke	Residential Alterations and Additions (Pool, Pergola & Landscaping)	29/03/2018	0	56	56	25/05/2018
2	18/0286	12 Crimea Street Balaclava NSW 2575 Lot 31 Sec 2 DP 841	JM Pace, CL Drane	New Dwelling	16/03/2018	0	56	56	11/05/2018
3	18/0203	28-30 Victoria Street Balmoral NSW 2571 Lot 23 Sec 1 DP 2500 Lot 24 Sec 1 DP 2500	ND Jones	New Dwelling	27/02/2018	0	65	65	04/05/2018
4	17/1767	90 Greenhills Road Berrima NSW 2577 Lot 42 DP 790171	IT Knight, MJ Knight	Residential Alterations and Additions (Extend existing single storey dwelling)	15/12/2017	0	154	154	18/05/2018

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	Application ID	Primary Property	Owner	Description	Date Lodged	Days Stopped	Assess Days	Total Days	Date Finalised
5	17/1187	20 Victoria Street Bowral NSW 2576 Lot 1 DP 735295	AC Murray, KJ Murray	Residential Alterations and Additions (Extend existing single storey dwelling)	25/08/2017	220	32	252	05/05/2018
6	17/1687	10 Kimberley Drive Bowral NSW 2576 Lot 16 DP 746488	KT Woodward, A Woodward	Residential Alterations and Additions (Roof over existing patio)	29/11/2017	0	159	159	07/05/2018
7	17/1747	6 Oxley Drive Bowral NSW 2576 Lot 4 DP 606988	El Di Francesco	Strata subdivision of approved attached dual occupancy	13/12/2017	0	161	161	23/05/2018
8	17/1768	4 Clearview Street Bowral NSW 2576 Lot 1 DP 995023	R Harman	Residential Alterations and Additions (Convert existing studio/garage to granny flat, and retaining wall)	15/12/2017	0	128	128	23/04/2018
9	17/1777	123A Bowral Street Bowral NSW 2576 Lot 2 DP 1187103	D Butler, RG Butler	Residential Alterations and Additions (Convert existing attached garage to bedroom and ensuite and construct new detached double garage)	18/12/2017	0	154	154	22/05/2018
10	18/0071	134 Old South Road Bowral NSW 2576 Lot 12 DP 708744	JT Woodcock	Residential Alterations and Additions (Extend existing single storey dwelling)	24/01/2018	0	105	105	09/05/2018
11	18/0091	4 Herald Drive Bowral NSW 2576 Lot 120 DP 1227641	S Carter	New Dwelling	31/01/2018	0	100	100	11/05/2018
12	18/0117	6 Caroline Avenue Bowral NSW 2576 Lot 109 DP 1231974	RW Ming, N Ming	New Dwelling	08/02/2018	0	96	96	15/05/2018
13	18/0130	7 Edward Street Bowral NSW 2576 Lot 24 Sec C DP 14661	DJ Lyons, BM Lyons	Secondary Dwelling	12/02/2018	0	69	69	23/04/2018
14	18/0132	128 Bowral Street Bowral NSW 2576 Lot 12 DP 597780	PB Burrows, IP Burrows	Residential Alterations and Additions (Extend single storey dwelling)	12/02/2018	0	78	78	02/05/2018
15	18/0147	7 Betty Close Bowral NSW 2576 Lot 319 DP 1234848	JV Trethewie, LD Nock	New Dwelling	15/02/2018	27	56	83	10/05/2018

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**REPORT DEPUTY GENERAL MANAGER CORPORATE, STRATEGY  
AND DEVELOPMENT SERVICES**

	Application ID	Primary Property	Owner	Description	Date Lodged	Days Stopped	Assess Days	Total Days	Date Finalised
16	18/0200	7 Herald Drive Bowral NSW 2576 Lot 114 DP 1227641	SR Dunn, CS Dunn	New Dwelling	27/02/2018	0	75	75	14/05/2018
17	18/0219	95 Sir James Fairfax Circuit Bowral NSW 2576 Lot 135 DP 1231974	PA Sansone, A Kennedy	New Dwelling	02/03/2018	0	68	68	10/05/2018
18	18/0231	34 Caroline Avenue Bowral NSW 2576 Lot 122 DP 1231974	S Rofe, AL Drummond	New Dwelling	07/03/2018	0	68	68	14/05/2018
19	18/0275	58 Shepherd Street Bowral NSW 2576 Lot 201 DP 595798	CM Grenell	New Dwelling	15/03/2018	7	54	61	16/05/2018
20	18/0280	69 Sir James Fairfax Circuit Bowral NSW 2576 Lot 307 DP 1234848	PLW Gardiner, JM Gardiner	New Dwelling	16/03/2018	0	38	38	23/04/2018
21	18/0310	12 Railway Parade Bowral NSW 2576 Lot 26 Sec E DP 2630 Lot 2 DP 307632	CA Hurditch	Residential Alterations and Additions (Demolish existing, construct new garage)	21/03/2018	0	63	63	24/05/2018
22	18/0342	71 Sir James Fairfax Circuit Bowral NSW 2576 Lot 308 DP 1234848	BM Cleary, RK Cleary	New Dwelling	27/03/2018	9	42	51	18/05/2018
23	18/0385	8 Sir James Fairfax Circuit Bowral NSW 2576 Lot 203 DP 1239600	PG Moore, EM Moore	New Dwelling, Swimming Pool, Outbuilding and Retaining Wall	06/04/2018	16	31	47	23/05/2018
24	18/0404	8 Earl Street Bowral NSW 2576 Lot 2 DP 1018204	TN McGrath, J D'Sylva	Residential Alterations and Additions (Carport)	11/04/2018	0	41	41	22/05/2018
25	18/0145	6 Lomandra Lane Braemar NSW 2575 Lot 130 DP 1204085	SM Binns, CD Binns	Swimming Pool	14/02/2018	0	97	97	23/05/2018
26	18/0468	42 Red Gum Drive Braemar NSW 2575 Lot 259 DP 1223682	Charm Constructions Pty Ltd	New Dwelling	24/04/2018	0	27	27	21/05/2018
27	18/0070	4 Grice Drive Bundanoon NSW 2578 Lot 11 DP 1227700	JA De Fina	New Dwelling	24/01/2018	0	118	118	22/05/2018
28	18/0105	19 Penrose Road Bundanoon NSW 2578 Lot C DP 340470	JL Armstrong	Residential Alterations and Additions (Extend existing single storey dwelling)	05/02/2018	0	79	79	26/04/2018



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	Application ID	Primary Property	Owner	Description	Date Lodged	Days Stopped	Assess Days	Total Days	Date Finalised
29	18/0157	122 Old Wingello Road Bundanoon NSW 2578 Lot 1 DP 1104146	SJ Barnett, CA Barnett	New Dwelling	16/02/2018	16	72	88	16/05/2018
30	18/0197	2 Garnida Close Bundanoon NSW 2578 Lot 9 DP 1227700	B Rofe, JS Crook	New Dwelling	26/02/2018	0	76	76	14/05/2018
31	17/1440.05	107 Burradoo Road Burradoo NSW 2576 Lot 22 DP 883565	JF Wallman, MJ Mulvihill	Section 96 Modification (Re-site dwelling)	06/04/2018	0	34	34	11/05/2018
32	17/1631	610 Moss Vale Road Burradoo NSW 2576 Lot 21 DP 1225783	DE Davies	Residential Alterations and Additions (Extend garage)	17/11/2017	0	188	188	24/05/2018
33	17/1782	8 Eridge Park Road Burradoo NSW 2576 Lot 4 DP 261266	DJ Cleary, AM Cleary	Secondary Dwelling	18/12/2017	0	148	148	16/05/2018
34	18/0118	23 Sullivan Road Burradoo NSW 2576 Lot 62 DP 709095	AE Falvey, AM Falvey	Secondary Dwelling	08/02/2018	0	76	76	26/04/2018
35	18/0185	6 Tirrikee Lane Burradoo NSW 2576 Lot 7 DP 1220165	JI Mijoc, AA Mijoc	New Dwelling	23/02/2018	0	87	87	22/05/2018
36	18/0328	14 Campbell Avenue Burradoo NSW 2576 Lot 2 DP 1043292	RD Lanigan, M Lanigan	Residential Alterations and Additions (new bathroom/laundry to studio)	23/03/2018	0	62	62	24/05/2018
37	18/0354	7 Holly Road Burradoo NSW 2576 Lot 2 DP 776178	ML King	Residential Alterations and Additions (new Porte Cochere, internal alterations and new roof))	29/03/2018	0	24	24	23/04/2018
38	17/1796	2 George Street Burrawang NSW 2577 Lot 5 DP 1694 Lot 6 DP 1694	MG Keech	Residential Alterations and Additions (Extension & new garage)	20/12/2017	55	90	145	15/05/2018
39	18/0401	2-4 Barrett Street Burrawang NSW 2577 Lot 40 DP 1143000	AP Campbell, JM Campbell	Residential Alterations and Additions (Extension & Tree Removal)	10/04/2018	0	31	31	11/05/2018
40	17/1084	1488 Tugalong Road Canyonleigh NSW 2577 Lot 13 DP 554106	G Barber	Section 83B Concept Application (Building Envelope, Road, Dwelling)	10/08/2017	274	12	286	24/05/2018

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	Application ID	Primary Property	Owner	Description	Date Lodged	Days Stopped	Assess Days	Total Days	Date Finalised
41	17/1724	"Twin Oaks" 1385 Wilson Drive Colo Vale NSW 2575 Lot 11 DP 740202	AB Crowe, KA Crowe	New Dwelling	07/12/2017	52	96	148	05/05/2018
42	17/1805	12 Daphne Street Colo Vale NSW 2575 Lot 7 Sec 10 DP 2389	N Batshon, K Batshon	Subdivision (4 Lots)	20/12/2017	94	28	122	23/04/2018
43	18/0349	28 Azalea Street Colo Vale NSW 2575 Lot 6 DP 1239087	HJ Fouche, R Fouche	New Dwelling	28/03/2018	0	56	56	23/05/2018
44	17/0832.03	57 Middle Road Exeter NSW 2579 Lot 1 DP 1084219	RA Berry, JC Berry	Section 96 Modification (Additional Shed)	04/04/2018	0	26	26	30/04/2018
45	17/1064.02	"Apolima" 30-44 Middle Road Exeter NSW 2579 Lot 1 DP 379482 Lot 5 DP 59288 Lot 1 DP 931391	J Gallop	Section 96 Modification (Retain bedroom 4, relocate main bedroom, reconfigure powder room)	20/04/2018	0	12	12	02/05/2018
46	17/1798	"Woodbury" 475 Ellsmore Road Exeter NSW 2579 Lot 4 DP 807940	A Spiden	Secondary Dwelling	20/12/2017	0	123	123	23/04/2018
47	17/1827	78 Ringwood Lane Exeter NSW 2579 Lot 12 DP 1222769	GA Picken, AH France	New Dwelling	22/12/2017	43	93	136	08/05/2018
48	18/0210	Ellsmore Road Exeter NSW 2579 Lot 3 DP 8812 Lot 1 DP 183599	AA Barnes	Residential Alterations and Additions (New machinery shed)	28/02/2018	0	81	81	21/05/2018
49	18/0224	Middle Road Exeter NSW 2579 Lot 6 Sec 6 DP 3373	TJ Hayter	New Dwelling	05/03/2018	0	78	78	23/05/2018
50	18/0420	650 Sallys Corner Road Exeter NSW 2579 Lot 6 DP 1179540	Sally's Corner Pty Ltd	Residential Alterations and Additions (Extend existing dwelling)	16/04/2018	0	37	37	24/05/2018
51	18/0152	620 Redhills Road Fitzroy Falls NSW 2577 Lots 91/225/278- 279/313/396 DP751303	Tyro Industries Pty Ltd	New Dwelling	16/02/2018	6	69	75	03/05/2018
52	17/1739.03	9 George Emery Lane Glenquarry NSW 2576 Lot 6 DP 633513	Leaver Estates Pty Limited	Section 96 Modification (New entry / portico and basement)	09/04/2018	0	37	37	16/05/2018

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**REPORT DEPUTY GENERAL MANAGER CORPORATE, STRATEGY  
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	Application ID	Primary Property	Owner	Description	Date Lodged	Days Stopped	Assess Days	Total Days	Date Finalised
53	17/1672	30 Harrison Lane High Range NSW 2575 Lot 11 DP 1124890	JG Robertson	Residential Alterations and Additions (Extend existing dwelling)	24/11/2017	52	111	163	07/05/2018
54	18/0181	545 Wanganderry Road High Range NSW 2575 Lot 16 DP 751293	JN Janssen	Residential Alterations and Additions (Detached garage, workshop. Deck/veranda to residence)	22/02/2018	0	67	67	01/05/2018
55	17/1657	31 Denison Street Hill Top NSW 2575 Lot 3 DP 1196571	GO Hicks	New Dwelling	23/11/2017	88	83	171	14/05/2018
56	18/0180	55 West Parade Hill Top NSW 2575 Lot 4 DP1191760	K Summerhayes, JT Summerhayes	New Dwelling	22/02/2018	0	69	69	03/05/2018
57	18/0380	3 Dominica Place Hill Top NSW 2575 Lot 7 DP 857632	S Harrison, BM Harrison	Residential Alterations and Additions (Swimming Pool)	06/04/2018	0	47	47	23/05/2018
58	18/0182	101 Richards Lane Joadja NSW 2575 Lot 22 DP 800614	SWA Farms Pty Ltd	Residential Alterations and Additions (Masonry screen wall and retaining wall)	23/02/2018	0	83	83	17/05/2018
59	18/0086	"Wybalena" 209 Joadja Road Mandemar NSW 2575 Lot 2 DP 703543	Lask Nominees Pty Limited	Demolish existing mudroom and detached studio. Construct new mudroom, bathroom and studio.	30/01/2018	0	93	93	03/05/2018
60	17/0952	William Street Mittagong NSW 2575 Lot 1 Sec 26 DP 111201	MJA Burgoyne, NS Field	New Dwelling	20/07/2017	255	32	287	05/05/2018
61	17/1624	52 Lyell Street Mittagong NSW 2575 Lot 12 DP 1210667	WA Hobbs, SL Power, MD Power, RE Drewe, DJ Drewe	Dual Occupancy (detached)	16/11/2017	45	119	164	01/05/2018
63	17/1671	290 Old Hume Highway Mittagong NSW 2575 Lot 100 DP 829534	ML Nightingale, JM Curran	Dual Occupancy (attached)	24/11/2017	0	149	149	23/04/2018
64	17/1710	47 Alfred Street Mittagong NSW 2575 Lot 4 DP 734911	PG Van Blommestein	Residential Alterations and Additions (Extend existing dwelling)	04/12/2017	56	99	155	09/05/2018

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	Application ID	Primary Property	Owner	Description	Date Lodged	Days Stopped	Assess Days	Total Days	Date Finalised
65	17/1807	411 Old South Road Mittagong NSW 2575 Lot 2 DP 1201343	MTG Nominee Pty Limited	New Dwelling	20/12/2017	0	135	135	05/05/2018
66	17/1826	26 Leopold Street Mittagong NSW 2575 Lot 2 DP 859143	Harrob2 Pty Limited	Convert existing dwelling to boarding house and construct 3 additional units	22/12/2017	105	48	153	Council 24/05/2018
67	18/0101	13 Winifred Crescent Mittagong NSW 2575 Lot 8 DP 701446	CS Smith, KE Holliday	Residential Alterations and Additions (Extend existing dwelling)	05/02/2018	0	94	94	10/05/2018
68	18/0106	Chamber 114-116 Main Street Mittagong NSW 2575 Lot 1 Sec 5 DP 1289 Lot 2 Sec 5 DP 1289	Wingecarribee Shire Council	Commercial Alterations and Additions (LED Sign)	06/02/2018	0	75	75	23/04/2018
69	18/0126	"Lochbuie" 88 Oxley Drive Mittagong NSW 2575 Lot 2 DP 621654	GC McFadzean, GM McFadzean	Residential Alterations and Additions (Addition of studio to existing shed)	09/02/2018	0	96	96	16/05/2018
70	18/0135	26 Southey Street Mittagong NSW 2575 Lot 22 DP 242136	KA Bahls, NJ Thomson	Residential Alterations and Additions (Extend dwelling and new detached double garage)	12/02/2018	20	79	99	23/05/2018
71	18/0187	33 Vernon Street Mittagong NSW 2575 Lot 12 Sec 15 DP 1289	SM Kettle	Dual Occupancy (attached)	23/02/2018	0	81	81	16/05/2018
72	18/0194	33 Vernon Street Mittagong NSW 2575 Lot 12 Sec 15 DP 1289	SM Kettle	Demolition of existing dwelling	26/02/2018	0	79	79	17/05/2018
73	18/0228	15 Nero Street Mittagong NSW 2575 LOT 21 DP 860888 (AKAS DEVON ST)	WJ Jiang	Residential Alterations and Additions (shed)	06/03/2018	0	65	65	10/05/2018
74	11/0355.02	Robinson Street Mittagong NSW 2575 Lot 12 DP 1177180	Willow Properties Pty Ltd	Section 96 Modification (impose a building envelope upon proposed Lot 134)	09/03/2018	0	56	56	30/04/2018
75	16/1204.04	7028 Illawarra Highway Moss Vale NSW 2577 Lot 4 DP 560060	IS Napier, BE Napier	S96 Modification (change roof material to colorbond)	08/05/2018	0	16	16	24/05/2018

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76	17/0562.06	30 Kings Road Moss Vale NSW 2577 Lot 11 DP 1222061	K Regan, JA Regan	Section 96 Modification DA (alteration to piers & addition of fireplace in alfresco area)	17/04/2018	0	23	23	11/05/2018
77	17/1531	18 Vale View Avenue Moss Vale NSW 2577 Lot 445 DP 1231726	CB Boese, CM Boese	New Dwelling & Retaining Walls	30/10/2017	75	121	196	15/05/2018
78	17/1737	17 Hill Road Moss Vale NSW 2577 Lot 32 DP 629615	TT Maurice, EJ Maurice	Residential Alterations and Additions (Extend existing dwelling and new detached double garage)	08/12/2017	0	165	165	23/05/2018
79	18/0018.03	8 Baker Road Moss Vale NSW 2577 Lot 1 DP 1234706	DJ Sidebottom	Section 96 Modification (extend and change location of dwelling)	17/04/2018	0	6	6	23/04/2018
80	18/0024	17 Old Dairy Close Moss Vale NSW 2577 Lot 2 DP 1053325	Sitecat Pty Limited	Change of Use, Commercial Alterations and Additions (Internal fit out of unit for small scale food manufacturing)	12/01/2018	0	130	130	23/05/2018
81	18/0123	65C Church Road Moss Vale NSW 2577 Lot 3 DP 1072420	PN McDade, GN Barilla	New Dwelling	08/02/2018	0	96	96	16/05/2018
82	18/0242	15 Salamander Place Moss Vale NSW 2577 Lot 8 DP 1221913	IK Keeley, CE Thorne	Residential Alterations and Additions (New Shed)	08/03/2018	0	76	76	23/05/2018
83	18/0391	13 Kings Road Moss Vale NSW 2577 Lot 3 DP 418115	CA Shields	Residential Alterations and Additions (Extend existing dwelling)	09/04/2018	0	42	42	22/05/2018
84	18/0536	25 Young Road Moss Vale NSW 2577 Lot 12 DP 1215511	RJ Ilani, JM Ilani	Residential Alterations and Additions (New Shed)	08/05/2018	0	12	12	21/05/2018
85	18/0028	105 McGuinness Drive Mount Murray NSW 2577 Lot 8 DP 215550	A Denton, J Byrne	Residential Alterations and Additions (Demolish rooms on ground floor and construct new bedroom)	15/01/2018	0	99	99	24/04/2018

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	Application ID	Primary Property	Owner	Description	Date Lodged	Days Stopped	Assess Days	Total Days	Date Finalised
86	17/1479	1 Hoddle Street Robertson NSW 2577 Lot 1 DP 828912	ML King, AT Kennard	Residential Alterations and Additions (Demolish rooms beneath existing skillion roof, construct two bathrooms, mudroom, sunroom and laundry)	20/10/2017	0	206	206	15/05/2018
87	18/0327	"Linden Hall" 166 McEvilly Road Robertson NSW 2577 Lot 1 DP 1000195	DE Graham	Residential Alterations and Additions (New veranda on east wing ground floor. New Master bedroom on first floor & reposition existing dome skylight)	23/03/2018	0	47	47	10/05/2018
88	17/1825	51 Kater Road Sutton Forest NSW 2577 Lot 1 DP 1081472 Lot 2 DP 1081472	Arthing Pty Ltd	Residential Alterations and Additions (Extension to existing single storey dwelling)	22/12/2017	43	95	138	11/05/2018
89	17/1643	133 Blencowes Lane Wildes Meadow NSW 2577 Lot 1 DP 712652	DG Worthington, LE Worthington, RJ Hoy, JW Hoy	Residential Alterations and Additions (Swimming Pool)	20/11/2017	0	176	176	15/05/2018
90	18/0223	"Brookville" 230 Blencowes Lane Wildes Meadow NSW 2577 Lot 102 DP 627195	KJ White	Residential Alterations and Additions (Extension to existing dwelling and reconfigure lounge room and bedrooms)	05/03/2018	0	74	74	18/05/2018
91	18/0402	540 Myra Vale Road Wildes Meadow NSW 2577 Lot 11 DP 751262	JL Muir, PM Muir	Residential Alterations and Additions (Extend existing dwelling)	10/04/2018	0	33	33	14/05/2018
92	17/1824	15 Gascoigne Street Willow Vale NSW 2575 Lot 22 Sec 13 DP 792	JR Reko, AL Reko	Subdivision (2 Lots)	22/12/2017	99	52	151	23/05/2018
93	18/0052	8 Bumballa Road Wingello NSW 2579 Lot 1 DP 1122036	GN Parmenter, LA Parmenter	New Dwelling	19/01/2018	0	109	109	08/05/2018
94	18/0155	Hall - Mechanics Institute 65 Railway Parade Wingello NSW 2579 Lot 5 Sec 2 DP 759097	State of NSW	Community Facility (Provision of access ramp and conversion of internal toilet to make accessible)	16/02/2018	0	88	88	16/05/2018



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	Application ID	Primary Property	Owner	Description	Date Lodged	Days Stopped	Assess Days	Total Days	Date Finalised
95	18/0172	131 Forest Road Wingello NSW 2579 Lot 1 DP 777027	WJ Booth, JA Booth	Residential Alterations and Additions (Rear awning and detached shed)	21/02/2018	0	84	84	17/05/2018
96	18/0361	21 Starlight Avenue Wingello NSW 2579 Lot 4 DP 858873	WA Schembri, JM Schembri	Residential Alterations and Additions (Shed)	29/03/2018	0	31	31	30/04/2018
97	17/1784	Wombeyan Caves Road Woodlands NSW 2575 Lot 10 DP 874713	GC Evans, AJ Evans	Farm Stay Residence	19/12/2017	0	148	148	16/05/2018
98	18/0407	63 Western Road Yerrinbool NSW 2575 Lot 5 DP 773665	CD Marshall, AK Marshall	Residential Alterations and Additions (Shed)	11/04/2018	0	36	36	17/05/2018
99	18/0482	11 Hambridge Road Yerrinbool NSW 2575 Lot 34 DP 10033	AJ Miller, TA Miller	Residential Alterations and Additions (Addition to Dwelling, Carport)	27/04/2018	0	20	20	17/05/2018

**REFUSED APPLICATION**

	Application ID	Primary Property	Owner	Description	Date Lodged	Days Stopped	Assess Days	Total Days	Date Finalised
1	18/0405	10 Sutherland Park Drive Burradoo NSW 2576 Lot 16 DP 1220167	RJ Morgan	Residential Alterations and Additions (shed)	11/04/2018	0	36	36	17/05/2018

**Reasons for Refusal:**

1. The proposed shed (non-habitable detached building) does not comply with Clause C5.2.2 (g) of the Bowral Town Plan (DCP), as Development Approval and Construction Certificate or a Complying Development Certificate has not been granted for the construction of a dwelling on the allotment (currently vacant land).
2. The construction of the proposed shed on vacant R5 Large Lot Residential Land is not in the public interest.
3. To restrict the construction of sheds on vacant allotments that may be used for habitable purposes.
4. To ensure that when areas are not developed contrary to the high visual amenity objectives and/or expectations of this area.

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### **REPORT DEPUTY GENERAL MANAGER CORPORATE, STRATEGY AND DEVELOPMENT SERVICES**

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- 4a. Within a low density normal residential environment such as that proposed, sheds on vacant land are not visually appropriate and will detrimentally impact upon the character and amenity of the streetscape.

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### **ATTACHMENTS**

There are no attachments to this report.

## AGENDA FOR THE ORDINARY MEETING OF COUNCIL

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### REPORT DEPUTY GENERAL MANAGER CORPORATE, STRATEGY AND DEVELOPMENT SERVICES



## 13.2 Development Applications Received from 21 April 2018 to 27 May 2018

**Reference:** 5302  
**Report Author:** Team Leader Business Support  
**Authoriser:** Group Manager Planning, Development and Regulatory Services  
**Link to Community Strategic Plan:** Effective and efficient Council service delivery is provided within a framework that puts the customer first

### PURPOSE

The purpose of this report is to update Councillors on the Development Applications Received in the period from 21 April 2018 to 27 May 2018

### RECOMMENDATION

**THAT the information relating to Development Applications Received from 21 April 2018 to 27 May 2018 be received and noted.**

### RECEIVED APPLICATIONS BY DATE RANGE Date range: 24 March 2018 to 20 April 2018

	Application ID	Primary Property	Owner	Description	Date Lodged	Council	Decision	Determined Date	Weekly Circular
1	16/0003.03	121 Bresnahans Lane Avoca NSW 2577 Lot 3 DP 1015257	GD Grootemaat, PE Grootemaat	Section 96 Modification (Relocate approved primary dwelling of detached dual occupancy)	11/05/2018		#PENDING		
2	17/1573.04	1091 Sheepwash Road Avoca NSW 2577 Lot 66 DP 751303 Lot 67 DP 751303 Lot 5 DP 114685	SP Grant	Section 96 Modification (Modify location of on-site wastewater disposal)	18/05/2018		#PENDING		
3	18/0554	121 Bresnahans Lane Avoca NSW 2577 Lot 3 DP 1015257	GD Grootemaat, PE Grootemaat	Residential Alterations and Additions (Garage)	11/05/2018		#PENDING		
4	18/0526	24 Balaclava Street Balaclava NSW 2575 Lot 1 DP 1204434	W Yen	Secondary Dwelling (detached)	07/05/2018		#PENDING		

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	Application ID	Primary Property	Owner	Description	Date Lodged	Council	Decision	Determined Date	Weekly Circular
5	18/0469	25 Railway Parade Balmoral NSW 2571 Lot 8 Sec 2 DP 2500	IZ Janoska	Secondary Dwelling (detached)	24/04/2018		#PENDING		
6	18/0558	79 Compton Park Road Berrima NSW 2577 Lot 1 DP 1214829	I Soldatic	New Dwelling	11/05/2018		#PENDING		
7	18/0565	"Bendooley Estate" 3020 Old Hume Highway Berrima NSW 2577 Pt Lot 3 DP 584423	Antikvorem Pty Ltd	Tourist and Visitor Accommodation and Function Centre Concept Development Application (Master Plan)	15/05/2018	✓	#PENDING		✓
8	18/0569	Historic Museum 1A Market Place Berrima NSW 2577 Lot 1 DP 854821 & Reserve No 89886	Wingecarribee Shire Council	Alterations and Additions (New Visitor Entrance for Berrima Museum)	15/05/2018		#PENDING		
9	18/0576	"Madoroma Stud" 524 Berrima Road Berrima NSW 2577 Lot 1 DP 414246	The Austral Brick Company Pty Limited	General Industry (Earthworks and construction and operation of masonry plant)	16/05/2018		#PENDING		✓
10	17/1292.05	33 Park Road Bowral NSW 2576 Lot 1 DP 118990	HJ Nicol, GS Nicol	Section 96 Modification (Remove conditions 15 and 16 pertaining to contributions)	26/04/2018		#PENDING		
11	18/0473	15 Holmhale Street Bowral NSW 2576 Lot 46 Sec E DP 3807	FJ Walsh	Residential Alterations and Additions (Two storey addition, new pool)	24/04/2018		#PENDING		
12	18/0479	19A Clearview Street Bowral NSW 2576 Lot 1 DP 808145	EJ Bechely- Crundall	Residential Alterations and Additions (Two storey addition. Detached garage with loft studio.)	26/04/2018		#PENDING		
13	18/0494	30 Carisbrooke Row Bowral NSW 2576 Lot 315 DP 858390	SA Harris, SM Harris	Residential Alterations and Additions (Internal alterations – convert garage to master suite and extend dwelling to provide for additional bedroom)	01/05/2018		#PENDING		
14	18/0500	20 Gibraltar Road Bowral NSW 2576 Lot 4 DP 867717	RG Alderden, BA Alderden	Residential Alterations and Additions (Garage)	02/05/2018		#PENDING		

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## REPORT DEPUTY GENERAL MANAGER CORPORATE, STRATEGY AND DEVELOPMENT SERVICES



	Application ID	Primary Property	Owner	Description	Date Lodged	Council	Decision	Determined Date	Weekly Circular
15	18/0503	12 Ginahgulla Drive Bowral NSW 2576 Lot 208 DP 1239600	RJ Bogg, CR Bogg	New Dwelling	02/05/2018		#PENDING		
16	18/0506	"Wirreanda" 15 Merilbah Road Bowral NSW 2576 Lot 23 DP 20804	DP Madden, CG McRostie	Residential Alterations and Additions (Extension)	03/05/2018		#PENDING		
17	18/0514	12 Betty Close Bowral NSW 2576 Lot 327 DP 1234848	MP Majetic, C Majetic	New Dwelling	04/05/2018		#PENDING		
19	18/0530	118 Mittagong Road Bowral NSW 2576 Lot 2 DP1238258	Fairy Meadow Holdings Pty Limited	Demolish existing dwelling. Construct Multi Dwelling Housing (10 Dwellings)	07/05/2018		#PENDING		✓
20	18/0538	11 Edward Street Bowral NSW 2576 Lot 5 DP 1188597	ERF Hospice Foundation Limited	Seniors Housing (16 independent dwellings)	08/05/2018	✓	#PENDING		✓
21	18/0546	8 Mount Road Bowral NSW 2576 Lot 1 DP 736778	Kangaloon Road Nominees Pty Limited	Change of Use (Vehicle Body Repair Shop)	10/05/2018		#PENDING		
22	18/0549	7A Hopewood Road Bowral NSW 2576 Lot 4 DP 882583	JC Chapman, MR Chapman	Residential Alterations and Additions (Garage/pergola)	10/05/2018		#PENDING		
23	18/0555	25-29 Station Street Bowral NSW 2576 Lot 1 DP 855131 Railway Land	MJ Walsh, JP Cudmore	Change of use to a Dental Surgery	11/05/2018		#PENDING		
24	18/0562	59 Sir James Fairfax Circuit Bowral NSW 2576 Lot 302 DP 1234848	LP Pongrass	New Dwelling	15/05/2018		#PENDING		
25	18/0568	7 Warwick Close Bowral NSW 2576 Lot 225 DP 1239600	MD Laughton	New Dwelling	15/05/2018		#PENDING		
26	18/0578	4 Alder Place Bowral NSW 2576 Lot 21 DP 839174	DS Delaney, ML Delaney	Swimming Pool, Tree Removal	16/05/2018		#PENDING		
27	18/0581	45 Sir James Fairfax Circuit Bowral NSW 2576 Lot 235 DP 1239600	WD Thomas, L McGookin	New Dwelling	16/05/2018		#PENDING		

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**REPORT DEPUTY GENERAL MANAGER CORPORATE, STRATEGY  
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	Application ID	Primary Property	Owner	Description	Date Lodged	Council	Decision	Determined Date	Weekly Circular
28	18/0596	18 Annesley Avenue Bowral NSW 2576 Lot 20 DP 236564	SLB Thomas, DHB Thomas	Residential Alterations and Additions (Extend existing dwelling)	22/05/2018		#PENDING		
29	18/0609	460 Kangaloon Road Bowral NSW 2576 Lot 22 DP 792646	Bong Bong Picnic Race Club Ltd	Temporary Event (2 days) PieFest	23/05/2018	Function in E3 Zone delegated to Council staff to determine 15/2018	#PENDING		
30	07/1004.01	Public Benevolent 15 Parmenter Court Bowral NSW 2576 Lot 109 DP 1043085	Illawarra Disability Trust	Section 96 Modification (Change of use from Respite Care to Permanent Group Home)	08/05/2018		#PENDING		✓
31	07/1386.01	"Hopewood" 201 Centennial Road Bowral NSW 2576 Lot 6 DP 634569	TA Storrier, JA Storrier	Section 96 Modification (Approval to run mid-week conferences, weddings and events and increase number of attendees)	30/04/2018		#PENDING		✓
32	09/0969.06	2 Queen Street Bowral NSW 2576 Lot 7 DP 1189572	CL Treuen, Fousel Pty Limited	Section 96 Modification (Staging of Subdivision)	24/05/2018		#PENDING		
33	10/0792.02	56 Centennial Road Bowral NSW 2576 Lot 81 DP 546242	PP Sassine, CG Sassine	Section 96 Modification (Construct a breezeway and dual occupancy)	21/05/2018		#PENDING		
34	18/0468	42 Red Gum Drive Braemar NSW 2575 Lot 259 DP 1223682	Charm Constructions Pty Ltd	New Dwelling	24/04/2018		#APPROVED	21/05/2018	
35	17/1163.01	"Solar Springs" Osborn Avenue Bundanoon NSW 2578 Lot 4 DP 577219	Southern Highlands Hotel Holdings Pty Ltd	Section 96 Modification (Amend Condition 5 of RFS Concurrence/Bushfire Safety Authority relating to ember protection)	30/04/2018		#PENDING		
36	18/0484	36 Nerrim Street Bundanoon NSW 2578 Lot 41 DP 635167	JRM Myers, TP Myers	Residential Alterations and Additions (Garage)	27/04/2018		#PENDING		
37	18/0499	12 Bamburgh Place Bundanoon NSW 2578 Lot 19 DP 1102297	RR McConnell, AK McConnell	Residential Alterations and Additions (Flat Roof Patio Awning)	02/05/2018		#PENDING		



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	Application ID	Primary Property	Owner	Description	Date Lodged	Council	Decision	Determined Date	Weekly Circular
38	18/0559	21-23 Birriga Avenue Bundanoon NSW 2578 Lot 11 DP 9429 Lot 12 DP 9429	SJ Lesser	New Dwelling	14/05/2018		#PENDING		
39	18/0564	66-68 Old Wingello Road Bundanoon NSW 2578 Lot A DP 383443	J Finlayson, CB Huynh	Residential Alterations and Additions (Detached studio)	15/05/2018		#PENDING		
40	18/0570	59 Greasons Road Bundanoon NSW 2578 Lot 2 DP 1241467	WS Donnelly, M Donnelly	New Dwelling	15/05/2018		#PENDING		
41	18/0575	27 Rochester Drive Bundanoon NSW 2578 Lot 21 DP 1220014	DW Field, PB Robinson	New Dwelling	16/05/2018		#PENDING		
42	17/1339.04	24 Hurlingham Avenue Burradoo NSW 2576 Lot 3 DP 1219070	J Slabak, M Slabak	Section 96 Modification (Addition of 1 metre to building envelope. New roof)	25/05/2018		#PENDING		
43	18/0081.05	5A Eridge Park Road Burradoo NSW 2576 Lot 2 DP 1214696	VM Aspinall, A Koop	Section 96 Modification (Amend Conditions 1, 8, 13-14, 16, 18-20, 32, 41-44, 46, 50-52 Reclassify Granny Flat to Dual Occupancy - Attached)	16/05/2018		#PENDING		
44	18/0470	110 Burradoo Road Burradoo NSW 2576 Lot 12 DP 270382	DK Stamm, CJ Stamm	Residential Alterations and Additions (Pergola over driveway)	24/04/2018		#PENDING		
45	18/0497	51A Osborne Road Burradoo NSW 2576 Lot 22 DP 830666	ET Meagher	Swimming Pool	02/05/2018		#PENDING		
46	18/0520	"Parkfield" 17-19 Holly Road Burradoo NSW 2576 Lot 1 DP 568453	DL Warren, PT Warren	Subdivision (2 Lots)	04/05/2018		#PENDING		
47	18/0552	49 Sunninghill Avenue Burradoo NSW 2576 Lot 1 DP 259630	PD Vassie, LA Connell	Demolition of existing dwelling	10/05/2018		#PENDING		

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**REPORT DEPUTY GENERAL MANAGER CORPORATE, STRATEGY  
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	Application ID	Primary Property	Owner	Description	Date Lodged	Council	Decision	Determined Date	Weekly Circular
48	18/0557	26 Holly Road Burradoo NSW 2576 Lot 4 DP 1192434	A Rapp	Alterations and Additions (Pool House & Shed)	11/05/2018		#PENDING		
49	18/0613	148 Osborne Road Burradoo NSW 2576 Lot 12 DP 858747	CAP Heinrich, ST Heinrich	Alterations and Additions (New kitchen and meals extension, terrace, pergola, new front and side entry porches)	24/05/2018		#PENDING		
50	17/1549.01	Colo Road Colo Vale NSW 2575 Lots 20/21 Sec 21 DP2944 & Lot 231 DP1226490 & Lots 233-234 DP1229317	Paloma Pastoral Pty Ltd	Section 82A (Review refusal of Subdivision)	30/04/2018		#PENDING		
51	18/0587	38 Azalea Street Colo Vale NSW 2575 Lot 1 DP 1239087	DJ O'Keefe, EK O'Keefe	New Dwelling	17/05/2018		#PENDING		
52	18/0608	32 Azalea Street Colo Vale NSW 2575 Lot 4 DP 1239087	PM Cross, LJ Cross	New Dwelling	23/05/2018		#PENDING		
53	18/0465	650 Sallys Corner Road Exeter NSW 2579 Lot 6 DP 1179540	Sally's Corner Pty Ltd	Water Storage Facility (Farm Dam)	23/04/2018		#PENDING		
54	18/0542	10 Wilsons Lane Exeter NSW 2579 Lot 24 Sec 6 DP 3373	MJ Harden, DM Harden	Dual Occupancy (Detached)	09/05/2018		#PENDING		
55	18/0550	56 Devon Road Exeter NSW 2579 Lot 56 DP 243731	HM Kersten, HJ Kersten, H Wilson Pty Ltd	Alterations and Additions (New breakfast room, renovate kitchen & garage)	10/05/2018		#PENDING		
56	18/0567	58 Westgrove Road Exeter NSW 2579 Lot 32 DP 1233756	PR Noble, MJ Noble	Alterations and Additions (Shed)	15/05/2018		#PENDING		
57	18/0589	58-70 Middle Road Exeter NSW 2579 Lot 3 DP 60330	MJ LE Guay, D LE Guay	Subdivision (3 Lots)	18/05/2018		#PENDING		✓
58	18/0612	44-46 Ringwood Road Exeter NSW 2579 Lot 9 DP 13527 Lot 10 DP 13527	BJ Rodwell, RA Rodwell	Demolish existing dwelling and construct two new dwelling houses.	24/05/2018		#PENDING		

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	Application ID	Primary Property	Owner	Description	Date Lodged	Council	Decision	Determined Date	Weekly Circular
59	18/0471	1851 Wombeyan Caves Road High Range NSW 2575 Lot 3 DP 1210240	TA Gray, GC Gray	New Dwelling	24/04/2018		#PENDING		
60	18/0462	35 Denison Street Hill Top NSW 2575 Lot 1 DP 1196571	DC Stephanidis	Subdivision (3 Lots)	23/04/2018		#PENDING		
61	18/0516	182 Sackville Street Hill Top NSW 2575 Lot 61 DP 1008910	RD Treverton	New Dwelling	04/05/2018		#PENDING		
62	18/0528	100 Wattle Ridge Road Hill Top NSW 2575 Lot 2 DP 1219571	V Orchard, MM Orchard	Subdivision (4 Lots)	07/05/2018		#PENDING		
63	18/0532	14 Cumberteen Street Hill Top NSW 2575 Lot 146 DP 1240307	ZP Szablan, AE Szablan	Alterations and Additions (Shed)	07/05/2018		#PENDING		
64	17/0451.04	8 Edward Lane Mittagong NSW 2575 Lot 1 DP 104994	Romeo & Caroline Atray Pty Ltd	Section 96AA Modification to an approved Car wash and restaurant (Modification of condition 20 relating to DSP rates and deletion of condition 42 relating to requirement for water and sewer modeling)	08/05/2018		#PENDING		
65	17/0972.01	10-12 Tyndall Street Mittagong NSW 2575 Lot 311 DP 863299	SJ Boyce	Section 82A Review (Review refusal of Subdivision)	23/05/2018		#PENDING		
66	17/1671.05	290 Old Hume Highway Mittagong NSW 2575 Lot 100 DP 829534	ML Nightingale, JM Curran	Section 96 Modification (Amend Condition 36 (k) to include 5000 litre rainwater tank)	11/05/2018		#PENDING		
67	18/0466	14A Spencer Street Mittagong NSW 2575 Lot 2 DP 1232376	ES Goh, CA Goh	New Dwelling	24/04/2018		#PENDING		
68	18/0478	21 Southey Street Mittagong NSW 2575 Lot 4 DP 580448	T Wilhelmi, SL Wilhelmi	Alterations and Additions (Enclose existing porch. Construct new rear porch. Minor internal alterations)	26/04/2018		#PENDING		

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	Application ID	Primary Property	Owner	Description	Date Lodged	Council	Decision	Determined Date	Weekly Circular
69	18/0487	14 Duke Street Mittagong NSW 2575 Lot 12 DP 581070	Blackbrook Nominees Pty Ltd	Section 96 Modification to regulate unapproved works (Modify dimensions of windows and landscaping work.)	30/04/2018		#PENDING		
70	18/0490	4 Barton Close Mittagong NSW 2575 Lot 6 DP 1222491	LA Jackman, BH Jackman	New Dwelling	30/04/2018		#PENDING		
71	18/0513	66 Colo Street Mittagong NSW 2575 Lot 71 DP 857842	HA Read	Alterations and Additions (New single car garage. Minor internal alterations)	03/05/2018		#PENDING		
72	18/0519	35 Faraday Street Mittagong NSW 2575 Lot 29 DP 871148	AL Ballard	Subdivision (Boundary Adjustment)	04/05/2018		#PENDING		
73	18/0533	69 Main Street Mittagong NSW 2575 Lot 5 DP 240187	D Sotirios, M Sotirios	Commercial Change of Use (Remedial Massage)	08/05/2018		#PENDING		
74	18/0539	5 Alice Street Mittagong NSW 2575 Lot 145 Sec O DP 1289 Lot 146 Sec O DP 1289	Sunshine Lodge Pty Limited	Demolition of existing building. Construct 14 residential apartments and 29 single room boarding house.	09/05/2018	✓	#PENDING		✓
75	18/0584	25 Railway Crescent Mittagong NSW 2575 Lot 2 DP 1232354	Telstra Corporation Limited	Proposed Senior Housing Development consisting of 6 units, strata title subdivision and demolition of existing works.	17/05/2018		#PENDING		✓
76	09/0258.05	83 Main Street Mittagong NSW 2575 Lot 238 DP 650500	WA Wainberg	Section 96 Modification (Extend Managers quarters)	23/05/2018		#PENDING		✓
77	15/0228.06	140 Nowra Road Moss Vale NSW 2577 Lot 7 DP 632169	CW Harvey, SB Harvey	Section 96 Modification (Relocate bathrooms and garage adjustment)	23/05/2018		#PENDING		
79	16/1204.04	7028 Illawarra Highway Moss Vale NSW 2577 Lot 4 DP 560060	IS Napier, BE Napier	S96 Modification (change roof material to colorbond)	08/05/2018		#APPROVED	24/05/2018	

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	Application ID	Primary Property	Owner	Description	Date Lodged	Council	Decision	Determined Date	Weekly Circular
80	17/1250.04	17 Old Dairy Close Moss Vale NSW 2577 Lot 2 DP 1053325	Sitecat Pty Limited	Section 96 Modification (Alter stormwater drainage)	30/04/2018		#PENDING		
81	17/1250.05	17 Old Dairy Close Moss Vale NSW 2577 Lot 2 DP 1053325	Sitecat Pty Limited	Section 96 Modification (Industrial Alterations and Additions - relocate mezzanine from internal to external)	08/05/2018		#PENDING		
82	18/0460	59 Farnborough Drive Moss Vale NSW 2577 Lot 161 DP 1095417	SM McNeillage, JA McNeillage	New Dwelling	23/04/2018		#PENDING		
83	18/0472	201 Argyle Street Moss Vale NSW 2577 Lot D DP 38722	FJ Gibson	Dual Occupancy (Detached)	24/04/2018		#PENDING		
84	18/0508	36 Valetta Street Moss Vale NSW 2577 Lot 1 DP 1071732	SJ Reynolds, RM Reynolds	Alterations and Additions (Garage & Additions)	03/05/2018		#PENDING		
85	18/0529	9 Warrawong Drive Moss Vale NSW 2577 Lot 109 DP 1232222	IJ Stewart, M Stewart	New Dwelling	07/05/2018		#PENDING		
86	18/0536	25 Young Road Moss Vale NSW 2577 Lot 12 DP 1215511	RJ Iliani, J M Iliani	Alterations and Additions (Shed)	08/05/2018		#APPROVED	21/05/2018	
87	18/0593	25 Nari Circuit Moss Vale NSW 2577 Lot 109 DP 800719	SVO Ryan, MP Drayton	Alterations and Additions (Cabana & Garage)	21/05/2018		#PENDING		
88	18/0495	"Mount Ambia Hill" 220 Kareela Road Penrose NSW 2579 Lot 2 DP 567331	HD Colwell	Plant Nursery	01/05/2018		#PENDING		
90	17/0137.01	80 Bong Bong Road Renwick NSW 2575 Lot 53 DP 1040663	JC Brown, RK Marshall	Section 96 Modification (Deferred commencement of subdivision)	10/05/2018		#PENDING		
91	18/0489	71 Mary Street Renwick NSW 2575 Lot 104 DP 1240439	RL Thomas	New Dwelling	30/04/2018		#PENDING		

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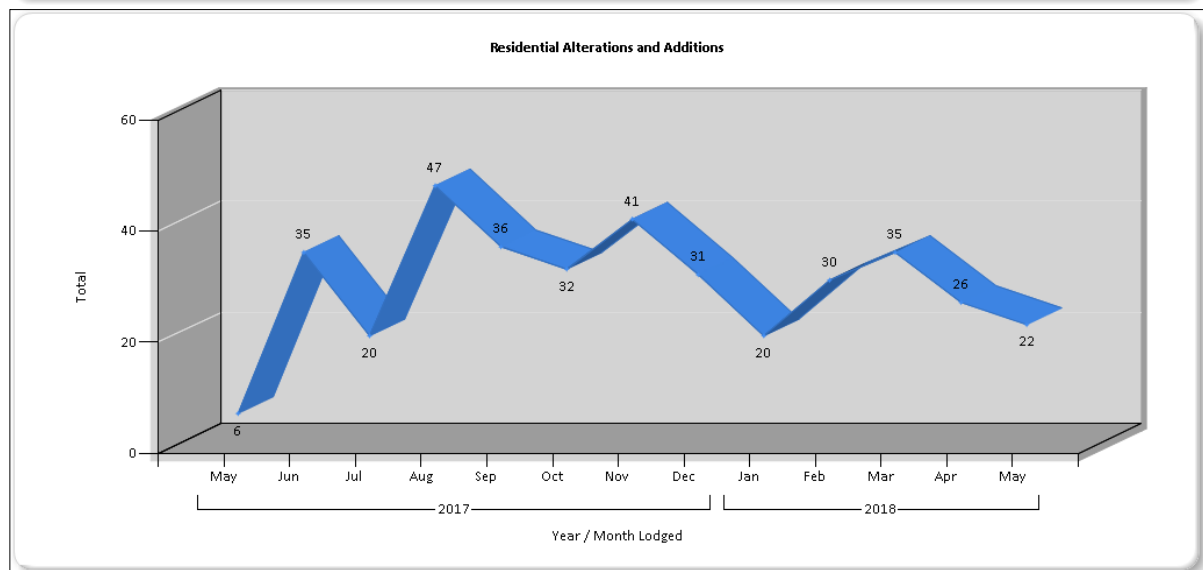
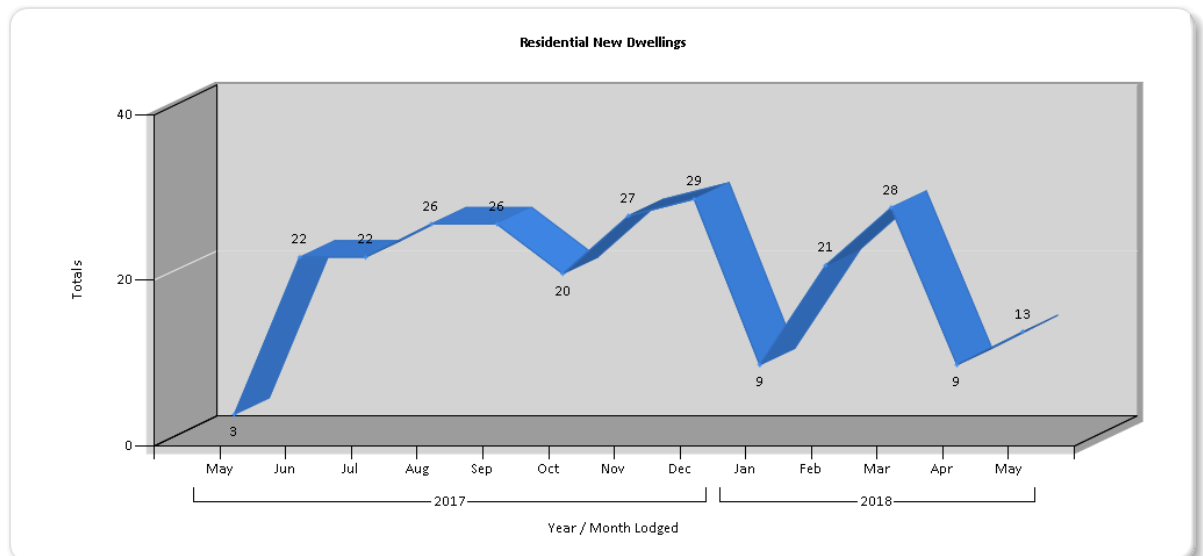
	Application ID	Primary Property	Owner	Description	Date Lodged	Council	Decision	Determined Date	Weekly Circular
92	18/0582	27B May Street Robertson NSW 2577 Lot 6 DP 880828	JT Jones, GL Jones, JA Jones	Alterations and Additions – (extend existing dwelling. New detached double garage)	16/05/2018		#PENDING		
93	18/0521	30 Coney Hatch Lane Sutton Forest NSW 2577 Lot 21 DP 705790	KM Lovett, CJ Morris	Residential Alterations and Additions (Two storey extension to create dual occupancy)	07/05/2018		#PENDING		
94	18/0601	“The Dairy” 216 Oldbury Road Sutton Forest NSW 2577 Lot 1 DP 746268	RA Ferguson, JE Ferguson	Private Burial Site	22/05/2018		#APPROVED	28/05/2018	
95	18/0603	‘Waste Facility’ Meranie Street Welby NSW 2575 Lots 102/147/156/160-161 DP 751275	Wingecarribee Shire Council	Waste or Resource Management Facility (Proposed weighbridge)	22/05/2018		#PENDING		
96	18/0586	5A Drapers Road Willow Vale NSW 2575 Lot 21 DP 1192192	SA Gee, CG Gee	Secondary Dwelling (Detached)	17/05/2018		#PENDING		
97	17/1806.01	8 Sierra Street Yerrinbool NSW 2575 Lot 83 DP 11780	Grelie Pty Ltd	Section 82A (Review of refusal of subdivision)	24/05/2018		#PENDING		
98	18/0482	11 Hambridge Road Yerrinbool NSW 2575 Lot 34 DP 10033	AJ Miller, TA Miller	Residential Alterations and Additions (Addition to Dwelling. Carport)	27/04/2018		#APPROVED	17/05/2018	
99	18/0518	14-16 Hambridge Road Yerrinbool NSW 2575 Lot 4 DP 869092	SP Toohey, WA Toohey, SA Toohey	Alterations and Additions (Living Area)	04/05/2018		#PENDING		



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## ATTACHMENTS

There are no attachments to this report.

### 13.3 Adoption of the 2018/19 Operational Plan and Budget Including Revenue Policy

**Reference:** 501  
**Report Author:** Group Manager Corporate and Community  
**Authoriser:** Deputy General Manager Corporate, Strategy and  
Development Services  
**Link to Delivery Program:** Ensure systems and processes are in place to achieve  
mutual trust and collaboration

#### PURPOSE

At its meeting on 24 April 2018 Council resolved to place on public exhibition the draft 2018/19 Operational Plan and Budget. The purpose of this report is to advise Council of the outcomes of the public exhibition and to recommend adoption of the following:

- 2018/19 Operational Plan and Budget
- 2018/19 Revenue Policy (including Fees and Charges schedule)
- The continuation of the approved Special Rate Variation comprising of a 9.25% increase in General Revenue (including 2.30% rate peg) for the 2018/19 financial year as determined by the Independent Pricing and Regulatory Tribunal.

As required under the *Local Government Act 1993*, Council is also required to resolve the following:

- Making and levying the rates and annual charges for 2018/19, and
- Authorisation of expenditure and voting of money for the 2018/19 Budget.

## RECOMMENDATION

### **THAT Council:**

1. Adopt the 2018/19 Operational Plan and Budget including the Revenue Policy, Fees and Charges and Unfunded Projects and Services List; incorporating changes recommended in this report and Attachment 1.
2. In adopting the 2018/19 Budget and Revenue Policy that
  - a. the funds to cover the 2018/19 Budget be voted.
  - b. a 9.25% rate increase be adopted under Section 508(A) of the *Local Government Act, 1993*, in accordance with the Special Rate Variation approved by IPART for the *Investing in Our Future* project.
  - c. Council make and levy the following ad valorem and minimum rates for the 2018/19 financial year (the period 1 July 2018 to 30 June 2019)

Category	Sub Category	Ad Valorem	Minimum
Residential	Ordinary	0.0042491	\$1,043.63
Residential	Renwick	0.0046740	\$1,043.63
Business	Ordinary	0.0084982	\$1,043.63
Farmland	-	0.0027619	\$1,525.05
Mining	Ordinary	0.0140220	\$1,043.63

- d. Council make and levy a special rate of 0.00006138 cents in the dollar subject to a base rate in accordance with Section 499 of the *Local Government Act, 1993* of \$25.83 per assessment on all rateable land for all rating categories for the 2018/19 financial year, noting that this special rate is referred to as *Wingecarribee Our Future Environment Special Rate*.
  - e. Council make and levy the annual charges for domestic waste management services in accordance with Section 496 of the *Local Government Act, 1993* for the 2018/19 financial year as outlined within the Revenue Policy.
  - f. Council make and levy the annual charges for stormwater management services in accordance with Section 496A (1) of the *Local Government Act, 1993* for the 2018/19 financial year as outlined within the Revenue Policy.
  - g. Council adopt that no increase will be applied for water access and user charges for the 2018/19 financial year, with the residential access charge remaining at \$158.00 per annum.
  - h. Council adopt a 3.05% increase for sewer access charges for the 2018/19 financial year, with the residential access charge increasing to \$845.00 per annum.
  - i. Council adopt the rate permitted by the Minister for Local Government for the allowable interest rate on overdue rates of 7.50% per annum.
4. Authorise loan borrowings of \$5,740,000 to part-fund the Civic Centre

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rectification works, Kirkham Road pavement upgrade, Bowral Cemetery improvements and a number of strategic land acquisitions.

#### 3. Write to formally thank those who made submissions.

## REPORT

### BACKGROUND

Under the *Local Government Act 1993* Council is required to annually review the Operational Plan, Annual Budget, Revenue Policy and Fees and Charges to meet its responsibilities.

The Operational Plan outlines the projects, programs and activities (annual deliverables) that Council will undertake during the forthcoming financial year. The annual deliverables are aligned to Council's services and four year actions from the Delivery Program, adopted by Council in June 2017. At this time, Council committed to seven strategic priorities to ensure Wingecarribee Shire is a better place to live, work and visit. These strategic priorities are:

1. Responsible financial management
2. Improving our community assets
3. Protecting our natural environment
4. Delivery of significant infrastructure projects
5. Better service alignment and delivery
6. Business transformation
7. Community wellbeing

The draft 2018/19 Operational Plan demonstrates Council's response and commitment to the delivery of the Community Strategic Plan, Wingecarribee 2031 through the Delivery Program. As such, the Plan is structured around the five themes of Leadership, People, Places, Environment and Economy from Wingecarribee 2031. The process adopted by Council in developing the Plan is shown below.



Included in the draft Operational Plan, Annual Budget and Capital Works Program. These documents provide an overview of Council's financial estimates and a program of Capital Works for the 2018/19 financial year.

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Council's draft Revenue Policy and Fees and Charges for 2018/19 are also included in the draft Operational Plan. These documents outline Council's proposed rating structure and fees and charges for 2018/19 as stipulated by the *Local Government Act 1993*.

At its meeting on 24 April 2018 Council endorsed the draft 2018/19 Operational Plan and Budget to go on public exhibition. The documents were placed on public exhibition from 26 April until 24 May 2018 and are now ready for formal adoption.

### **SUBMISSIONS**

A total of 27 submissions were received during the exhibition period on the draft 2018/19 Operational Plan and Budget. The submissions received addressed a range of issues and three prominent themes emerged from the submissions, these related to:

- Requests for the rehabilitation to sections of pavement in Merrigang Street, Bowral to be brought forward to the 2018/19 year
- Station Street Upgrade
- Objections to the increase in fees at the Southern Regional Livestock Exchange

The following points were also raised in the submissions:

- One request for a footpath link between Church Road, Moss Vale and Moss Vale CBD
- One request for further investment in cricket facilities in the Southern Highlands
- One suggestion that Council spreads itself too thinly in allocating its spending
- One submission in opposition to Council spending money on the Botanic Gardens entrance
- One objection to high cemetery fees
- One comment on the lack of links between the budget and Operational Plan
- One submission on the funding for the kitchen upgrade at Penrose Community Hall
- One request for a prohibition on large trucks in Merrigang Street, Bowral, and
- One submission requesting a speed camera be installed on Merrigang Street, Bowral.

One submission was also received from NSW Health noting the links between the work of Council and the work of NSW Health.

### **Late submission**

One submission was received after the closing date with respect to the request for the Merrigang Street rehabilitation to be brought forward.

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All submissions received during the public exhibition period have been reviewed and given due consideration. No changes are recommended to the draft 2018/19 Operational Plan and Budget. Council officers have however reconsidered the proposed fees and charges at the Southern Regional Livestock Exchange, these changes are identified further on in this report.

All issues raised in the submissions have been included in **Attachment 1** and include commentary from the relevant Council Branches.

### **PETITION**

During the public exhibition period Council received a petition with 18 signatures opposed to the increase in fees for the Southern Region Livestock Exchange. The petition has been tabled and reported at this Council meeting (13 June 2018). The petition was in the form of a pre-printed template with various handwritten messages by 18 separate individuals, all objecting to the fee increase.

### **INTERNAL REVIEW**

Council staff also undertook a final review of the draft 2018/19 Operational Plan and Budget. This review considered emerging issues, recent Council resolutions, progress of 2017/18 projects and activities, and funding announcements by other government agencies impacting Council services and projects arising during the exhibition period. Minor amendments to language are proposed to provide greater clarity and removal of any duplication.

**Attachment 1** of this report outlines the recommended changes to the draft plan based on the feedback received during the internal review process.

### **2018/19 BUDGET & REVENUE POLICY (INCLUDING FEES & CHARGES)**

Council's Long Term Financial Plan and Budget are prepared on the basis of maintaining a balanced budget position. This approach underpins Council's financial sustainability and assessment as a "Fit for the Future" stand alone Council. The 2018/19 Budget (including forward estimates) has been reviewed and is now presented to Council as a balanced Budget.

#### **2018/19 Budget (Including Forward Estimates)**

The 2018/19 Budget provides for a cash expenditure budget of \$132.424 million across the broad functional areas of Leadership, People, Places, Environment and Economy (including all funds).

This has increased since the draft budget was placed on public exhibition by \$1.750 million. This increase relates to the inclusion of those projects funded under the Stronger Country Communities Fund (Round 1).



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These projects are listed below:

Project	Budget
Second Synthetic Hockey & All-Weather Field Stage One (Welby Oval)	\$1,192,000
Wingello Hall Accessibility Upgrade	\$114,732
The Carribee Centre Upgrade and Extension	\$443,809
<b>Total Expenditure Budget</b>	<b>\$1,750,541</b>

The projected budget result for the 2018/19 financial year remains a balanced budget position.

### Long Term Financial Plan Review

Council's Long Term Financial Plan has been updated as part of the 2018/19 Budget. The review has been undertaken to ensure that decisions made as part of the 2018/19 Budget do not create significant financial challenges in the longer term.

The Long Term Financial Plan has been updated to reflect current economic forecasts and parameters. Council also updates its Long Term Financial Model using the same principles which are applied to the Annual Budget. That is; a balanced budget is achieved in the short, medium and long term.

As presented to the meeting held on the 24 April 2018, Council is currently on track to meet the seven financial and asset management benchmarks which have been set by the NSW State Government to determine a "Fit for the Future" council.

A copy of the updated Long Term Financial Plan is provided as **Attachment 2**.

### General Rate Income

In accordance with Section 498 of the *Local Government Act 1993*, Council's ordinary rate levy will be calculated on the basis of an ad valorem rate determined by the amount in the dollar in respect of the relevant rating category and sub category. A minimum rate also applies to each relevant rating category and sub category in accordance with Section 548 of the *Local Government Act 1993*.

The 2018/19 Budget has been prepared on the basis of a 9.25% increase in rate income which includes the Independent Pricing and Regulatory Tribunal (IPART) approved rate peg increase of 2.30%. This increase is in line with the Special Rate Variation application which was approved by IPART in May 2016.

The increase will be used to continue to close the existing funding gap of \$8.5 million for infrastructure maintenance and renewal. An additional \$7.85 million will be used to maintain and renew community assets across the shire during the 2018/19 financial year.

### Environmental Levy

In accordance with Section 499 of the *Local Government Act 1993*, Council's Environment Levy will be calculated on the basis of a base amount plus an ad valorem rate determined by the amount in the dollar relevant for this rate. The base amount will be subject to a

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maximum of 50% of the total revenue raised by the levy in accordance with Section 500 of the *Local Government Act 1993*.

In May 2016 IPART approved the continuation of the Environment Levy on a permanent basis. Accordingly, Council will continue to levy a Special Rate on all rateable land in the Shire. The 2018/19 Budget includes environmental improvement works and projects totalling \$1.365 million. The Environment Levy is used to fund specific environmental projects which aim to address biodiversity conservation, river health, wetland improvements and sustainable living.

#### Updated Land Valuations

Rating income for the 2018/19 financial year will be based on the land valuations determined by the Valuer General's Department at a base date of 1 July 2016. Council uses the land value of properties throughout the shire to determine the level of rates each property owner should pay. In other words, land value determines how Council's total rate income will be collected from each property owner.

#### Waste Management Charges

In reviewing Domestic Waste Management operations as part of the 2018/19 Budget, it was determined that no increase to waste management charges was required. The list of proposed charges relating to Domestic Waste Management can be found in Council's Fees and Charges Schedule for 2018/19.

#### Stormwater Management Service Charge

Council currently levies residential properties which receive a stormwater service a maximum of \$25 per annum charge (Stormwater Management Service Charge). Business properties are levied \$25 per 350sqm or part thereof up to a maximum of \$250 per annum.

The 2018/19 Revenue Policy includes the continuation of this charge. Funds raised through the Stormwater Management Service Charge must only be used on stormwater maintenance and improvements.

#### 2018/19 Fees and Charges

In general, Council's fees and charges have been increased by 2.50%, with the exception of those fees which are set by regulation, or are prepared on a cost recovery basis or where Council provides the service in a competitive market.

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A number of changes are proposed to the 2018/19 Fees and Charges Schedule, including:

#### **Index Number 19.1 - Road Closure Application Fee**

##### **Change in description**

Council charges an application fee for road closure requests. The proposed change is to update the description so that it is clear that this fee is applicable for road closure requests for both Council and Crown roads. There is no proposed change to the fee amount.

#### **Index Number 36.3 – SRLX Turnover Contribution**

##### **Change in Proposed Fee**

The draft fees and charges proposed an increase in the turnover contribution to 0.429% of all sales. After a review of the assumptions used to calculate this fee, it proposed to amend the turnover contribution to 0.355% of all sales. This represents a 20% increase on the current turnover contribution of 0.296%.

#### **Index Number 36.8.1 – SRLX Feeding (24 hours or part thereof)**

##### **Restructure of Proposed Fee**

The draft fees and charges proposed a consolidation of the feeding and holding fees. After reviewing feedback from SRLX customers, it proposed that these fees be separated and charged in accordance with current practices. A modest 2.00% increase has been applied to current 2017/18 fees (rounded to nearest 5c).

Proposed Holding Fee (24 hours or part thereof) - \$2.05 including GST

Proposed Feeding Fee (24 hours or part thereof) - \$3.05 including GST

#### **Section 603 Certificates**

Council received notification from the Office of Local Government on 20 March 2018 that the approved fee for Section 603 Certificate will remain at \$80.00. The fee is determined in accordance with Section 603(2) of the *Local Government Act 1993*.

A number of small housekeeping amendments have also been made to ensure the document does not include services which are no longer available (for example; some forms of photocopying requests have been removed).

#### **Interest on Overdue Rates**

Pursuant to Section 566(3) of the *Local Government Act 1993*, the rate of interest on overdue rates and charges is fixed by the Minister for Local Government. The Minister has determined that the maximum rate of interest payable on overdue rates and charges for the 2018/19 financial year will remain at 7.50% per annum.

#### **Water Fund Charges**

The 2018/19 estimates for the Water Fund have been prepared in accordance with the Fund's 30 year strategic business plan with a forecast balanced budget for the 2018/19 financial year. In reviewing Water Fund operations as part of the 2018/19 Budget, it is recommended that no increase be applied to water access or usage charges.

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The Revenue Policy outlines the following charges for water access and usage:

	2018/19	% Increase
Residential Access Charge	\$158.00	0.00%
Water Usage – Tariff 1 (0-616 Litres Per Day)	\$1.78 per KL	0.00%
Water Usage – Tariff 2 (>616 Litres Per Day)	\$2.67 per KL	0.00%

For a complete list of all water charges for the 2018/19 financial year please refer to the Revenue Policy.

### Sewer Fund Charges

The 2018/19 estimates for the Sewer Fund have been prepared in accordance with the Fund's 30 year strategic business plan with a forecast balanced budget for the 2018/19 financial year. In reviewing Sewer Fund operations as part of the 2018/19 Budget, it is recommended a 3.05% increase be applied to sewer access charges. This increase is in accordance with the funding strategy for the major upgrades required to the Moss Vale, Bowral and Mittagong Sewer Treatment Plants over the next several years.

The Revenue Policy outlines the following increase in Council's sewer charges:

	2017/18	2018/19	% Increase
Residential Access Charge	\$820.00	\$845.00	3.05%

For a complete list of all sewer charges for the 2018/19 financial year please refer to the Revenue Policy.

### Loan Borrowings

The 2018/19 Budget includes loan borrowings of \$48 million over the remaining three years of the 2017-2021 Delivery Program. Borrowings will be used to fund, or in some cases, part-fund major infrastructure projects which will have significant and demonstrated benefits to the residents of Wingecarribee Shire over the coming decades.

Council has considered the impact of the required borrowings, and subsequent debt servicing as part of reviewing its Long Term Financial Plan. Council has sufficient financial capacity to fund these loan repayments and is still well within the industry benchmark for debt servicing (known as the debt service ratio).

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The required loan borrowings form part of the funding strategies for the following projects:

Description	2018/19	2019/20	2020/21
Bowral Sewerage Treatment Plant	-	\$22,000,000	-
Moss Vale Sewerage Treatment Plant	-	-	\$14,000,000
Station Street Upgrade	-	\$3,884,000	-
Kirkham Road Pavement Upgrade	\$1,540,000	-	-
Civic Centre Rectification Works	\$2,000,000	-	-
Strategic Land Acquisitions	\$1,500,000	-	-
Bowral Cemetery	\$700,000	-	-
Moss Vale Cemetery	-	\$2,376,000	-
<b>Total – Proposed Borrowings</b>	<b>\$5,740,000</b>	<b>\$28,260,000</b>	<b>\$14,000,000</b>

Council adopted its revised Loan Borrowings Policy on the 23 May 2018 (via the Finance Committee).

### **UNFUNDED PROJECTS AND SERVICES LIST**

As part of the Operational Plan and Budget Process for 2018/19, staff have reviewed the Unfunded Projects and Services List. The purpose of this list is to capture requests raised by Councillors, staff and community members.

It is proposed that Council adopt the revised Unfunded Projects and Services List as part of the 2018/19 Operational Plan. Councillors can request that items be added, deleted or modified through Council resolution, as part of the quarterly review or as part of the Annual Budget. The revised Unfunded Projects and Services List is included as part of the 2018/19 Operational Plan.

There are no recommended changes to the Unfunded Projects and Services List which was placed on public exhibition.

The Unfunded Projects and Services List will be presented to Council each quarter as part of the Quarterly Budget Review considered in the Finance Committee. If funding becomes available, either through operational savings or additional revenues, Councillors will be able to refer to the Unfunded Projects and Services List for items to be included as part of future budgets.

### **2018/19 RATING POLICY**

1. Council has the following categories/sub categories for rateable land in the Wingecarribee Shire Local Government Area:

- Residential – Ordinary
- Residential – Renwick
- Business – Ordinary
- Farmland
- Mining – Ordinary

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2. For the 2018/19 financial year, in accordance with Section 498 of the *Local Government Act 1993*, Council's ordinary rate levy will be calculated on the basis of an ad valorem rate determined by the amount in the dollar in respect of the relevant rating category and sub category. A minimum rate also applies to each relevant rating category and sub category in accordance with Section 548 of the *Local Government Act 1993*.
3. For the 2018/19 financial year, in accordance with Section 495 of the *Local Government Act 1993*, Council's Wingecarribee Our Future Environment Special Rate will be calculated on the basis of a base amount plus an ad valorem rate determined by the amount in the dollar relevant for this rate. The base amount will be subject to a maximum of 50% of the total revenue raised by the special rate in accordance with Section 500 of the *Local Government Act 1993*.

The following is the rating structure to be implemented for the 2018/19 financial year, identifying the various ad valorem rates for each category, along with the approved Special Rates.

Category	Sub Category	Ad Valorem	Minimum Rate	Estimated Yield
Residential	Ordinary	0.0042491	\$1,043.63	\$33,777,300
Residential	Renwick	0.0046740	\$1,043.63	\$376,800
Business	Ordinary	0.0084982	\$1,043.63	\$5,623,000
Farmland	-	0.0027619	\$1,525.05	\$4,879,200
Mining	Ordinary	0.0140220	\$1,043.63	\$117,100
				<b>\$44,773,400</b>
Approved Special Rate		Ad Valorem	Base Rate	Estimated Yield
Environmental Levy		0.00006138	\$25.83	\$1,229,100
				<b>\$46,002,500</b>

### IMPACT ON COUNCIL'S FIT FOR THE FUTURE IMPROVEMENT PLAN

The draft 2018/19 Operational Plan and Budget has been prepared on the basis of ensuring Council meets the seven financial and asset management benchmarks which have been set by the NSW State Government to determine "Fit for the Future" councils.



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## **CONSULTATION**

### **Community Engagement**

The 2018/19 Operational Plan and Budget was publicly exhibited between 26 April and 24 May 2018. Community feedback was sought, with a number of methods utilised and opportunities provided for the community to comment, including:

- Public exhibition of the draft plan and budget in the Civic Centre and libraries.
- Project page on <http://www.yoursaywingecarribee.com.au/CSP-and-IPR> set up with documents, electronic feedback form and Q&A tool. Approximately 2200 registered users were alerted to the opportunity to comment and eNewsletters were distributed to over 1200 subscribers.
- Over 200 community contacts and approximately 80 community groups were contacted.
- A radio announcement was made at the time submissions opened.
- A media release and two GM's Columns were printed in local publications.
- Information was included in Council's weekly advertising page in the Southern Highlands News.
- Information was also added to Council's Facebook page and Twitter feed.

There were over 250 visits to the YourSay page, and over 200 documents downloaded. There were 31 visits to the survey tool, with 5 submissions received through this medium. All other submissions were received via email or letter. A full summary of the submissions received is included as **Attachment 1**.

### **Internal Consultation**

All branches of Council were provided the opportunity to contribute to the review and the development of the Integrated Planning and Reporting documents.

A number of briefing sessions were undertaken with Councillors to determine the strategic priorities and budget.

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## **SUSTAINABILITY ASSESSMENT**

### **• Environment**

Implementation of the Environment Levy, *Wingecarribee Our Future Environment*, will continue to target environmental programs. On 17 May 2016, the Independent Pricing and Regulatory Tribunal (IPART) approved the Levy in perpetuity.

### **• Social**

Council provides services and facilities to our community that meet the needs and demographics of the shire.

### **• Broader Economic Implications**

Council's activities will continue to support economic activity in the Shire.

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- **Culture**

Council continues to fund cultural and indigenous programs.

- **Governance**

The review and development of Council's Integrated Planning and Reporting documents is aligned with the Integrated Planning and Reporting legislation framework and a commitment to improved governance.

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### COUNCIL BUDGET IMPLICATIONS

The 2018/19 Budget (including forward estimates) has been presented as a balanced budget.

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### RELATED COUNCIL POLICY

There are no policy implications from this report.

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### OPTIONS

Council is required to adopt its 2018/19 Operational Plan and Budget by 1 July 2018. The legislation which directs Council to adopt these plans is contained in the following section of the *Local Government Act 1993*.

#### Section 405 – Operational Plan

Clause (1) A council **must** (emphasis added) have a plan (its operational plan) that is adopted before the beginning of each (financial) year that details the activities to be engaged in by the council during the year as part of the delivery program covering that year.

Clause (2) An operational plan **must** (emphasis added) include a statement of the Council's revenue policy for the year covered by the operational plan. The statement of revenue policy must include the statements and particulars required by the regulations.

#### Section 533 – Date by which a rate or charge must be made

A rate or charge **must** (emphasis added) be made before 1 August in the year for which the rate or charge is made or before such later date in that year as the Minister may, if the Minister is of the opinion that there are special circumstances, allow.

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## **CONCLUSION**

The 2018/19 Operational Plan and Budget has been placed on public exhibition from 26 April to 24 May 2018. The Plan delivers Council's responsibilities under the Local Government Act 1993. The Plan is now being presented to Council to be adopted.

Council's budget and long term financial plan continues to be underpinned by sound and prudent financial management, which is shown through its commitment to maintaining a balanced budget position (in the short and long term) and meeting the key financial and asset management benchmarks set by the NSW State Government under its Fit for the Future reform program.

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## **ATTACHMENTS**

1. Summary of Submissions and Proposed Changes
2. Updated Long Term Financial Plan - June 2018



## ATTACHMENT 1

## Summary of Submissions and Proposed Changes

Submission No.	Topic	Summary of Comments/Issues	Branch Responsible	Branch Response	Amendment to Plans required
<b>S10, S11, S13, S14, S17, S18, S19, S20, S22, S24, S25</b>	Merrigang Street Pavement repairs	Requests that the planned rehabilitation of Merrigang Street pavement be brought forward to the 2018/19 year.	Assets & Project Delivery	The scope of this project is to rehabilitate the existing road pavement between Jasmine Street and Albert Street. The construction project is scheduled for the 2019/2020 financial year to allow Council the required time to complete the detailed construction plans which will be undertaken in 2018/19. The detailed design process will take into consideration the need for line marking and traffic calming devices along with drainage and other road infrastructure. The design process will include community consultation with affected residents.	No
<b>S4</b>	Station Street Upgrade	Suggests that the Station Street Upgrade has no return on investment causing 'huge budget deficits for a project that bears no merit'. Questions what projects will be deferred to pay for it, or whether rates will increase.	Assets & Project Delivery	<p>The Station Street Upgrade is only one part of a multi phased project to provide improved traffic movement in Bowral including proposals for the future Stage 2 from Links Road to Bowral Street and duplication of the Wingecarribee Street bridge, which were all identified in the Council's Bowral Parking, Traffic and Transport Strategy in 2012.</p> <p>Council has revised the project budget to incorporate a variety of elements that were not included as part of the original concept design and to improve the overall outcomes for the community.</p> <p>The current proposed project scope, apart from the development of two lanes in each direction along Station Street, includes:</p> <ul style="list-style-type: none"> <li>Improved parking arrangements in the underutilised sections of Kirkham Road</li> <li>Revised arrangements at the Station including relocation of bus movements from the Station forecourt and improved personal safety by increasing visibility of the Station forecourt from the street.</li> </ul> <p>The latest proposals are looking at the signalisation of the Kirkham Road / Wingecarribee Street intersection to provide improved traffic and pedestrian safety at this difficult intersection.</p>	No

## AGENDA FOR THE ORDINARY MEETING OF COUNCIL

### 13.3 Adoption of the 2018/19 Operational Plan and Budget Including Revenue Policy ATTACHMENT 1 Summary of Submissions and Proposed Changes

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Submission No.	Topic	Summary of Comments/Issues	Branch Responsible	Branch Response	Amendment to Plans required
S5	Station Street Upgrade	Strongly supports the Upgrade, but notes it will only solve part of a worsening problem. Comments that to complete the Links Road to Station Street section first would compound a dire situation for many years to come.	Assets & Project Delivery	Council agrees with this submitters comments. Delivery of Stage 2 would exacerbate the traffic congestion in the section between Bundaroo and Bowral streets.	No
S7	Station Street Upgrade	Questions why Council is proceeding with the Station Street Upgrade when there are other projects that are more needy.	Assets & Project Delivery	See response to submissions 4 and 5	No
S9	Station Street Upgrade	Concerned that the costs have significantly increased for the Stage 1 works, with minimal benefits. Concerned that the changes to the parking spaces have real safety concerns. Proposes that the solution is to forgo Stage 1 and to implement Stage 2.	Assets & Project Delivery	See response to submissions 4 and 5	No

13.3 Adoption of the 2018/19 Operational Plan and Budget Including Revenue Policy  
ATTACHMENT 1 Summary of Submissions and Proposed Changes



Submission No.	Topic	Summary of Comments/Issues	Branch Responsible	Branch Response	Amendment to Plans required
S12	Southern Regional Livestock Exchange fees	Objects to an increase in the saleyard fees as unfair and unjustified, not because it is going to cost agents more but because WSC is delivering less.	Business Services	<p><b>Index Number 36.3 – SRLX Turnover Contribution</b>  <b>Change in Proposed Fee</b>                      The draft fees and charges proposed an increase in the turnover contribution to 0.429% of all sales. After a review of the assumptions used to calculate this fee, it proposed to amend the turnover contribution to 0.355% of all sales. This represents a 20% increase on the current turnover contribution of 0.296%.</p> <p><b>Index Number 36.8.1 – SRLX Feeding (24 hours or part thereof)</b>  <b>Restructure of Proposed Fee</b>                      The draft fees and charges proposed a consolidation of the feeding and holding fees. After reviewing feedback from SRLX customers, it proposed that these fees be separated and charged in accordance with current practices. A modest 2.00% increase has been applied to current 2017/18 fees (rounded to nearest 5c) .</p> <p>Proposed Holding Fee (24 hours or part thereof) - \$2.05 including GST                      Proposed Feeding Fee (24 hours or part thereof) - \$3.05 including GST</p>	Yes
S15	Southern Regional Livestock Exchange fees	Objects to an increase in the saleyard fees as costs will come out of agents' pockets and no reason has been given for the increase.	Business Services	See response to submission 12	Yes
S16, S23, S27	Southern Regional Livestock Exchange fees	Objects to an increase in the saleyard fees as any increase will encourage producers to look for alternative ways to market their cattle.	Business Services	See response to submission 12	Yes
S26	Southern Regional Livestock Exchange fees	Requests clarification of fees and queries why the money generated from the capital improvement levy has not been used to improve the infrastructure.	Business Services	See response to submission 12	Yes



13.3 Adoption of the 2018/19 Operational Plan and Budget Including Revenue Policy  
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Submission No.	Topic	Summary of Comments/Issues	Branch Responsible	Branch Response	Amendment to Plans required
S3	Cricket Facilities	Request further investment in cricket facilities in the Southern Highlands	Assets & Project Delivery	Projects which form the capital works program are identified through a variety of sources (i.e. community requests, condition reports, strategies) and are vetted and prioritised using evaluation criteria. The annual capital works budget is limited and the number of projects in need of funding is great. The program is regularly reviewed as new projects are added. Council values cricket as a sport in the local area and has 12 cricket facilities. In recent years Council has undertaken works at Centennial Oval to form the oval today used by the Bowral Blues and subsequently installed cricket nets and fencing. We have replaced the synthetic wickets at Hill Top, Bundanoon, Jurd Park and Wingello. In 2015 the wicket at Lackey Park was extended and new synthetic wicket installed. In the current financial year Council is planning improvements to the amenities building at Welby Oval. In the forward capital program there are more improvements planned for Lackey Park with fence renewal in 2020/21.	No
S7	Asset planning	Questions why the amount for roads, bridges and footpaths drops from next financial year to subsequent financial years.	Assets & Project Delivery	The major difference is due to major projects being funded and the fact that capital grants of \$7.14M are included in 2018/19 (but not forecast into future years). Future grant opportunities will be sought when opportunities arise. Projected future costs identified in the capital works programs are based on the best available information at the time of developing the program. This typically includes cost of physical works, project management costs and contingency. A project estimate can be developed by a number of inputs including but not limited to unit costs, quantity survey, detailed design, and concept design. Cost estimates are refined as more information on the project is acquired.	No
S6	Allocation of Spending	Suggests that Council spreads itself too thinly doing things that are/should be the responsibility of other levels of government or not done by government at all.	Corporate & Community	Council is currently undertaking a comprehensive service review program to ensure that Council is delivering services in the most efficient and effective manner. The Service Delivery Reviews will examine the delivery of existing services and assist with the development of options and/or strategies to enable Council to match resources in the most effective and appropriate way. A completed Service Delivery Review will provide Council with a tool to make informed strategic choices with respect to the delivery of Council services.	No

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Submission No.	Topic	Summary of Comments/Issues	Branch Responsible	Branch Response	Amendment to Plans required
S6	Botanic Gardens	Opposes Council spending any money at all on the Botanic Gardens entrance while the Garden is not generally open to the public. The funds should be spent on recreational facilities such as the Bong Bong bird hide.	Assets & Project Delivery	The construction of the Botanic Gardens entrance was identified by the community as a priority and was funded by section 94 developer contributions for East Bowral.	No
S6	Cemeteries	Objects to high cemetery fees.	Assets & Project Delivery	While the cost of purchasing an interment right in the Wingecarribee cemeteries has risen in the last 10 years this increase in fees has largely been driven by rising operating costs coupled with raised awareness of the ongoing perpetual liabilities of maintaining the cemeteries. Provision of cemetery land into the future and perpetual maintenance costs for the existing cemeteries need to be considered in setting Council fees. Council income from cemetery fees currently provide for 16 cemeteries across the Shire. Council fees need to achieve a balance between the cost of operating and improving the cemeteries and ensuring a sustainable service for the Wingecarribee Shire into the future. Community expectations of increased service and infrastructure in the cemeteries compared to the past has resulted in higher cemetery expenditure for Council. Some of the improvements to the cemeteries include the installation of memorial walls, ash placement options, pathways, memorial gardens, seating and complimentary vases. Council has also committed significant investment in the forward works program to upgrade both Bowral and Moss Vale cemeteries.	No
S7	Budget	Expresses concern about the lack of link between the budget and Operational Plan and that consideration of the budget be deferred until the information has been prepared, publicly exhibited and considered by the community.	Assets & Project Delivery	The list of projects published within the draft Operational Plan and Budget 2018/19 are capital works projects. The projects have been identified through a variety of sources with due consideration given for community safety, strategic priority, public amenity and other asset management considerations. Projects which are not capital in nature are detailed within the draft Operational Plan.	No

13.3 Adoption of the 2018/19 Operational Plan and Budget Including Revenue Policy  
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Submission No.	Topic	Summary of Comments/Issues	Branch Responsible	Branch Response	Amendment to Plans required
S8	Penrose Hall	Concerned that the promised money for the Penrose Community Hall kitchen upgrade does not appear in the forward budget	Assets & Project Delivery	The Penrose Hall upgrade estimate for 2020/21 is a preliminary estimate and currently does not include the kitchen upgrade as indicated. Council will be revising the estimate and scope of the project, in consultation with the Penrose Hall Committee, in the 2019/20 financial year.	No
S21	Promotion of healthy lifestyle choices	Keen to continue working with Council to enhance delivery of Population Health programs and initiatives that strengthen healthy lifestyle choices	Corporate & Community	Council is supportive of the collaboration with Health Promotion Service on a number of initiatives that strengthen healthy lifestyle choices in our community. The 5 Ways to Wellbeing Framework is embedded in the work being undertaken by Community Development Team with Youth and Seniors and will form part of the Community Services Expo in October. Council are represented on the Tackling the Challenge: Talking Local Men's Health working group. The Aboriginal Go 4 Fun program is a new initiative that commenced this Term at the Aboriginal Community Cultural Centre and ties in with OZ Harvest to distribute quality excess food to community members.	No
S21	Early childhood services	Offering support for the Munch and Move program to be implemented in Family Day Care and OOSH	Corporate & Community	Councils Family Day Care Service and Out of School Hours Services currently provide and promote Healthy and Active programs to their Services through the implementation of the Early Learning Years Framework (EYLF) and My Time Our Place Framework (MTOF), as required under the National Quality Framework and Standards. The Services have well developed procedures on Health and Safety which have been developed in line with industry standards, based on documents produced by state and federal governments. The Out of School Hours Service is also actively working with the document "Eat Smart Play Smart – A manual for Out of School Hours Care" by the Heart Foundation. The Family Day Care Service has previously been involved in the "Munch and Move Program". Whilst Educators in our Service do not provide the food for the children in care, the Service regularly through newsletters and communication with families promotes health eating, including lunch box suggestions and active lifestyles. The Service programs demonstrate the Services' commitment to developing healthy, active children. Council is happy to discuss and consult with the "Health Promotion Service" how the implementation of the "Munch and Move Program" may enhance what the Service already provides and if suitable the best way to provide this training and the program in our Services.	No

13.3 Adoption of the 2018/19 Operational Plan and Budget Including Revenue Policy  
ATTACHMENT 1 Summary of Submissions and Proposed Changes



Submission No.	Topic	Summary of Comments/Issues	Branch Responsible	Branch Response	Amendment to Plans required
S21	Older people	Alignment with Council's Positive Ageing Strategy and the Health Promotion Service's Stepping On classes	Corporate & Community	Noted. Council staff promote the Stepping On Program through the Seniors Directory and during the annual Seniors Festival.	No
S21	Public transport	Commend plans to develop an integrated network of public transport and shared pathways.	Assets & Project Delivery	Noted	No
S21	Street tree planting	Continued attention is important for the cooling effects	Infrastructure Services	Noted	No
S21	Medium density planning controls	Support medium density planning controls	Planning	The Wingecarribee Local Planning Strategy promotes infill medium density development close to community infrastructure and services to increase housing choice and encourage active and healthy lifestyles. The Local Planning Strategy is supported by the provisions of the Wingecarribee LEP and DCPs which facilitate medium density development in appropriate locations. Council is currently reviewing the Wingecarribee DCP and will consider the Health Impact Assessment process when reviewing the medium density provisions of the DCPs.	No
S21	Health Impact Assessments	Health Impact Assessments may also be a useful approach to use when considering planning proposals and their impact on primary production and food security	Planning	Council has an established process for considering planning proposals and their impact on primary production and food security which is informed by State Government guidelines and Ministerial Directions. However, the Health Impact Assessment process may be a useful tool that can be incorporated into Council's existing process.	No



## Summary of Late Submissions

Submission No.	Topic	Summary of Comments/Issues	Branch Responsible	Branch Response	Amendment to Plans required
S28	Merrigang Street Pavement repairs	Requests that the planned rehabilitation of Merrigang Street pavement be brought forward to the 2018/19 year.	Assets & Project Delivery	See response to item 1	No

### 13.3 Adoption of the 2018/19 Operational Plan and Budget Including Revenue Policy

#### ATTACHMENT 1 Summary of Submissions and Proposed Changes



#### Summary of Internal Amendments

Council staff have proposed amendments to the draft 2018/19 Operational Plan and attachments. Staff can make recommendations based on emerging issues, recent Council resolutions, progress of the 2017/18 projects and activities and in response to external factors arising during the exhibition period.

Please note: non-significant changes to the draft Operational Plan are not outlined in this document. Non-significant amendments include changes to responsible branch and minor wording changes. These changes will be incorporated in the final documents following endorsement by Council.

Amendment Type	Amendment	Rationale
Amend annual deliverable in Operational Plan 2018/19, page 25	Change " <i>Wingecarribee Aboriginal Cluster</i> " to " <i>Wingecarribee Aboriginal Network</i> ".	The group has now changed its name.
Move annual deliverable in Operational Plan 2018/19, page 34	Move annual deliverable OP164: " <i>Identify high value natural assets and develop and implement management actions</i> " to sit under DP066.	The annual deliverable is more appropriately placed under the proposed alternative 4-year action.
Amend annual deliverable in Operational Plan 2018/19, page 37	Remove the words " <i>and irrigation</i> " from " <i>Deliver waste reduction/reuse and irrigation management practices/protocols</i> ".	Irrigation management is not part of recycling/waste minimisation, and should not be included in this deliverable.
Amend annual deliverable in Operational Plan 2018/19, page 37	Change annual deliverable OP189 to "Develop Waste Strategy and Policy"	Council has now received a grant to complete the work required.





ATTACHMENT 2

Wingecarribee Shire Council

Long Term  
Financial Plan  
2018-2028

Updated June 2018

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### **Disclaimer**

The information contained in this document provides a general overview on the long-term financial position of Wingecarribee Shire Council. Council reserves the right to make changes to this Plan accordingly. This Long Term Financial Plan contains information based on forward estimates and modelling which have been prepared using assumptions available at the time of publication.



## Introduction

Council's Long Term Financial Plan forms part of the organisation's Resourcing Strategy. In line with the Local Government Amendment (Planning and Reporting) Act 2009, Council is required to review and update its suite of Integrated Planning and Reporting (IPR) documents every four years, generally at the commencement of each new Council term.

Council last adopted its revised Resourcing Strategy in June 2017 as part of a broader review of its integrated planning and reporting documents. This included a review of Wingecarribee 2031, our Community Strategic Plan.

The Resourcing Strategy gives consideration to the capacity for Wingecarribee Shire Council (WSC) to deliver on its responsibilities within Wingecarribee 2031 (W2031). It also considers the broad range of regulatory and statutory frameworks which must also be met. Council undertook extensive community consultation as part of its review and updating of the Community Strategic Plan. Further details regarding this consultation is provided in the Community Strategic Plan.

The diagram below outlines Council's integrated planning and reporting framework and the relationship between the Resourcing Strategy and other elements of the framework.



### 13.3 Adoption of the 2018/19 Operational Plan and Budget Including Revenue Policy

#### ATTACHMENT 2

#### Updated Long Term Financial Plan - June 2018



The Resourcing Strategy incorporates the following components:

#### Council's Workforce Plan

The Workforce Plan is focused on:

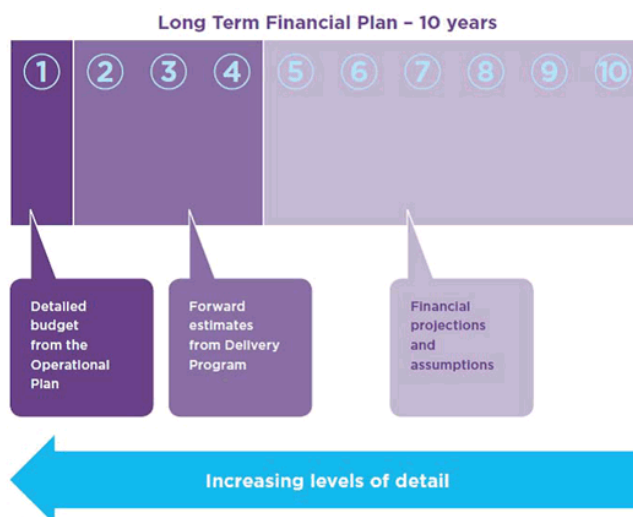
- Developing and maintaining a skilled workforce
- Delivering a workforce which is structured to achieve W2031
- Workforce attraction and retention
- Workforce equity and diversity

#### Council's Strategic Asset Management Plan

Council's overarching Strategic Asset Management Plan is part of a larger asset management framework. That framework represents Council's intention to maintain our community's infrastructure, together with other levels of government and stakeholders, to meet the needs of our community. It is critical to the achievement of the Plan that sufficient funding is provided over the life of the Plan, to ensure that infrastructure provides services to a standard our community agrees to and can afford.

#### Council's Long Term Financial Plan

The Long Term Financial Plan (LTFP) focuses on Council's goal of financial sustainability and delivering quality services to the community. The LTFP is a decision making tool and is not intended to be a document that specifically indicates what services or proposed funds should be allocated. This plan addresses the areas that impact Council's ability to fund services and capital works, whilst ensuring Council operates within its means to enable financial sustainability.





### What is a Long Term Financial Plan?

The Long Term Financial Plan expresses in financial terms the activities that Council proposes to undertake over the short, medium and long term and iteratively guides the future strategies and actions of Council to ensure it continues to operate in a sustainable manner.

The Long Term Financial Plan is a necessary component of Council's Resourcing Strategy. It includes the financial modelling of actions and strategies contained within Council's Asset Management Plan and Workforce Plan, as well as other non-asset related strategies adopted by Council.

The Long Term Financial Plan acts as a tool for stakeholders (Council and the community) to use in deciding what resources Council needs to apply to deliver on the outcomes contained within the Community Strategic Plan - Wingecarribee 2031.

The Long Term Financial Plan is for a period of ten years and includes the following:

- the planning assumptions used to develop the plan
- sensitivity analysis and testing
- financial modelling for different scenarios\*
- methods of monitoring financial performance

\*Council's Long Term Financial Plan is modeled on achieving the stated benchmarks within its Fit for the Future Improvement Plan and delivering on its *Investing in Our Future* commitments. As such there is only one scenario included in this plan. This is reviewed on an annual basis and scenarios included as required.

The financial modelling for each scenario is presented in the format of Council's primary financial statements namely, the Income Statement, Balance Sheet and Cashflow Statement.

The Long Term Financial Plan is updated annually as part of Council's annual budget process. Upon the review and adoption of a new Community Strategic Plan every 4 years, a detailed review of the Long Term Financial Plan is undertaken to ensure it still represents the key directives and service priorities identified in the Community Strategic Plan, Wingecarribee 2031.

WSC is the Water and Sewer Authority for the Wingecarribee Shire. As required under the Local Government Act, Council has in place separate accounting funds for its general operations, water operations and sewer operations. This long term financial plan includes the consolidated financial statements, and models for each respective fund.



## Local Government Reform - Fit for the Future

In 2014, the NSW State Government initiated its Fit for the Future local government reform program. This required all NSW councils to submit a proposal demonstrating its plans to achieve long term financial sustainability and meet seven asset and financial benchmarks.

On the 20 October 2015, the NSW State Government released its findings under the Fit for the Future reform process. Wingecarribee Shire Council was deemed to meet the financial benchmarks (within the required timeframes) and have sufficient scale and capacity to remain a stand-alone Council, based on its submitted Improvement Plan.

In part, the purpose of this Long Term Financial Plan is to track Council's progress towards meeting these mandated benchmarks.

An integral part of Council's Improvement Plan was the *Investing in our Future* - Special Rate Variation. This Special Rate Variation was submitted to IPART and subsequently approved in May 2016. The Special Rate Variation was an important step in allowing Council to maintain and manage our current assets and to ensure that we continue to deliver services in line with community expectations, while remaining financially sustainable into the future.

## Investing in our Future – Special Rate Variation

Our community has consistently told us that assets like roads, footpaths and drainage are important to them, but we need to improve their condition.

This was confirmed as part of our Fit for the Future assessment where we reviewed the condition of our assets and its impact on our long term financial modelling. This information told us that we had a significant funding gap for infrastructure and that we needed to invest an additional \$8.5 million per year.

In October 2015, Residents were provided with three options based on differing levels of funding for the maintenance and renewal of community infrastructure. This information was provided in a brochure which was distributed to every household across the Shire.

In December 2015, the results of the community consultation were presented to Council for consideration. Based on this feedback, Council notified IPART of its intention to apply for a Special Rate Variation, with the application submitted in February 2016.





The application was for a Special Rate Variation of 8.85% in the first year, 9.25% in the following two years and 12.15% in the fourth year. This included the 1.80% approved rate peg in 2016/17 and an assumed rate peg of 2.50% in proceeding years. The application requested a cumulative increase of 45.30% (or 35.67% over the allowable increase) over a four-year period. We also included the continuation of the Environmental Levy which has been in place since 2000. The application was for a permanent increase in council's rate revenues.

Council was advised in May 2016 that its application had been approved in full. Details regarding our application, including all submissions made to IPART can be found on their website, [www.ipart.nsw.gov.au](http://www.ipart.nsw.gov.au).

Under this plan, Council will be able significantly improve the quality of our community assets by being able to fund its required asset renewal and maintenance. We will also continue to look after our environment and be able to undertake new work to fill essential asset gaps.

This plan will generate \$98.1 million over 10 years and will allow an additional spend of:

- \$51.4 million on roads, road drainage, footpaths and shared pathways;
- \$26.8 million on stormwater drainage;
- \$15.8 million on buildings;
- \$4.1 million parks and open spaces.

## Our Strategic Priorities

To continue our journey from the *Fit for the Future* local government reform agenda, our Councillors have committed to seven strategic priorities to ensure Wingecarribee Shire is a better place to live, work and visit. These priorities will be delivered during four-year Delivery Program timeframe and will be a key driver of decision making during this council term. Our council is committed to further building trust with the community and providing a model for collaborative civic leadership and ethical governance. The seven Councillor strategic priorities are outlined below:

**Responsible financial management** – Council acknowledges it is the custodian of public funds and the community's assets. We are committed to ensuring finances are managed responsibly. This means we will prudently allocate funds to ensure a balanced budget is maintained both short and long term. We will actively pursue opportunities to diversify and maximise revenue streams to deliver services and community infrastructure. We are committed to ensuring that where key community infrastructure is constructed all funding options will be considered.



**Improving our community assets** – Improving the standard of our community assets, such as roads, buildings, drainage and parks is a key focus for Council. This means investing more money into asset renewal and maintenance of our community assets over the Council term to better meet the expectations of our community. In 2016 Council adopted its *Investing in our Future* program which paved the way for a long term funding model which will address an \$8.5 million shortfall annually in funding asset renewal and maintenance.

**Protecting our natural environment** - Council is dedicated to protecting our unique environment through its Environment Levy to ensure that projects and programs are implemented that protect and enhance our natural environment.

**Delivery of significant infrastructure projects** – We have committed to delivering key infrastructure projects for the community. This includes rectification works at Mittagong Pool, a major redevelopment of Bowral Memorial Hall, essential rectification works for Council's Civic Centre, major upgrades to the Shire's Sewer Treatment Plants, transport upgrades including Station Street, Bowral and Berrima Road deviation and cemetery improvement in both Moss Vale and Bowral.

**Better service alignment and delivery**– To ensure we deliver services which are in line with community expectations a comprehensive review of all Council services will be undertaken. A detailed business analysis and a broad community engagement program will underpin the services review program.

**Business transformation** – We recognise that the community has an expectation that the way we interact with them should reflect modern business processes utilising modern technologies. We are committed to ensuring the systems and process that support service delivery and the way we interact with our customers is responsive and provides a variety of methods for interaction.

**Community Wellbeing** – We are committed to promoting and supporting initiatives that enhance our community's wellbeing. We will achieve this by strengthening partnerships with State and Federal agencies, and community organisations to ensure community services and employment opportunities are enhanced and provided locally. Further, we are dedicated to fostering community spirit, inclusiveness and participation in community life by providing and working collaboratively with others to deliver a range of programs, events, festivals and community celebrations.



## Long Term Financial Plan – Planning Assumptions

Council's Long Term Financial Plan has been reviewed and updated as part of the 2018/19 Operational Plan and Budget. The review of Council's LTFP is underpinned by the following key assumptions / economic parameters:

### Rates and Annual Charges

Council was advised in November 2017 that IPART had determined a rate peg for 2018/19 of 2.30%. The increase in the **Local Government Cost Index** had been determined to be 2.30%. The Local Government Cost Index is a measure of the increase in operational costs incurred by NSW councils for services and activities funded from general rate revenue. There was no productivity factor applied for the 2018/19 financial year.

As outlined earlier in this plan, Council sought and subsequently received approval from IPART for a **Special Rate Variation** to commence in the 2016/17 financial year. This application was approved in full.

The application was for a Special Rate Variation of 8.85% in the first year, 9.25% in the following two years and 12.15% in the fourth year. This included the 1.80% approved rate peg in 2016/17 and an assumed rate peg of 2.50% in proceeding years. The application requested a cumulative increase of 45.30% (or 35.67% over the allowable increase) over a four-year period. We also included the continuation of the Environmental Levy which has been in place since 2000. The application was for a permanent increase in Council's rate revenues.

Under the approved rate increase instrument, Council intends on applying this rate increase during the period 2016/17 to 2019/20. The Special Rate Variation factored in a required increase for general operations of 2.50% for the 2018/19 financial year.

In line with IPART's determination in May 2016, Council has now secured the future of its **Environmental Levy**, which is now a permanent revenue source in Council's Long Term Financial Plan. Council is committed to the continuation of this extremely important environmental initiative which has now been in place since 2000. The Environmental Levy is used to fund specific environmental projects which aim to address biodiversity conservation, river health and wetlands and sustainable living.

From 2020/21, the LTFP projects a conservative increase in the **rate pegging** amount set by IPART of 2.00% per annum for the duration of the plan. The LTFP includes a provision for growth in rate income based on development forecasts produced by the NSW Department of Planning.

Council currently levies properties which receive a stormwater service a minimum of \$25 per annum charge (**Stormwater Management Levy**). This plan includes the continuation of this charge. Funds raised through the Stormwater Management Levy must only be used on stormwater maintenance and improvements.



Council also provides a wide range of domestic waste services to residents and businesses within the shire. **Domestic Waste Annual Charges** are projected to increase by 2.50% per annum over the course of this plan (inline with projected inflation) with the exception of the 2018/19 financial year. Council has undertaken a review of current waste charges and determined that no increase is required in the 2018/19 financial year.

Council can only use income raised through domestic waste charges for the purpose of providing domestic waste management services.

After undertaking an extensive review of operational expenditure, existing cash reserves and future capital expenditure requirements, Council is proposing no increase in **Water Access Charges** for the 2018/19 financial year. This will be the third year in a row that Council has been able to maintain the same pricing structure for its water service. This decision is made with careful consideration on the long-term impact on the financial sustainability of the water fund. For future years, Council has included a 2.50% price increase to offset the operational and maintenance cost of water supply to the Shire.

In conjunction with the review undertaken into Water Access Charges, a similar review has been completed for **Sewer Access Charges**. Council's Sewer fund has significant capital upgrade requirements over the next several years which will be funded through a combination of loans, developer contributions and cash reserves. To enable Council to build sufficient cash reserves, it is proposed to increase Sewer Access Charges by 3.05% in the 2018/19 financial year. For future years, Council has included a 2.50% increase to offset the operational, maintenance and capital cost of sewer services to the Shire.

#### **User Fees and Charges**

Income from user fees and charges is primarily received for services relating to **building and development applications, planning services, recreation and community facilities**. In updating this plan, Council has generally applied a 2.50% increase per annum in user fees and charges (inline with projected inflation).

While Council has generally applied a 2.50% increase per annum in user fees and charges, it is important to note that a number of fees and charges (such as development application fees) are set by legislation. As such, Council has no control over its ability to ensure that fee increases are in line with the cost of providing the service. Council will continue to closely monitor the impact of **regulatory fee increases** on its Long Term Financial Plan.

**13.3 Adoption of the 2018/19 Operational Plan and Budget Including Revenue Policy**  
**ATTACHMENT 2 Updated Long Term Financial Plan - June 2018**

Council prepares its water supply pricing structure in accordance with the guidelines set by the NSW Office of Water. Council is proposing no increase in **Water Supply Charges** for the 2018/19 financial year. This will be the third year in a row that Council has been able to maintain the same pricing structure for its water service. This decision is made with careful consideration on the long-term impact on the financial sustainability of the water fund. For future years, Council has included a 2.50% increase to offset the operational and maintenance cost of water supply to the Shire.

Council operates the Wingecarribee **Resource Recovery Centre** which is located in Moss Vale. Fees and charges for the centre are prepared on the basis of full cost recovery, which also includes the waste levy imposed on transfer facilities by the NSW State Government.

Despite numerous requests to the NSW State Government to review Council's current classification as a metropolitan Council for the purpose of the **NSW State Government Waste Levy**, Council has made no assumption regarding any changes to the waste levy over the course of the Long Term Financial Plan.

**Interest and Investment Income**

Over the short-term, Council has not projected any significant improvement in interest rates. As such, Council has projected a conservative weighted average return for **Investment Income** during the 2018/19 financial year of 2.45%. While interest rates are at historically low levels, Council's Long Term Financial Plan does assume that there will be gradual improvement to rates over the medium to long term.

Council's Investment Income forecasts have been reviewed in conjunction with the **Projected Level of Available Investment Funds**. Council has a number of significant capital improvement projects which are proposed to be funded from cash reserves over the next several years. These include the upgrade of Sewer Treatment Plants across the Shire (in combination with loans), the redevelopment of Bowral Memorial Hall, essential repairs to the Moss Vale Civic Centre and a number of major road upgrades. These projects will result in a reduction in the level of cash reserves held by Council.

The subsequent impact of funding these major projects is that the level of income generated through investment returns will remain relatively stable in the short to medium term.

**Other Revenue**

Other revenue primarily represents income relating to **sale yard income, legal fees recovery, lease income and rebates and reimbursements**. The LTFP has allowed for a 2.50% increase per annum in other revenue.





There are no significant changes included in this plan which would indicate that Council will receive any significant increase (or decrease) in income from other revenue sources. It is important to note that other revenue in the 2016/17 financial year is significantly higher than other years. This is due to the recovery of Investment Funds relating to CDOs (Collateralised Debt Obligations).

#### **Grants and Contributions for Operating Purposes**

Council receives a number of recurrent (ongoing) and non-recurrent (one-off) grants from various Federal and State Government Departments.

The most significant of these grants is the [Financial Assistance Grant](#). As part of the 2017/18 Federal budget, the Federal Government announced that it would recommence the indexation of the Local Government Financial Assistance Grant Program. Council has subsequently updated its LTFP to reflect this decision and has included an increase of 2.00% per annum in this grant over the course of this plan.

Despite making a number of recommendations to IPART in response to their review into the NSW Local Government Rating System, no significant change has been included in this plan regarding the level of [Pensioner Rate Concessions](#) provided to eligible pensioners or the reimbursement of these concessions by the State Government.

While Council makes every effort to secure additional funding from Federal and State grants, the majority of these grants are one-off in nature and cannot be reliably included in Council's LTFP.

Council has generally allowed for a 2.00% increase per annum for other operating grants and contributions in the LTFP. This will largely be achieved through Council continuing to actively pursue all future grant funding opportunities.

#### **Grants and Contributions for Capital Purposes**

The major sources of capital revenue are Developer Contributions and the Federal Government's Roads to Recovery Program.

The level of grants and contributions shown in 2017/18 and 2018/19 financial years are significantly higher than other years as it includes funding secured from the NSW State Government for the upgrade of the [Station Street Upgrade](#) and funding under the National Strong Regions Fund (Federal Government Grant) for the [Berrima Road Deviation Project](#).

Estimating the level of revenue received from [Developer Contributions](#) is extremely difficult as it is essentially market driven and depends on the timing of subdivision release. Developers Contribution have been modelled based on future land release projections. It is important to remember that both Section 94 Developer Contributions and contributions made under Development Servicing Plans (Water and Sewer Infrastructure) are payments which are restricted for the purpose of which the funds were collected.



### 13.3 Adoption of the 2018/19 Operational Plan and Budget Including Revenue Policy

#### ATTACHMENT 2

#### Updated Long Term Financial Plan - June 2018



Council has assumed a continuation of the [Roads to Recovery Program](#) for the duration of this plan. In announcing the Federal Budget in May 2018, the Federal Government confirmed its previous decision to extend the program to 2020/21. Council will continue to strongly support the permanent inclusion of this program in the Federal Budget.

Council is currently actively pursuing funding through a range of State Government programs which are available to regional councils under the [NSW Regional Growth Fund](#). Funding secured under these programs will only be included in Council's LTFF upon confirmation that its application(s) has been successful.

#### Employee Costs

A new Local Government (State) Award was entered into in June 2017. The award contained an increase in [Salaries and Wages](#) for the 2017/18 financial year of 2.35% and 2.50% for the 2018/19 and 2019/20 financial years. For each subsequent year of this plan, Council has allowed for a 2.50% increase per annum in salaries and wages. In addition to the projected increase in the award, Council has factored in an additional 1.00% increase which relates to the performance appraisal system (PAS).

The plan also assumes there will be no change in the existing employment conditions (such as agreed working hours) for our workforce.

Council is continuing to drive a range of [Work Health Safety Initiatives](#) aimed at minimising its workers compensation premium. This includes returning injured workers to employment more quickly and implementing robust systems and procedures to reduce the number of incidents where workers are injured.

This plan also incorporates the Federal Government's decision to increase the level of the [Superannuation Guarantee Rate](#) to 12.00% by 2025/26. The current rate for superannuation payments of 9.50% will continue until 2020/21 with a phased increase to 12.00% by 2025/26.

#### Borrowing Costs

Council does not have a recurrent loan borrowings program. Council has a long standing practice where [loan funds](#) are only considered for infrastructure investment (Capital Expenditure) which provides inter-generational benefit.

Council's loan liability for its Consolidated Fund as at 30 June 2017 was \$35.875 million. The breakdown of this liability by fund is as follows;

General Fund	\$15.436M
Water Fund	\$2.282M
Sewer Fund	\$18.157M
<b>Total Loan Liability</b>	<b>\$35.875M</b>

Note: Balance of loans is at face value. Refer to Special Schedule 2(a) of Council's Special Schedules (Annual Financial Statements).

### 13.3 Adoption of the 2018/19 Operational Plan and Budget Including Revenue Policy

#### ATTACHMENT 2 Updated Long Term Financial Plan - June 2018



Council has identified loan borrowing of \$48 million over the remaining three years of the 2017-2021 Delivery Program. Borrowings will be used to fund, or in some cases, part-fund major infrastructure projects which will have significant and demonstrated benefits to the residents of Wingecarribee Shire over the coming decades.

Council has considered the impact of the proposed borrowings, and subsequent debt servicing as part of reviewing the long term financial plan. Council has sufficient financial capacity to fund these loan repayments and is still well within the industry benchmark for debt servicing (debt service ratio).

The required loan borrowings form part of the funding strategies for the following projects:

Description	2018/19	2019/20	2020/21
Bowral Sewerage Treatment Plant	-	\$22,000,000	-
Moss Vale Sewerage Treatment Plant	-	-	\$14,000,000
Station Street Upgrade	-	\$3,884,000	-
Kirkham Road Pavement Upgrade	\$1,540,000	-	-
Civic Centre Rectification Works	\$2,000,000	-	-
Strategic Land Acquisitions	\$1,500,000	-	-
Bowral Cemetery	\$700,000	-	-
Moss Vale Cemetery	-	\$2,376,000	-
<b>Total - Proposed Borrowings</b>	<b>\$5,740,000</b>	<b>\$28,260,000</b>	<b>\$14,000,000</b>

While Council's debt service ratio is substantially below the maximum threshold, Council has been presented with a balanced budget over the course of the Long Term Financial Plan, therefore any increase in loan borrowings beyond what is proposed would require additional funding to be identified to service the recurrent loan repayments.

A review of Council's Loan Borrowings Policy has been completed and was adopted by the Finance Committee on the 16 May 2018.

As part of the NSW State Government's Fit for the Future Reform Agenda, the State Government announced that councils which were deemed to be fit could access [Loan Facilities from TCorp](#) (NSW Government Central Financing Agency) at competitive rates for future infrastructure projects. Council will consider all alternatives, including TCorp's loan facilities when seeking suitable market rates for these loans.

#### Materials and Contracts

In general terms, [Materials and Contracts](#) have been forecast to increase by approx. 2.50% per annum over the course of this plan. This is generally in line with the increase in the cost of materials and contract arrangements.



Council has also factored into this plan a significant increase in materials and contracts which relates to its infrastructure maintenance program. Council will continue to close the gap between its required infrastructure maintenance spend and actual infrastructure maintenance spend through the approved Special Rate Variation. Council will address this gap by 2019/20.

#### **Cost Containment Strategies & Productivity Improvements**

There will be a need for Council to introduce a range of cost containment strategies in future years if rate pegging remains at conservatively low levels of approximately 2.00% per annum. The years in which Council will need to carefully consider its budget priorities include 2020/21 and 2021/22.

These are essentially the first two years where Council has uncertainty regarding the rate peg and has set forecasts to 2.00% per annum.

Council's Long Term Financial Model has been developed on the basis of ensuring Council maintains a balanced budget position over the course of the plan. The [Service Review Program](#) and [Business Transformation Program](#) are two examples of significant organisational initiatives which will contribute to a broader savings program over the long term horizon.

#### **Depreciation Expense**

Depreciation forecasts have been prepared in consultation with Council's asset management staff. While Council's [Asset Management Data](#) has improved significantly over the past several years, it is expected that Council will continue to improve the quality of its data as revaluations are completed. This will essentially be achieved through detailed asset condition assessments and a further refinement of the useful lives of infrastructure assets.

#### **Other Expenses**

Other expenses primarily represent payments and expenditure relating to electricity and gas, insurance premiums, waste disposal fees, street lighting and statutory contributions. This plan has allowed for a 2.50% increase per annum in other expenses which is inline with projected inflation.

It is important to note that Council cannot exercise any control over the level of expenditure relating to [Statutory Payments](#). These payments relate to election costs, emergency services levy and the waste disposal levy. Council will continue to closely monitor the impact of statutory payments on its Long Term Financial Plan.



## Long Term Financial Plan - External Influences

Wingecarribee Shire Council is not unlike other councils in New South Wales and is potentially exposed to a range of external factors which may impact on its long term financial projections.

There are a range of external factors which in the future could have a detrimental impact on Council's financial sustainability. These factors represent areas of the budget where Council cannot exercise any control (or has limited control), or where Council has limited ability to predict their impact over the long term course of this plan.

### Economic Conditions

Council's Long Term Financial Plan does not predict any significant shift in current economic conditions. If the global economy were to experience another Global Financial Crisis, or if the domestic economic climate was to further deteriorate, then this would have a significant impact on this plan.

Council's revenue forecasts are heavily influenced by the wider economy, and as such any significant change will require Council to review this plan.

### Revenue Constraints - Rate Pegging

Until recently, NSW was the only state in Australia where the level of rate income councils can raise is restricted by rate pegging. This has meant that for years, the level of income raised by Council has not been sufficient to meet the increased costs of providing services and infrastructure to our community.

While councils have been able to apply for rate increases above the rate-peg through the Special Rate Variation process, there has been a reluctance to apply for increases relating to general service delivery.

As part of its approved Special Rate Variation, Council has secured certainty regarding operational increases up to the 2019/20 financial year (2.50% assumed for rate pegging) however beyond 2019/20 Council will continue to assume that its revenue raising capacity continues to be constrained by rate pegging. As is highlighted through Council's financial modelling, this will involve a range of cost containment strategies to ensure Council continues to balance its budget.

As such, any significant change to the rate pegging process will require Council to review its revenue forecasts included within this plan.

### State Government Reform Agenda

The NSW State Government is driving significant reform through Local Government, initially through its Fit for the Future platform, but also through the establishment of Regional Joint Organisations, the review of the Local Government Act and other reviews which have yet to be finalised. This includes IPART's review into the Local Government Rating System and Planning Regulations.



These reforms could significantly alter the way in which councils provide services to their communities. They invariably will also bring additional costs which have yet to be determined. Any significant increase in cost, particularly in the case of establishing Regional Joint Organisations have not been included in this Long Term Financial Plan.

Council has also assumed that it will continue to be the Water and Sewer Authority for the Wingecarribee Shire over the course of this plan. Any significant change to this arrangement would require Council to review this plan.

#### **Other Influences**

Other external factors which could potentially have a significant impact on Council's plan include;

- Changes to the level of assistance provided through Federal and State Government Grants with a particular exposure to changes in the calculation and distribution of the Financial Assistance Grant,
- increasing expenditure as a result of cost shifting (statutory payments) from other levels of Government,
- the imposition of new services and controls to be delivered by Council, without the equal capacity raise income to offset the cost of these services.

Any significant changes to these factors above would require Council to review this plan.



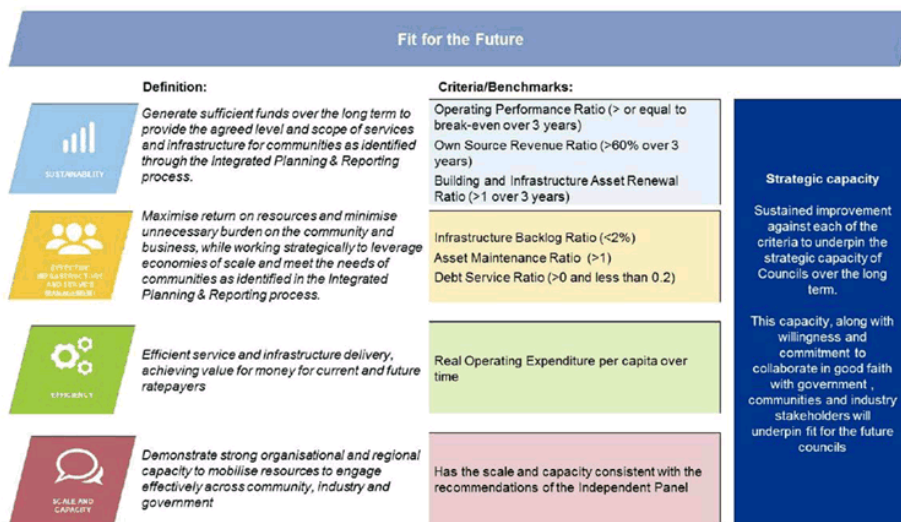
### 13.3 Adoption of the 2018/19 Operational Plan and Budget Including Revenue Policy

#### ATTACHMENT 2 Updated Long Term Financial Plan - June 2018



## Performance Monitoring - Fit for the Future Benchmarks

The Office of Local Government has developed criteria and certain benchmarks for a Fit for the Future Council. These have been based on the work of T-Corp and the Independent Local Government Review Panel and have also been reviewed by the Independent Pricing and Regulatory Tribunal (IPART).



The results of Council's financial modelling and its performance against these benchmarks are detailed on the following pages.

Ratio projections have been provided for the following:

- Performance of the Consolidated Fund,
- Performance of Council's General Fund (Fit for the Future).

Projections are measured against industry benchmarks and Council's projections as reported in its Fit for the Future Improvement Plan.

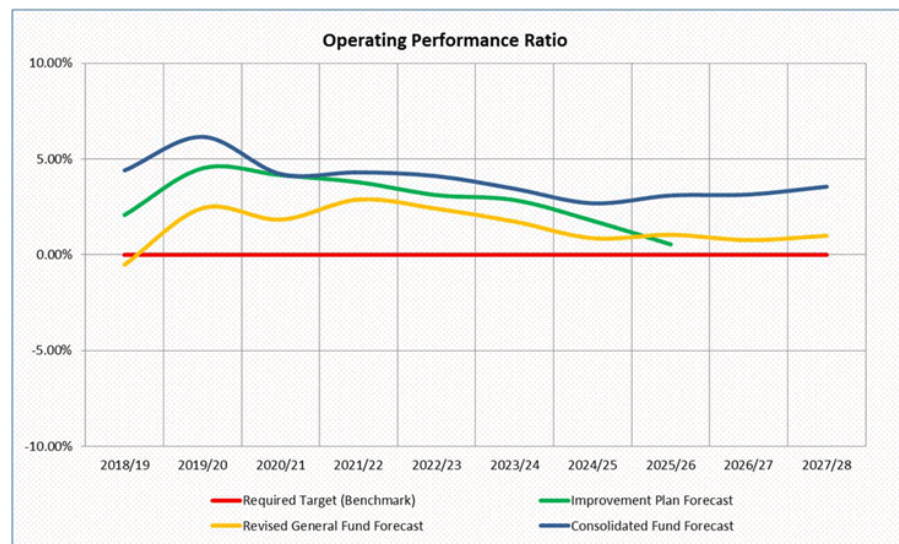




## Performance Monitoring - Ratio Projections

### Operating Performance Ratio

This ratio measures Council's achievement of containing operating expenditure within operating revenues. The benchmark for this ratio is a ratio of greater than 0%.



Council will achieve a positive operating performance ratio by the 2019/20 financial year. It should be noted that the operating deficit for the 2018/19 financial year is projected to be a marginal deficit of \$392,000.

Notwithstanding the minor deficit forecast for the 2018/19 financial year, Council's updated Long Term Financial Plan still projects a long-term positive operating result over the course of the plan.

Council has however had to include cost containment provisions in future years where rate capping projections have been forecast at 2.00% per annum. These provisions will ensure that Council continues to maintain a balanced budget position, both in the short and long term.

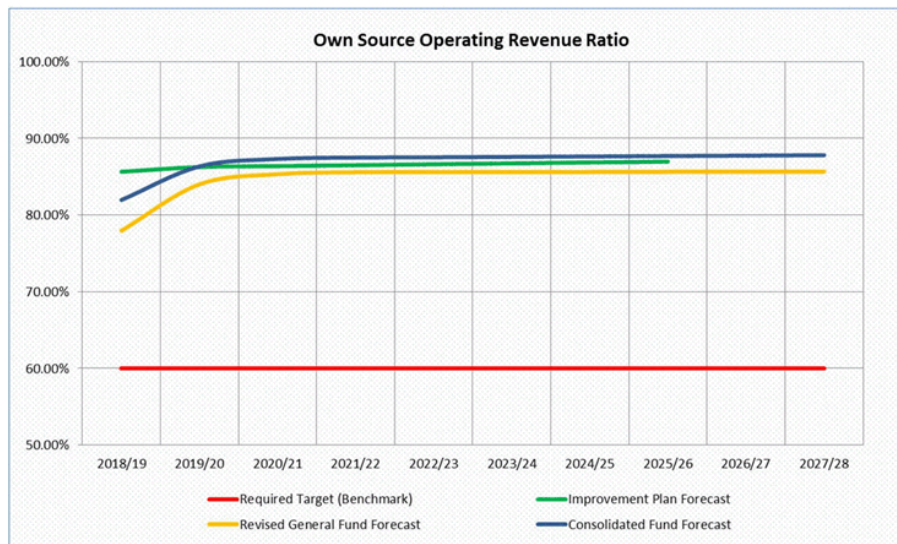
In future years, the operating performance ratio for the General Fund stabilises at approximately 1.00%, while the same result for the Consolidated Fund is approximately 3.20%.

Importantly, Council is still expected to meet this benchmark within the required timeframe set by IPART.



### Own Source Operating Revenue Ratio

This ratio measures the degree of reliance Council has on external funding sources such as operating grants and contributions. The benchmark for this ratio is greater than 60%.



Council continues to meet this ratio comfortably over the course of the plan.

The General Fund performance ratio for the period ending 30 June 2017 was 68.44%. This was lower than what was projected based on the dedication of non-cash infrastructure which was brought to account in the 2016/17 financial year.

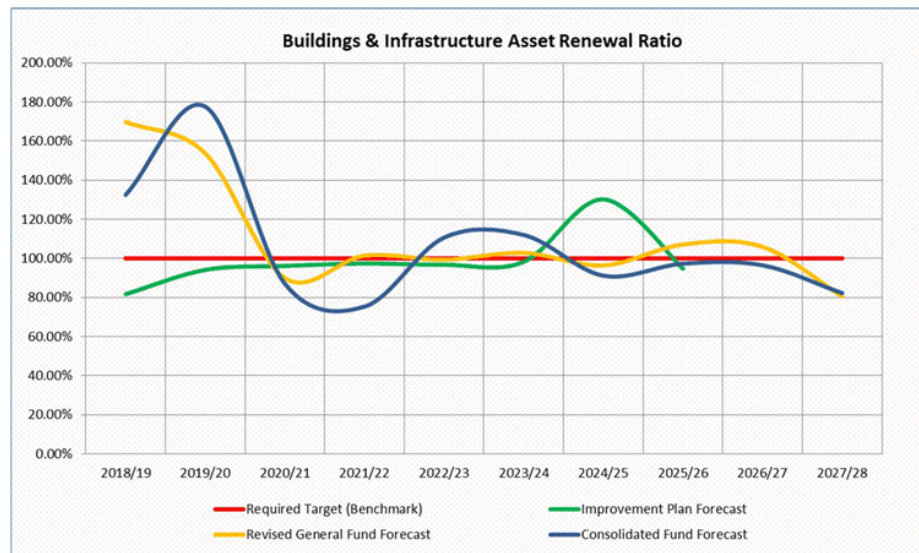
The General Fund performance ratio projected for the 2018/19 financial year is also lower due to the expected receipt of a number of significant grants which relate to significant infrastructure projects such as the Station Street upgrade and Kirkham Road renewal project.

The performance of Council's Consolidated Fund continues to be closely aligned with the General Fund.



### Building & Infrastructure Renewal Ratio

This ratio measures the rate at which assets are being renewed relative to the rate at which they are depreciating. The benchmark for this ratio is greater than 100%.



Council's Long Term Financial Plan includes the increase in capital renewal works which is funded through the approved special rate variation. While the ratio fluctuates from year to year, which is due to the timing of capital works delivery, Council is still on track to meet (or exceed) this benchmark over the course of the next ten years.

Council's proposed Capital Works program for the 2018/19 financial year includes \$24.4 million in renewal works for General Fund infrastructure. This includes significant infrastructure projects such as the Station Street upgrade, Kirkham Road Reconstruction and the Civic Centre Refurbishment. This has resulted in a projected infrastructure renewal ratio for the General Fund in the 2018/19 financial year of 170% and in the 2019/20 financial year of 154%.

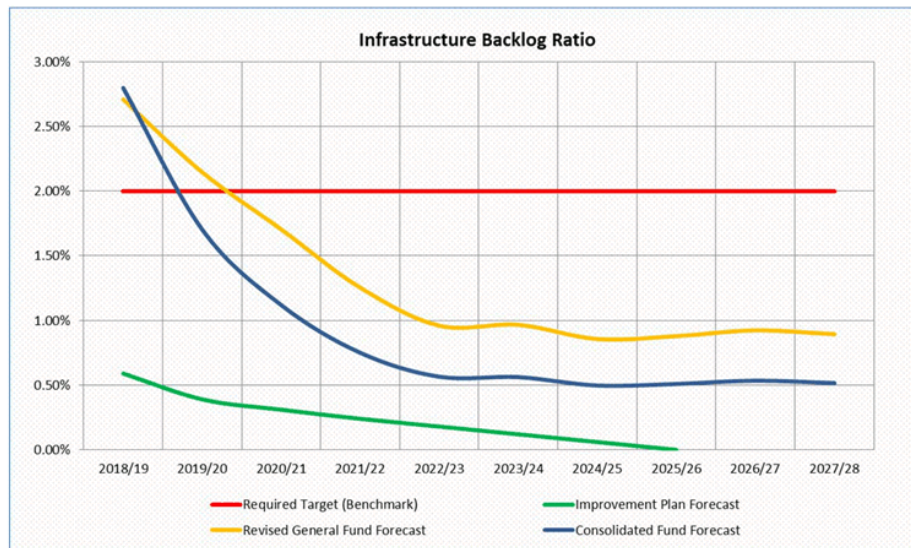
The projected infrastructure renewal ratio for the Consolidated Fund in the 2019/20 financial year is significantly higher than the industry benchmark as it includes the renewal works component of the Bowral Sewage Treatment Plant.





### Infrastructure Backlog Ratio

This ratio shows what proportion the infrastructure backlog is against the total value of infrastructure. It is essentially a measure of the total value of infrastructure which is failing. The benchmark for this ratio is less than 2%.



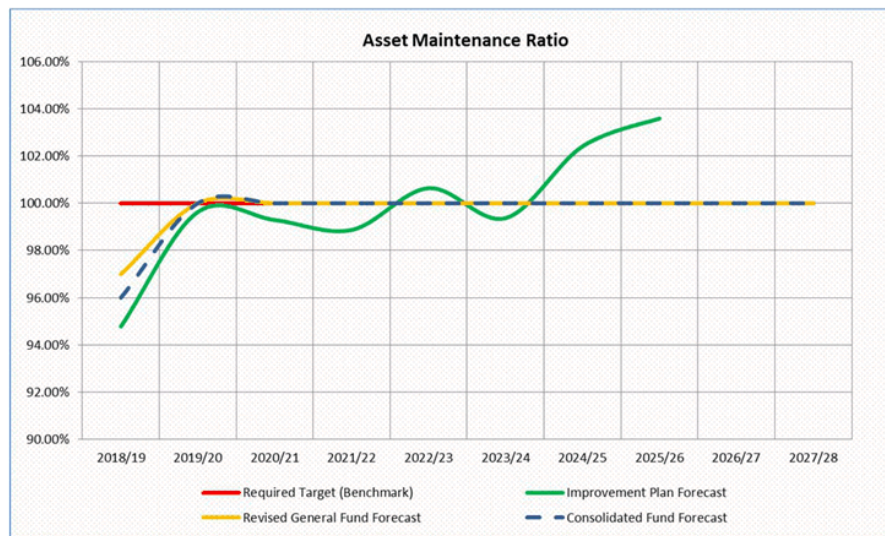
As reported to Council in April 2017, due to the recalculation of the estimated cost to bring infrastructure assets back to a satisfactory standard ratio, it was not expected that Council would achieve this benchmark until the 2020/21 financial year.

In updating the Long Term Financial Plan, Council remains confident of achieving this benchmark within the course of the current Delivery Program. The percentage of infrastructure backlog for the General Fund will remain at just below 1.00% from the 2022/23 financial year which is well within the industry benchmark.



### Asset Maintenance Ratio

This ratio compares actual maintenance vs required annual maintenance. The benchmark for this ratio is greater than 100%.



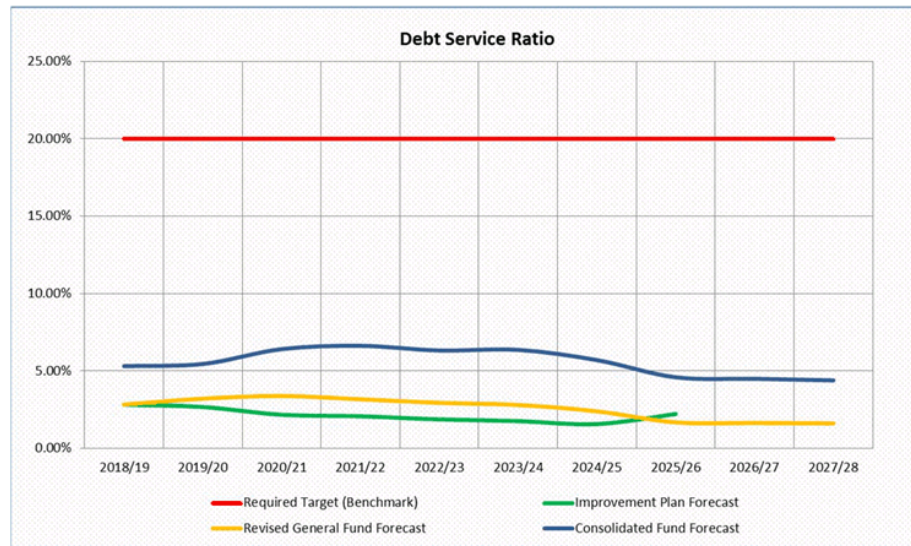
Council is continuing to increase the level of funding available to undertake infrastructure maintenance works which is a direct result of the approved special rate variation.

Council is on track to fully fund its infrastructure maintenance requirements by the required timeframe of 2019/20. It is also projected that the asset maintenance ratio will be achieved by 2019/20 for both the Water Fund and Sewer Fund, which is illustrated in the ratio forecast for the Consolidated Fund.



### Debt Service Ratio

This ratio highlights the extent to which Council's revenue from continuing operations is required for the repayment of debt (including both principal and interest repayments). The benchmark for this ratio is less than 20%.



As highlighted earlier in this report, Council is proposing to borrow \$48 million over the remaining three years of the 2017-2021 Delivery Program. Borrowings will be used to fund, or in some cases, part-fund major infrastructure projects which will have significant and demonstrated benefits to the residents of Wingecarribee Shire over the coming decades.

Council has considered the impact of the proposed borrowings, and subsequent debt servicing as part of reviewing its Long Term Financial Plan. Council has sufficient financial capacity to fund these loan repayments and is still well within the industry benchmark for debt servicing (known as the debt service ratio).

The debt service ratio for both the General Fund and Consolidated Fund remain relatively stable due to the maturity of a number of loans over the course of the next 3 - 5 years.

While this ratio is substantially below the maximum threshold, Council has been presented with a balanced budget over the course of the Long Term Financial Plan, therefore any increase in loan borrowings beyond what is proposed would require additional funding to be identified to service the recurrent loan repayments.

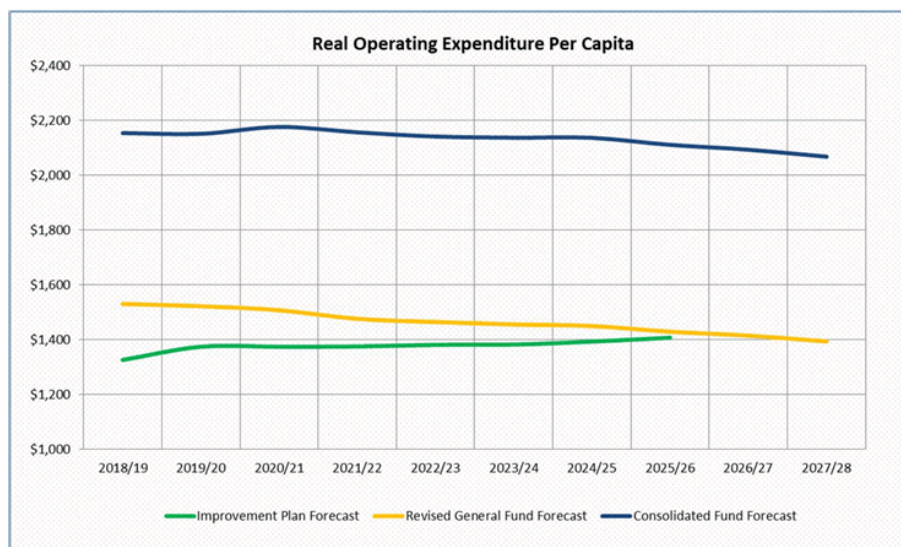
A review of Council's Loan Borrowings Policy has been completed and was adopted by the Finance Committee on the 16 May 2018.





### Real Operating Expenditure (Per Capita) Ratio

This ratio has recently been introduced to measure the efficiency of service and infrastructure delivery for residents now and into the future. The benchmark is that real operating expenditure (per capita) should be declining.



As was the case when Council was presented with the revised Long Term Financial Plan in April 2017, Council will essentially see a moderate decline in the Real Operating Expenditure Per Capita ratio over the course of the next ten years. This is a significant result given the increase in funding which will be allocated towards infrastructure maintenance.

The increase in per capita expenditure when compared to Council's Improvement Plan is a result of a range of initiatives approved by Council as part of the 2017-2021 Delivery Program, including additional funding which has been allocated towards improving customer service and development assessment timeframes, and the additional interest expense on the proposed loan borrowings which forms part of the draft 2018/19 Operational Plan and Budget.



## Long Term Financial Model - Financial Projections

13.3 Adoption of the 2018/19 Operational Plan and Budget Including Revenue Policy  
ATTACHMENT 2 Updated Long Term Financial Plan - June 2018



Wingecarribee Shire Council  
10 Year Financial Plan for the Years ending 30 June 2028  
INCOME STATEMENT - CONSOLIDATED

	Actuals 2016/17 \$'000	Current Year 2017/18 \$'000	2018/19 \$'000	2019/20 \$'000	2020/21 \$'000	2021/22 \$'000	Projected Years					
							2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
<b>Income from Continuing Operations</b>												
<b>Revenue:</b>												
Rates & Annual Charges	62,344	66,386	72,585	77,501	79,212	81,044	82,811	84,617	86,463	88,349	90,278	92,249
User Charges & Fees	21,189	20,329	20,531	21,203	21,679	22,165	22,603	23,052	23,512	23,984	24,467	24,963
Interest & Investment Revenue	3,521	3,248	3,265	2,935	3,056	3,179	3,156	3,166	3,270	3,419	3,540	3,663
Other Revenues	9,253	3,948	3,764	3,852	3,943	4,036	4,137	4,241	4,347	4,455	4,567	4,681
Grants & Contributions provided for Operating Purposes	13,479	7,158	8,680	8,718	8,881	9,049	9,273	9,501	9,736	9,976	10,223	10,476
Grants & Contributions provided for Capital Purposes	33,853	12,320	13,345	7,962	6,794	6,746	6,779	6,813	6,848	6,884	6,921	6,959
<b>Total Income from Continuing Operations</b>	<b>143,639</b>	<b>113,388</b>	<b>122,170</b>	<b>122,172</b>	<b>123,564</b>	<b>126,220</b>	<b>128,759</b>	<b>131,391</b>	<b>134,176</b>	<b>137,068</b>	<b>139,995</b>	<b>142,990</b>
<b>Expenses from Continuing Operations</b>												
Employee Benefits & On-Costs	32,342	35,467	37,360	38,612	39,945	41,326	42,789	44,302	45,867	47,485	49,157	50,808
Borrowing Costs	1,813	1,585	1,408	1,505	2,695	3,173	2,937	3,008	3,184	3,015	2,863	2,703
Materials & Contracts	26,064	28,052	24,215	25,254	25,458	25,808	26,362	27,291	27,943	28,559	29,114	29,250
Depreciation & Amortisation	24,752	24,047	25,009	25,369	26,515	26,787	27,270	27,677	28,037	28,272	28,505	28,742
Other Expenses	14,908	15,908	16,030	16,435	17,226	17,233	17,611	18,004	18,877	18,821	19,245	19,679
Net Losses from the Disposal of Assets	2,851	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenses from Continuing Operations</b>	<b>102,730</b>	<b>105,059</b>	<b>104,022</b>	<b>107,176</b>	<b>111,840</b>	<b>114,327</b>	<b>116,970</b>	<b>120,283</b>	<b>123,908</b>	<b>126,152</b>	<b>128,884</b>	<b>131,182</b>
<b>Operating Result from Continuing Operations</b>	<b>40,909</b>	<b>8,329</b>	<b>18,147</b>	<b>14,996</b>	<b>11,724</b>	<b>11,893</b>	<b>11,788</b>	<b>11,107</b>	<b>10,268</b>	<b>10,916</b>	<b>11,111</b>	<b>11,808</b>
<b>Net Operating Result for the Year</b>	<b>40,909</b>	<b>8,329</b>	<b>18,147</b>	<b>14,996</b>	<b>11,724</b>	<b>11,893</b>	<b>11,788</b>	<b>11,107</b>	<b>10,268</b>	<b>10,916</b>	<b>11,111</b>	<b>11,808</b>
<b>Net Operating Result before Grants and Contributions provided for Capital Purposes</b>	<b>7,056</b>	<b>(3,991)</b>	<b>4,802</b>	<b>7,034</b>	<b>4,930</b>	<b>5,147</b>	<b>5,009</b>	<b>4,294</b>	<b>3,420</b>	<b>4,032</b>	<b>4,190</b>	<b>4,849</b>

13.3 Adoption of the 2018/19 Operational Plan and Budget Including Revenue Policy  
ATTACHMENT 2 Updated Long Term Financial Plan - June 2018



Wingecarribee Shire Council  
10 Year Financial Plan for the Years ending 30 June 2028  
BALANCE SHEET - CONSOLIDATED

	Actuals 2016/17 \$'000	Current Year 2017/18 \$'000	2018/19 \$'000	2019/20 \$'000	2020/21 \$'000	2021/22 \$'000	Projected Years					
							2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
<b>ASSETS</b>												
<b>Current Assets</b>												
Cash & Cash Equivalents	4,350	6,000	6,000	6,000	6,000	6,000	6,000	5,284	7,333	10,180	13,221	16,598
Investments	125,500	112,826	110,163	80,221	87,815	90,769	83,741	83,344	85,602	88,620	90,823	92,746
Receivables	14,730	11,777	12,567	12,527	12,825	13,253	13,705	14,182	14,662	15,237	15,818	16,188
Inventories	1,098	1,092	977	1,012	1,026	1,044	1,066	1,099	1,124	1,149	1,172	1,184
Other	419	594	531	552	565	569	580	598	619	625	637	643
<b>Total Current Assets</b>	<b>146,097</b>	<b>132,290</b>	<b>130,238</b>	<b>100,312</b>	<b>108,232</b>	<b>111,634</b>	<b>105,092</b>	<b>104,506</b>	<b>109,340</b>	<b>115,809</b>	<b>121,670</b>	<b>127,359</b>
<b>Non-Current Assets</b>												
Receivables	313	275	267	273	280	286	293	301	308	316	324	332
Infrastructure, Property, Plant & Equipment	1,334,560	1,353,257	1,374,332	1,443,227	1,456,468	1,460,337	1,480,108	1,495,170	1,496,856	1,498,507	1,500,887	1,503,820
<b>Total Non-Current Assets</b>	<b>1,334,873</b>	<b>1,353,532</b>	<b>1,374,599</b>	<b>1,443,500</b>	<b>1,456,747</b>	<b>1,460,623</b>	<b>1,480,401</b>	<b>1,495,470</b>	<b>1,497,164</b>	<b>1,498,823</b>	<b>1,501,211</b>	<b>1,504,152</b>
<b>TOTAL ASSETS</b>	<b>1,480,970</b>	<b>1,485,822</b>	<b>1,504,837</b>	<b>1,543,812</b>	<b>1,564,979</b>	<b>1,572,257</b>	<b>1,585,493</b>	<b>1,599,976</b>	<b>1,606,505</b>	<b>1,614,633</b>	<b>1,622,881</b>	<b>1,631,511</b>
<b>LIABILITIES</b>												
<b>Current Liabilities</b>												
Payables	9,807	10,856	10,304	10,675	10,842	10,896	11,044	11,264	11,525	11,624	11,799	11,897
Income received in advance	696	275	266	275	282	290	294	299	304	309	314	320
Borrowings	4,148	4,377	4,736	4,805	4,751	4,782	4,925	4,084	2,970	3,122	3,282	2,989
Provisions	6,907	6,870	6,937	7,004	7,072	7,141	7,210	7,280	7,351	7,422	7,494	7,494
<b>Total Current Liabilities</b>	<b>21,558</b>	<b>22,379</b>	<b>22,243</b>	<b>22,759</b>	<b>22,947</b>	<b>23,108</b>	<b>23,474</b>	<b>22,927</b>	<b>22,149</b>	<b>22,477</b>	<b>22,890</b>	<b>22,700</b>
<b>Non-Current Liabilities</b>												
Payables	23	46	41	43	44	44	45	46	48	49	49	50
Borrowings	31,618	27,188	28,192	51,648	60,897	56,115	57,190	61,106	58,136	55,014	51,733	48,744
Provisions	445	553	559	564	569	575	581	586	592	598	603	603
<b>Total Non-Current Liabilities</b>	<b>32,086</b>	<b>27,788</b>	<b>28,792</b>	<b>52,254</b>	<b>61,510</b>	<b>56,734</b>	<b>57,816</b>	<b>61,739</b>	<b>58,776</b>	<b>55,661</b>	<b>52,386</b>	<b>49,397</b>
<b>TOTAL LIABILITIES</b>	<b>53,644</b>	<b>50,167</b>	<b>51,035</b>	<b>75,014</b>	<b>84,457</b>	<b>79,842</b>	<b>81,289</b>	<b>84,666</b>	<b>80,926</b>	<b>78,138</b>	<b>75,275</b>	<b>72,097</b>
<b>Net Assets</b>	<b>1,427,326</b>	<b>1,435,655</b>	<b>1,453,802</b>	<b>1,468,798</b>	<b>1,480,522</b>	<b>1,492,415</b>	<b>1,504,204</b>	<b>1,515,311</b>	<b>1,525,579</b>	<b>1,536,495</b>	<b>1,547,606</b>	<b>1,559,414</b>
<b>EQUITY</b>												
Retained Earnings	622,926	631,255	649,402	664,398	676,122	688,015	699,804	710,911	721,179	732,095	743,206	755,014
Revaluation Reserves	804,400	804,400	804,400	804,400	804,400	804,400	804,400	804,400	804,400	804,400	804,400	804,400
Council Equity Interest	1,427,326	1,435,655	1,453,802	1,468,798	1,480,522	1,492,415	1,504,204	1,515,311	1,525,579	1,536,495	1,547,606	1,559,414
<b>Total Equity</b>	<b>1,427,326</b>	<b>1,435,655</b>	<b>1,453,802</b>	<b>1,468,798</b>	<b>1,480,522</b>	<b>1,492,415</b>	<b>1,504,204</b>	<b>1,515,311</b>	<b>1,525,579</b>	<b>1,536,495</b>	<b>1,547,606</b>	<b>1,559,414</b>

# AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 13 June 2018

## 13.3 Adoption of the 2018/19 Operational Plan and Budget Including Revenue Policy ATTACHMENT 2 Updated Long Term Financial Plan - June 2018



Wingecarribee Shire Council 10 Year Financial Plan for the Years ending 30 June 2028 CASH FLOW STATEMENT - CONSOLIDATED												
	Actuals 2016/17 \$'000	Current Year 2017/18 \$'000	2018/19 \$'000	2019/20 \$'000	2020/21 \$'000	2021/22 \$'000	Projected Years					
							2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
<b>Cash Flows from Operating Activities</b>												
<b>Receipts:</b>												
Rates & Annual Charges	62,251	66,430	72,504	77,449	79,187	81,018	82,782	84,587	86,433	88,318	90,246	92,216
User Charges & Fees	21,404	21,322	19,913	20,977	21,462	21,878	22,287	22,725	23,173	23,561	24,029	24,733
Interest & Investment Revenue Received	2,724	4,263	3,238	2,958	2,982	3,125	3,107	3,106	3,219	3,359	3,492	3,620
Grants & Contributions	26,267	20,533	21,901	16,941	15,724	15,790	16,039	16,302	16,571	16,847	17,130	17,420
Bonds & Deposits Received	221	-	-	-	-	-	-	-	-	-	-	-
Other	14,317	3,410	3,822	3,890	3,911	3,982	4,090	4,192	4,297	4,404	4,514	4,627
<b>Payments:</b>												
Employee Benefits & On-Costs	(32,249)	(35,606)	(37,216)	(38,509)	(39,840)	(41,218)	(42,679)	(44,191)	(45,753)	(47,369)	(49,039)	(50,769)
Materials & Contracts	(27,720)	(26,973)	(24,751)	(25,058)	(25,315)	(25,773)	(26,248)	(27,123)	(27,735)	(28,511)	(28,995)	(29,189)
Borrowing Costs	(1,772)	(1,551)	(1,323)	(1,415)	(2,731)	(3,208)	(2,971)	(3,042)	(3,213)	(3,033)	(2,881)	(2,722)
Other	(16,909)	(15,908)	(16,030)	(16,435)	(17,226)	(17,233)	(17,611)	(18,004)	(18,877)	(18,821)	(19,245)	(19,679)
<b>Net Cash provided (or used in) Operating Activities</b>	<b>48,534</b>	<b>35,921</b>	<b>42,058</b>	<b>40,798</b>	<b>38,155</b>	<b>38,361</b>	<b>38,795</b>	<b>38,551</b>	<b>38,115</b>	<b>38,757</b>	<b>39,251</b>	<b>40,257</b>
<b>Cash Flows from Investing Activities</b>												
<b>Receipts:</b>												
Sale of Investment Securities	135,500	12,883	3,250	29,942	-	1,538	9,783	3,833	550	332	411	383
Sale of Infrastructure, Property, Plant & Equipment	1,919	1,146	1,269	1,226	1,255	1,601	1,727	1,196	1,358	1,151	1,446	1,373
Deferred Debtors Receipts	141	-	-	-	-	-	-	-	-	-	-	-
<b>Payments:</b>												
Purchase of Investment Securities	(170,000)	(210)	(586)	-	(7,594)	(4,491)	(2,754)	(3,436)	(2,807)	(3,350)	(2,614)	(2,306)
Purchase of Infrastructure, Property, Plant & Equipment	(23,419)	(43,890)	(47,353)	(95,491)	(41,011)	(32,258)	(48,768)	(43,935)	(31,082)	(31,075)	(32,331)	(33,048)
<b>Net Cash provided (or used in) Investing Activities</b>	<b>(55,859)</b>	<b>(30,070)</b>	<b>(43,421)</b>	<b>(64,322)</b>	<b>(47,351)</b>	<b>(33,610)</b>	<b>(40,013)</b>	<b>(42,343)</b>	<b>(31,982)</b>	<b>(32,942)</b>	<b>(33,088)</b>	<b>(33,598)</b>
<b>Cash Flows from Financing Activities</b>												
<b>Receipts:</b>												
Proceeds from Borrowings & Advances	-	-	5,740	28,260	14,000	-	6,000	8,000	-	-	-	-
<b>Payments:</b>												
Repayment of Borrowings & Advances	(4,283)	(4,200)	(4,377)	(4,736)	(4,805)	(4,751)	(4,782)	(4,925)	(4,084)	(2,970)	(3,122)	(3,282)
<b>Net Cash Flow provided (used in) Financing Activities</b>	<b>(4,283)</b>	<b>(4,200)</b>	<b>1,363</b>	<b>23,524</b>	<b>9,195</b>	<b>(4,751)</b>	<b>1,218</b>	<b>3,075</b>	<b>(4,084)</b>	<b>(2,970)</b>	<b>(3,122)</b>	<b>(3,282)</b>
<b>Net Increase/(Decrease) in Cash &amp; Cash Equivalents</b>	<b>(11,608)</b>	<b>1,650</b>	<b>(0)</b>	<b>-</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>	<b>(716)</b>	<b>2,050</b>	<b>2,846</b>	<b>3,041</b>	<b>3,377</b>
<b>plus: Cash, Cash Equivalents &amp; Investments - beginning of year</b>	<b>15,958</b>	<b>4,350</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>5,284</b>	<b>7,333</b>	<b>10,180</b>	<b>13,221</b>
<b>Cash &amp; Cash Equivalents - end of the year</b>	<b>4,350</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>5,284</b>	<b>7,333</b>	<b>10,180</b>	<b>13,221</b>	<b>16,598</b>
Cash & Cash Equivalents - end of the year	4,350	6,000	6,000	6,000	6,000	6,000	6,000	5,284	7,333	10,180	13,221	16,598
Investments - end of the year	125,500	112,826	110,163	80,221	87,815	90,769	83,741	83,344	85,602	88,620	90,823	92,746
<b>Cash, Cash Equivalents &amp; Investments - end of the year</b>	<b>129,850</b>	<b>118,826</b>	<b>116,163</b>	<b>86,221</b>	<b>93,815</b>	<b>96,769</b>	<b>89,741</b>	<b>88,628</b>	<b>92,935</b>	<b>98,800</b>	<b>104,044</b>	<b>109,344</b>

# AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 13 June 2018

## 13.3 Adoption of the 2018/19 Operational Plan and Budget Including Revenue Policy ATTACHMENT 2 Updated Long Term Financial Plan - June 2018



Wingecarribee Shire Council 10 Year Financial Plan for the Years ending 30 June 2028 INCOME STATEMENT - GENERAL FUND												
	Actuals 2016/17 \$'000	Current Year 2017/18 \$'000	2018/19 \$'000	2019/20 \$'000	2020/21 \$'000	2021/22 \$'000	Projected Years					
							2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
<b>Income from Continuing Operations</b>												
<b>Revenue:</b>												
Rates & Annual Charges	44,558	48,545	53,415	57,853	59,170	60,601	61,857	63,139	64,448	65,784	67,148	68,541
User Charges & Fees	10,293	11,186	10,206	10,621	10,883	11,152	11,321	11,495	11,673	11,855	12,042	12,233
Interest & Investment Revenue	1,880	1,833	1,614	1,655	1,696	1,738	1,788	1,841	1,897	1,957	2,020	2,085
Other Revenues	5,654	3,718	3,610	3,695	3,782	3,871	3,967	4,067	4,168	4,272	4,379	4,489
Grants & Contributions provided for Operating Purposes	13,114	6,830	8,345	8,375	8,529	8,689	8,903	9,123	9,348	9,579	9,815	10,058
Grants & Contributions provided for Capital Purposes	16,061	10,136	11,118	5,679	4,454	4,347	4,381	4,415	4,450	4,486	4,522	4,560
<b>Total Income from Continuing Operations</b>	<b>91,560</b>	<b>82,248</b>	<b>88,309</b>	<b>87,877</b>	<b>88,514</b>	<b>90,398</b>	<b>92,217</b>	<b>94,079</b>	<b>95,983</b>	<b>97,934</b>	<b>99,927</b>	<b>101,966</b>
<b>Expenses from Continuing Operations</b>												
Employee Benefits & On-Costs	26,973	29,153	31,170	32,208	33,319	34,468	35,692	36,957	38,266	39,618	41,017	42,397
Borrowing Costs	809	706	642	859	1,089	1,006	920	842	766	709	664	617
Materials & Contracts	23,353	21,458	17,537	18,425	18,473	18,641	19,093	19,916	20,458	20,963	21,403	21,423
Depreciation & Amortisation	16,882	15,772	16,647	16,817	17,075	17,004	17,308	17,413	17,523	17,635	17,746	17,860
Other Expenses	7,458	11,723	11,587	11,862	12,559	12,449	12,708	12,980	13,727	13,543	13,836	14,136
Net Losses from the Disposal of Assets	261	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenses from Continuing Operations</b>	<b>75,536</b>	<b>78,813</b>	<b>77,583</b>	<b>80,190</b>	<b>82,515</b>	<b>83,568</b>	<b>85,721</b>	<b>88,108</b>	<b>90,740</b>	<b>92,468</b>	<b>94,666</b>	<b>96,433</b>
<b>Operating Result from Continuing Operations</b>	<b>16,024</b>	<b>3,435</b>	<b>10,726</b>	<b>7,687</b>	<b>5,999</b>	<b>6,830</b>	<b>6,497</b>	<b>5,971</b>	<b>5,244</b>	<b>5,465</b>	<b>5,261</b>	<b>5,533</b>
<b>Net Operating Result for the Year</b>	<b>16,024</b>	<b>3,435</b>	<b>10,726</b>	<b>7,687</b>	<b>5,999</b>	<b>6,830</b>	<b>6,497</b>	<b>5,971</b>	<b>5,244</b>	<b>5,465</b>	<b>5,261</b>	<b>5,533</b>
<b>Net Operating Result before Grants and Contributions provided for Capital Purposes</b>	<b>(37)</b>	<b>(6,701)</b>	<b>(392)</b>	<b>2,008</b>	<b>1,545</b>	<b>2,483</b>	<b>2,116</b>	<b>1,556</b>	<b>794</b>	<b>980</b>	<b>739</b>	<b>973</b>



# AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 13 June 2018

## 13.3 Adoption of the 2018/19 Operational Plan and Budget Including Revenue Policy ATTACHMENT 2 Updated Long Term Financial Plan - June 2018



### Wingecarribee Shire Council 10 Year Financial Plan for the Years ending 30 June 2028 BALANCE SHEET - GENERAL FUND

	Actuals 2016/17 \$'000	Current Year 2017/18 \$'000	2018/19 \$'000	2019/20 \$'000	2020/21 \$'000	2021/22 \$'000	Projected Years					
							2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
<b>ASSETS</b>												
<b>Current Assets</b>												
Cash & Cash Equivalents	1,942	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Investments	55,961	45,801	44,094	41,308	45,258	48,185	50,940	54,376	57,184	60,533	63,147	65,453
Receivables	7,092	5,478	5,526	5,273	5,359	5,504	5,635	5,778	5,914	6,060	6,198	6,332
Inventories	503	688	585	611	614	622	633	655	669	683	694	695
Other	419	568	504	524	536	539	550	568	588	593	604	609
<b>Total Current Assets</b>	<b>65,917</b>	<b>54,535</b>	<b>52,709</b>	<b>49,715</b>	<b>53,768</b>	<b>56,850</b>	<b>59,758</b>	<b>63,377</b>	<b>66,355</b>	<b>69,869</b>	<b>72,644</b>	<b>75,090</b>
<b>Non-Current Assets</b>												
Receivables	313	275	267	273	280	286	293	301	308	316	324	332
Infrastructure, Property, Plant & Equipment	871,057	885,642	901,855	917,422	917,815	919,922	922,025	922,963	924,105	925,328	927,118	929,320
<b>Total Non-Current Assets</b>	<b>871,370</b>	<b>885,917</b>	<b>902,122</b>	<b>917,695</b>	<b>918,095</b>	<b>920,208</b>	<b>922,318</b>	<b>923,264</b>	<b>924,413</b>	<b>925,644</b>	<b>927,442</b>	<b>929,651</b>
<b>TOTAL ASSETS</b>	<b>937,287</b>	<b>940,451</b>	<b>954,831</b>	<b>967,410</b>	<b>971,863</b>	<b>977,058</b>	<b>982,076</b>	<b>986,641</b>	<b>990,768</b>	<b>995,513</b>	<b>1,000,086</b>	<b>1,004,741</b>
<b>LIABILITIES</b>												
<b>Current Liabilities</b>												
Payables	8,638	9,949	9,371	9,720	9,863	9,892	10,022	10,222	10,464	10,543	10,697	10,775
Income received in advance	404	222	208	215	221	227	230	233	237	240	244	247
Borrowings	1,449	1,547	1,786	1,758	1,732	1,675	1,674	1,427	867	912	959	548
Provisions	5,755	5,704	5,760	5,816	5,872	5,929	5,986	6,045	6,103	6,163	6,222	6,222
<b>Total Current Liabilities</b>	<b>16,246</b>	<b>17,424</b>	<b>17,124</b>	<b>17,509</b>	<b>17,688</b>	<b>17,723</b>	<b>17,913</b>	<b>17,927</b>	<b>17,671</b>	<b>17,858</b>	<b>18,123</b>	<b>17,792</b>
<b>Non-Current Liabilities</b>												
Payables	23	46	41	43	44	44	45	46	48	49	49	50
Borrowings	13,915	12,333	16,288	20,789	19,058	17,383	15,709	14,282	13,415	12,503	11,544	10,996
Provisions	362	472	476	481	486	490	495	500	505	510	515	515
<b>Total Non-Current Liabilities</b>	<b>14,300</b>	<b>12,852</b>	<b>16,805</b>	<b>21,313</b>	<b>19,587</b>	<b>17,917</b>	<b>16,249</b>	<b>14,828</b>	<b>13,968</b>	<b>13,061</b>	<b>12,108</b>	<b>11,561</b>
<b>TOTAL LIABILITIES</b>	<b>30,546</b>	<b>30,276</b>	<b>33,929</b>	<b>38,822</b>	<b>37,275</b>	<b>35,640</b>	<b>34,162</b>	<b>32,756</b>	<b>31,639</b>	<b>30,919</b>	<b>30,230</b>	<b>29,353</b>
<b>Net Assets</b>	<b>906,741</b>	<b>910,176</b>	<b>920,902</b>	<b>928,589</b>	<b>934,587</b>	<b>941,418</b>	<b>947,914</b>	<b>953,885</b>	<b>959,129</b>	<b>964,594</b>	<b>969,855</b>	<b>975,388</b>
<b>EQUITY</b>												
Retained Earnings	418,158	421,593	432,319	440,006	446,004	452,835	459,331	465,302	470,546	476,011	481,272	486,805
Revaluation Reserves	488,583	488,583	488,583	488,583	488,583	488,583	488,583	488,583	488,583	488,583	488,583	488,583
Council Equity Interest	906,741	910,176	920,902	928,589	934,587	941,418	947,914	953,885	959,129	964,594	969,855	975,388
<b>Total Equity</b>	<b>906,741</b>	<b>910,176</b>	<b>920,902</b>	<b>928,589</b>	<b>934,587</b>	<b>941,418</b>	<b>947,914</b>	<b>953,885</b>	<b>959,129</b>	<b>964,594</b>	<b>969,855</b>	<b>975,388</b>

# AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 13 June 2018

## 13.3 Adoption of the 2018/19 Operational Plan and Budget Including Revenue Policy ATTACHMENT 2 Updated Long Term Financial Plan - June 2018



Wingecarribee Shire Council 10 Year Financial Plan for the Years ending 30 June 2028 CASH FLOW STATEMENT - GENERAL FUND												
	Actuals 2016/17 \$'000	Current Year 2017/18 \$'000	2018/19 \$'000	2019/20 \$'000	2020/21 \$'000	2021/22 \$'000	Projected Years					
							2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
<b>Cash Flows from Operating Activities</b>												
<b>Receipts:</b>												
Rates & Annual Charges	-	48,628	53,377	57,818	59,160	60,590	61,847	63,129	64,438	65,774	67,138	68,530
User Charges & Fees	-	10,944	10,287	10,587	10,862	11,130	11,307	11,481	11,658	11,840	12,027	12,218
Interest & Investment Revenue Received	-	2,849	1,587	1,677	1,622	1,684	1,738	1,780	1,846	1,898	1,972	2,041
Grants & Contributions	-	17,878	19,341	14,318	13,035	13,034	13,272	13,525	13,785	14,051	14,324	14,604
Other	-	3,420	3,662	3,731	3,749	3,816	3,919	4,017	4,117	4,220	4,325	4,434
<b>Payments:</b>												
Employee Benefits & On-Costs	-	(29,304)	(31,039)	(32,117)	(33,225)	(34,373)	(35,595)	(36,858)	(38,165)	(39,515)	(40,912)	(42,358)
Materials & Contracts	-	(20,282)	(18,110)	(18,241)	(18,342)	(18,621)	(18,986)	(19,755)	(20,258)	(20,923)	(21,293)	(21,370)
Borrowing Costs	-	(672)	(557)	(769)	(1,125)	(1,041)	(954)	(876)	(795)	(727)	(683)	(636)
Other	-	(11,723)	(11,587)	(11,882)	(12,559)	(12,449)	(12,708)	(12,980)	(13,727)	(13,543)	(13,836)	(14,136)
<b>Net Cash provided (or used in) Operating Activities</b>	-	21,737	26,961	25,123	23,176	23,769	23,840	23,461	22,899	23,075	23,062	23,326
<b>Cash Flows from Investing Activities</b>												
<b>Receipts:</b>												
Sale of Investment Securities	-	10,160	1,706	2,786	-	-	-	-	-	-	-	-
Sale of Infrastructure, Property, Plant & Equipment	-	1,028	1,067	968	1,054	1,345	1,413	872	1,132	1,000	1,187	1,124
<b>Payments:</b>												
Purchase of Investment Securities	-	-	-	-	(3,950)	(2,927)	(2,754)	(3,436)	(2,807)	(3,350)	(2,614)	(2,306)
Purchase of Infrastructure, Property, Plant & Equipment	-	(31,385)	(33,928)	(33,352)	(18,522)	(20,455)	(20,823)	(19,223)	(19,796)	(19,858)	(20,723)	(21,186)
<b>Net Cash provided (or used in) Investing Activities</b>	-	(20,196)	(31,154)	(29,598)	(21,418)	(22,037)	(22,165)	(21,788)	(21,472)	(22,207)	(22,150)	(22,367)
<b>Cash Flows from Financing Activities</b>												
<b>Receipts:</b>												
Proceeds from Borrowings & Advances	-	-	5,740	6,260	-	-	-	-	-	-	-	-
<b>Payments:</b>												
Repayment of Borrowings & Advances	-	(1,483)	(1,547)	(1,786)	(1,758)	(1,732)	(1,675)	(1,674)	(1,427)	(867)	(912)	(959)
<b>Net Cash Flow provided (used in) Financing Activities</b>	-	(1,483)	4,193	4,474	(1,758)	(1,732)	(1,675)	(1,674)	(1,427)	(867)	(912)	(959)
<b>Net Increase/(Decrease) in Cash &amp; Cash Equivalents</b>	-	58	(0)	-	(0)	(0)	(0)	0	(0)	0	0	(0)
<b>plus: Cash, Cash Equivalents &amp; Investments - beginning of year</b>	-	1,942	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
<b>Cash &amp; Cash Equivalents - end of the year</b>	-	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
<b>Cash &amp; Cash Equivalents - end of the year</b>	1,942	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
<b>Investments - end of the year</b>	55,961	45,801	44,094	41,308	45,258	48,185	50,940	54,376	57,184	60,533	63,147	65,453
<b>Cash, Cash Equivalents &amp; Investments - end of the year</b>	57,903	47,801	46,094	43,308	47,258	50,185	52,940	56,376	59,184	62,533	65,147	67,453

13.3 Adoption of the 2018/19 Operational Plan and Budget Including Revenue Policy  
ATTACHMENT 2 Updated Long Term Financial Plan - June 2018



Wingecarribee Shire Council 10 Year Financial Plan for the Years ending 30 June 2028 INCOME STATEMENT - WATER FUND												
	Actuals 2016/17 \$'000	Current Year 2017/18 \$'000	2018/19 \$'000	2019/20 \$'000	2020/21 \$'000	2021/22 \$'000	Projected Years					
							2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
<b>Income from Continuing Operations</b>												
Revenue:												
Rates & Annual Charges	3,212	3,187	3,289	3,371	3,438	3,507	3,595	3,684	3,777	3,871	3,968	4,067
User Charges & Fees	9,374	8,047	9,114	9,341	9,529	9,720	9,957	10,199	10,448	10,702	10,963	11,231
Interest & Investment Revenue	1,006	849	1,073	1,100	1,127	1,156	1,161	1,167	1,173	1,179	1,185	1,191
Other Revenues	2,122	223	143	146	150	153	157	161	165	169	174	178
Grants & Contributions provided for Operating Purposes	193	174	178	182	187	191	196	201	206	211	217	222
Grants & Contributions provided for Capital Purposes	6,375	961	980	1,005	1,030	1,055	1,055	1,055	1,055	1,055	1,055	1,055
<b>Total Income from Continuing Operations</b>	<b>22,282</b>	<b>13,440</b>	<b>14,776</b>	<b>15,144</b>	<b>15,460</b>	<b>15,783</b>	<b>16,122</b>	<b>16,468</b>	<b>16,824</b>	<b>17,188</b>	<b>17,561</b>	<b>17,944</b>
<b>Expenses from Continuing Operations</b>												
Employee Benefits & On-Costs	2,156	2,865	2,723	2,818	2,916	3,017	3,123	3,233	3,346	3,464	3,585	3,705
Borrowing Costs	127	117	103	86	64	47	28	9	-	-	-	-
Materials & Contracts	911	2,803	2,783	2,851	2,915	2,992	3,030	3,068	3,108	3,148	3,190	3,232
Depreciation & Amortisation	4,157	4,236	4,238	4,291	4,423	4,482	4,579	4,675	4,716	4,751	4,787	4,822
Other Expenses	4,202	2,579	2,724	2,792	2,862	2,933	3,006	3,080	3,156	3,235	3,315	3,397
Net Losses from the Disposal of Assets	792	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenses from Continuing Operations</b>	<b>12,345</b>	<b>12,600</b>	<b>12,571</b>	<b>12,837</b>	<b>13,179</b>	<b>13,471</b>	<b>13,766</b>	<b>14,065</b>	<b>14,327</b>	<b>14,598</b>	<b>14,877</b>	<b>15,156</b>
<b>Operating Result from Continuing Operations</b>	<b>9,937</b>	<b>841</b>	<b>2,205</b>	<b>2,307</b>	<b>2,281</b>	<b>2,312</b>	<b>2,356</b>	<b>2,403</b>	<b>2,497</b>	<b>2,590</b>	<b>2,685</b>	<b>2,788</b>
<b>Net Operating Result for the Year</b>	<b>9,937</b>	<b>841</b>	<b>2,205</b>	<b>2,307</b>	<b>2,281</b>	<b>2,312</b>	<b>2,356</b>	<b>2,403</b>	<b>2,497</b>	<b>2,590</b>	<b>2,685</b>	<b>2,788</b>
Net Operating Result before Grants and Contributions provided for Capital Purposes	3,562	(120)	1,225	1,303	1,251	1,257	1,300	1,348	1,442	1,535	1,629	1,732

# AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 13 June 2018

## 13.3 Adoption of the 2018/19 Operational Plan and Budget Including Revenue Policy ATTACHMENT 2 Updated Long Term Financial Plan - June 2018



Wingecarribee Shire Council 10 Year Financial Plan for the Years ending 30 June 2028 BALANCE SHEET - WATER FUND												
	Actuals 2016/17 \$'000	Current Year 2017/18 \$'000	2018/19 \$'000	2019/20 \$'000	2020/21 \$'000	2021/22 \$'000	Projected Years					
							2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
<b>ASSETS</b>												
<b>Current Assets</b>												
Cash & Cash Equivalents	1,470	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Investments	42,450	39,727	40,313	36,165	37,847	36,309	30,771	28,968	28,419	28,087	27,676	27,293
Receivables	3,191	2,430	2,720	2,788	2,844	2,902	2,971	3,042	3,115	3,190	3,267	3,345
Inventories	544	360	346	355	364	373	382	392	402	412	422	433
<b>Total Current Assets</b>	<b>47,655</b>	<b>44,518</b>	<b>45,380</b>	<b>41,308</b>	<b>43,055</b>	<b>41,584</b>	<b>36,124</b>	<b>34,402</b>	<b>33,935</b>	<b>33,688</b>	<b>33,364</b>	<b>33,071</b>
<b>Non-Current Assets</b>												
Infrastructure, Property, Plant & Equipment	209,490	213,021	214,110	220,215	220,453	223,925	231,405	235,177	238,103	240,961	243,991	247,089
<b>Total Non-Current Assets</b>	<b>209,490</b>	<b>213,021</b>	<b>214,110</b>	<b>220,215</b>	<b>220,453</b>	<b>223,925</b>	<b>231,405</b>	<b>235,177</b>	<b>238,103</b>	<b>240,961</b>	<b>243,991</b>	<b>247,089</b>
<b>TOTAL ASSETS</b>	<b>257,145</b>	<b>257,538</b>	<b>259,490</b>	<b>261,523</b>	<b>263,508</b>	<b>265,509</b>	<b>267,530</b>	<b>269,580</b>	<b>272,038</b>	<b>274,650</b>	<b>277,356</b>	<b>280,160</b>
<b>LIABILITIES</b>												
<b>Current Liabilities</b>												
Payables	567	619	634	649	665	682	694	707	721	734	748	763
Income received in advance	292	53	59	60	61	63	64	66	67	69	71	72
Borrowings	265	280	296	318	336	354	374	60	-	-	-	-
Provisions	471	477	482	487	492	497	502	508	513	518	524	524
<b>Total Current Liabilities</b>	<b>1,595</b>	<b>1,428</b>	<b>1,471</b>	<b>1,514</b>	<b>1,554</b>	<b>1,596</b>	<b>1,635</b>	<b>1,340</b>	<b>1,301</b>	<b>1,322</b>	<b>1,343</b>	<b>1,359</b>
<b>Non-Current Liabilities</b>												
Borrowings	2,017	1,737	1,441	1,123	787	433	60	-	-	-	-	-
Provisions	33	32	33	33	34	34	34	35	35	35	36	36
<b>Total Non-Current Liabilities</b>	<b>2,050</b>	<b>1,770</b>	<b>1,474</b>	<b>1,156</b>	<b>821</b>	<b>467</b>	<b>94</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>36</b>	<b>36</b>
<b>TOTAL LIABILITIES</b>	<b>3,645</b>	<b>3,198</b>	<b>2,944</b>	<b>2,670</b>	<b>2,375</b>	<b>2,063</b>	<b>1,729</b>	<b>1,375</b>	<b>1,336</b>	<b>1,357</b>	<b>1,379</b>	<b>1,395</b>
<b>Net Assets</b>	<b>253,500</b>	<b>254,341</b>	<b>256,545</b>	<b>258,853</b>	<b>261,134</b>	<b>263,446</b>	<b>265,801</b>	<b>268,205</b>	<b>270,702</b>	<b>273,292</b>	<b>275,977</b>	<b>278,765</b>
<b>EQUITY</b>												
Retained Earnings	73,700	74,541	76,745	79,053	81,334	83,646	86,001	88,405	90,902	93,492	96,177	98,965
Revaluation Reserves	179,800	179,800	179,800	179,800	179,800	179,800	179,800	179,800	179,800	179,800	179,800	179,800
Council Equity Interest	253,500	254,341	256,545	258,853	261,134	263,446	265,801	268,205	270,702	273,292	275,977	278,765
<b>Total Equity</b>	<b>253,500</b>	<b>254,341</b>	<b>256,545</b>	<b>258,853</b>	<b>261,134</b>	<b>263,446</b>	<b>265,801</b>	<b>268,205</b>	<b>270,702</b>	<b>273,292</b>	<b>275,977</b>	<b>278,765</b>

# AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 13 June 2018

## 13.3 Adoption of the 2018/19 Operational Plan and Budget Including Revenue Policy ATTACHMENT 2 Updated Long Term Financial Plan - June 2018



Wingecarribee Shire Council 10 Year Financial Plan for the Years ending 30 June 2028 CASH FLOW STATEMENT - WATER FUND												
	Actuals 2016/17 \$'000	Current Year 2017/18 \$'000	2018/19 \$'000	2019/20 \$'000	2020/21 \$'000	2021/22 \$'000	Projected Years					
							2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
<b>Cash Flows from Operating Activities</b>												
<b>Receipts:</b>												
Rates & Annual Charges	-	3,143	3,280	3,364	3,433	3,501	3,588	3,677	3,769	3,863	3,960	4,059
User Charges & Fees	-	8,782	8,834	9,282	9,480	9,670	9,895	10,136	10,382	10,635	10,895	11,161
Interest & Investment Revenue Received	-	849	1,073	1,100	1,127	1,156	1,161	1,167	1,173	1,179	1,185	1,191
Grants & Contributions	-	1,205	1,157	1,185	1,215	1,245	1,251	1,256	1,261	1,266	1,272	1,277
Other	-	(17)	149	148	151	155	159	163	167	171	175	180
<b>Payments:</b>												
Employee Benefits & On-Costs	-	(2,859)	(2,718)	(2,812)	(2,910)	(3,011)	(3,118)	(3,227)	(3,341)	(3,458)	(3,579)	(3,705)
Materials & Contracts	-	(2,567)	(2,755)	(2,844)	(2,908)	(2,984)	(3,026)	(3,065)	(3,104)	(3,145)	(3,186)	(3,228)
Borrowing Costs	-	(117)	(103)	(86)	(64)	(47)	(28)	(9)	-	-	-	-
Other	-	(2,579)	(2,724)	(2,792)	(2,862)	(2,933)	(3,006)	(3,080)	(3,156)	(3,235)	(3,315)	(3,397)
<b>Net Cash provided (or used in) Operating Activities</b>	-	5,839	6,193	6,544	6,661	6,751	6,876	7,018	7,151	7,278	7,406	7,537
<b>Cash Flows from Investing Activities</b>												
<b>Receipts:</b>												
Sale of Investment Securities	-	2,723	-	4,148	-	1,538	5,538	1,803	550	332	411	383
Sale of Infrastructure, Property, Plant & Equipment	-	87	151	157	100	60	207	218	147	72	175	174
<b>Payments:</b>												
Purchase of Investment Securities	-	-	(586)	-	(1,681)	-	-	-	-	-	-	-
Purchase of Infrastructure, Property, Plant & Equipment	-	(7,853)	(5,479)	(10,553)	(4,762)	(8,013)	(12,267)	(8,665)	(7,788)	(7,682)	(7,992)	(8,093)
<b>Net Cash provided (or used in) Investing Activities</b>	-	(5,044)	(5,914)	(6,248)	(6,343)	(6,416)	(6,522)	(6,644)	(7,092)	(7,278)	(7,406)	(7,537)
<b>Cash Flows from Financing Activities</b>												
<b>Payments:</b>												
Repayment of Borrowings & Advances	-	(265)	(280)	(296)	(318)	(336)	(354)	(374)	(60)	-	-	-
<b>Net Cash Flow provided (used in) Financing Activities</b>	-	(265)	(280)	(296)	(318)	(336)	(354)	(374)	(60)	-	-	-
<b>Net Increase/(Decrease) in Cash &amp; Cash Equivalents</b>	-	530	(0)	-	-	(0)	(0)	0	0	0	0	(0)
<b>plus: Cash, Cash Equivalents &amp; Investments - beginning of year</b>	-	1,470	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
<b>Cash &amp; Cash Equivalents - end of the year</b>	-	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
<b>Cash &amp; Cash Equivalents - end of the year</b>	1,470	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
<b>Investments - end of the year</b>	42,450	39,727	40,313	36,165	37,847	36,309	30,771	28,968	28,419	28,087	27,676	27,293
<b>Cash, Cash Equivalents &amp; Investments - end of the year</b>	43,920	41,727	42,313	38,165	39,847	38,309	32,771	30,968	30,419	30,087	29,676	29,293

# AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 13 June 2018

## 13.3 Adoption of the 2018/19 Operational Plan and Budget Including Revenue Policy ATTACHMENT 2 Updated Long Term Financial Plan - June 2018



Wingecarribee Shire Council 10 Year Financial Plan for the Years ending 30 June 2028 INCOME STATEMENT - SEWER FUND												
	Actuals 2016/17 \$'000	Current Year 2017/18 \$'000	2018/19 \$'000	2019/20 \$'000	2020/21 \$'000	2021/22 \$'000	Projected Years					
							2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
<b>Income from Continuing Operations</b>												
<b>Revenue:</b>												
Rates & Annual Charges	14,574	14,654	15,881	16,278	16,604	16,936	17,359	17,793	18,238	18,694	19,161	19,640
User Charges & Fees	1,522	1,096	1,211	1,241	1,267	1,293	1,325	1,358	1,392	1,427	1,462	1,499
Interest & Investment Revenue	635	566	578	180	233	286	207	159	201	283	335	388
Other Revenues	1,477	7	11	11	12	12	12	13	13	13	14	14
Grants & Contributions provided for Operating Purposes	172	154	157	161	165	169	173	177	182	186	191	196
Grants & Contributions provided for Capital Purposes	11,417	1,223	1,247	1,279	1,311	1,343	1,343	1,343	1,343	1,343	1,343	1,343
<b>Total Income from Continuing Operations</b>	<b>29,797</b>	<b>17,699</b>	<b>19,085</b>	<b>19,150</b>	<b>19,590</b>	<b>20,039</b>	<b>20,420</b>	<b>20,843</b>	<b>21,369</b>	<b>21,946</b>	<b>22,507</b>	<b>23,080</b>
<b>Expenses from Continuing Operations</b>												
Employee Benefits & On-Costs	3,213	3,449	3,466	3,587	3,711	3,840	3,974	4,112	4,255	4,403	4,555	4,706
Borrowing Costs	877	762	664	560	1,541	2,121	1,989	2,157	2,418	2,306	2,199	2,086
Materials & Contracts	1,800	3,791	3,895	3,978	4,070	4,174	4,240	4,308	4,377	4,448	4,521	4,595
Depreciation & Amortisation	3,913	4,039	4,125	4,262	5,018	5,302	5,384	5,590	5,799	5,887	5,973	6,060
Other Expenses	3,248	1,605	1,719	1,762	1,806	1,851	1,897	1,945	1,993	2,043	2,094	2,147
Net Losses from the Disposal of Assets	1,798	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenses from Continuing Operations</b>	<b>14,849</b>	<b>13,646</b>	<b>13,868</b>	<b>14,148</b>	<b>16,146</b>	<b>17,288</b>	<b>17,484</b>	<b>18,111</b>	<b>18,842</b>	<b>19,086</b>	<b>19,341</b>	<b>19,593</b>
<b>Operating Result from Continuing Operations</b>	<b>14,948</b>	<b>4,053</b>	<b>5,217</b>	<b>5,002</b>	<b>3,444</b>	<b>2,751</b>	<b>2,936</b>	<b>2,733</b>	<b>2,527</b>	<b>2,860</b>	<b>3,165</b>	<b>3,487</b>
<b>Net Operating Result for the Year</b>	<b>14,948</b>	<b>4,053</b>	<b>5,217</b>	<b>5,002</b>	<b>3,444</b>	<b>2,751</b>	<b>2,936</b>	<b>2,733</b>	<b>2,527</b>	<b>2,860</b>	<b>3,165</b>	<b>3,487</b>
<b>Net Operating Result before Grants and Contributions provided for Capital Purposes</b>	<b>3,531</b>	<b>2,830</b>	<b>3,969</b>	<b>3,723</b>	<b>2,133</b>	<b>1,408</b>	<b>1,593</b>	<b>1,390</b>	<b>1,184</b>	<b>1,517</b>	<b>1,822</b>	<b>2,144</b>



# AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 13 June 2018

## 13.3 Adoption of the 2018/19 Operational Plan and Budget Including Revenue Policy ATTACHMENT 2 Updated Long Term Financial Plan - June 2018



Wingecarribee Shire Council  
10 Year Financial Plan for the Years ending 30 June 2028  
BALANCE SHEET - SEWER FUND

	Actuals 2016/17 \$'000	Current Year 2017/18 \$'000	2018/19 \$'000	2019/20 \$'000	2020/21 \$'000	2021/22 \$'000	Projected Years					
							2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
<b>ASSETS</b>												
<b>Current Assets</b>												
Cash & Cash Equivalents	938	2,000	2,000	2,000	2,000	2,000	2,000	1,284	3,333	6,180	9,221	12,598
Investments	27,089	27,299	25,755	2,747	4,711	6,275	2,030	-	-	-	-	-
Receivables	4,447	3,868	4,321	4,466	4,622	4,847	5,099	5,361	5,633	5,986	6,354	6,511
Inventories	51	44	46	47	48	49	50	52	53	54	55	57
Other	-	26	27	28	29	30	30	31	31	32	32	33
<b>Total Current Assets</b>	<b>32,525</b>	<b>33,237</b>	<b>32,150</b>	<b>9,289</b>	<b>11,409</b>	<b>13,200</b>	<b>9,210</b>	<b>6,727</b>	<b>9,050</b>	<b>12,252</b>	<b>15,662</b>	<b>19,199</b>
<b>Non-Current Assets</b>												
Infrastructure, Property, Plant & Equipment	254,013	254,595	258,367	305,590	318,199	316,490	326,678	337,029	334,648	332,218	329,777	327,412
<b>Total Non-Current Assets</b>	<b>254,013</b>	<b>254,595</b>	<b>258,367</b>	<b>305,590</b>	<b>318,199</b>	<b>316,490</b>	<b>326,678</b>	<b>337,029</b>	<b>334,648</b>	<b>332,218</b>	<b>329,777</b>	<b>327,412</b>
<b>TOTAL ASSETS</b>	<b>286,538</b>	<b>287,832</b>	<b>290,517</b>	<b>314,879</b>	<b>329,608</b>	<b>329,691</b>	<b>335,887</b>	<b>343,756</b>	<b>343,699</b>	<b>344,470</b>	<b>345,439</b>	<b>346,610</b>
<b>LIABILITIES</b>												
<b>Current Liabilities</b>												
Payables	602	288	299	306	314	322	327	334	340	346	353	360
Borrowings	2,434	2,550	2,654	2,729	2,683	2,753	2,877	2,598	2,103	2,210	2,323	2,441
Provisions	681	689	695	702	708	715	721	728	735	741	748	748
<b>Total Current Liabilities</b>	<b>3,717</b>	<b>3,527</b>	<b>3,649</b>	<b>3,736</b>	<b>3,705</b>	<b>3,789</b>	<b>3,926</b>	<b>3,659</b>	<b>3,177</b>	<b>3,298</b>	<b>3,424</b>	<b>3,549</b>
<b>Non-Current Liabilities</b>												
Borrowings	15,686	13,118	10,464	29,735	41,052	38,299	41,422	46,824	44,721	42,512	40,189	37,748
Provisions	50	49	49	50	50	51	51	52	52	53	53	53
<b>Total Non-Current Liabilities</b>	<b>15,736</b>	<b>13,167</b>	<b>10,513</b>	<b>29,785</b>	<b>41,102</b>	<b>38,350</b>	<b>41,473</b>	<b>46,876</b>	<b>44,774</b>	<b>42,564</b>	<b>40,242</b>	<b>37,801</b>
<b>TOTAL LIABILITIES</b>	<b>19,453</b>	<b>16,694</b>	<b>14,162</b>	<b>33,521</b>	<b>44,807</b>	<b>42,139</b>	<b>45,399</b>	<b>50,535</b>	<b>47,951</b>	<b>45,862</b>	<b>43,666</b>	<b>41,350</b>
<b>Net Assets</b>	<b>267,085</b>	<b>271,138</b>	<b>276,355</b>	<b>281,357</b>	<b>284,801</b>	<b>287,552</b>	<b>290,488</b>	<b>293,221</b>	<b>295,748</b>	<b>298,608</b>	<b>301,774</b>	<b>305,261</b>
<b>EQUITY</b>												
Retained Earnings	131,068	135,121	140,338	145,340	148,784	151,535	154,471	157,204	159,731	162,591	165,757	169,244
Revaluation Reserves	136,017	136,017	136,017	136,017	136,017	136,017	136,017	136,017	136,017	136,017	136,017	136,017
Council Equity Interest	267,085	271,138	276,355	281,357	284,801	287,552	290,488	293,221	295,748	298,608	301,774	305,261
<b>Total Equity</b>	<b>267,085</b>	<b>271,138</b>	<b>276,355</b>	<b>281,357</b>	<b>284,801</b>	<b>287,552</b>	<b>290,488</b>	<b>293,221</b>	<b>295,748</b>	<b>298,608</b>	<b>301,774</b>	<b>305,261</b>

# AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 13 June 2018

## 13.3 Adoption of the 2018/19 Operational Plan and Budget Including Revenue Policy ATTACHMENT 2 Updated Long Term Financial Plan - June 2018



### Wingecarribee Shire Council 10 Year Financial Plan for the Years ending 30 June 2028 CASH FLOW STATEMENT - SEWER FUND

	Actuals 2016/17 \$'000	Current Year 2017/18 \$'000	2018/19 \$'000	2019/20 \$'000	2020/21 \$'000	2021/22 \$'000	Projected Years					
							2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
<b>Cash Flows from Operating Activities</b>												
<b>Receipts:</b>												
Rates & Annual Charges	-	14,659	15,847	16,267	16,595	16,927	17,348	17,781	18,226	18,681	19,148	19,627
User Charges & Fees	-	1,596	793	1,108	1,121	1,078	1,085	1,108	1,133	1,086	1,108	1,355
Interest & Investment Revenue Received	-	566	578	180	233	286	207	159	201	283	335	388
Grants & Contributions	-	1,450	1,403	1,438	1,474	1,511	1,516	1,521	1,525	1,530	1,534	1,539
Other	-	7	11	11	12	12	12	13	13	13	14	14
<b>Payments:</b>												
Employee Benefits & On-Costs	-	(3,442)	(3,459)	(3,580)	(3,704)	(3,833)	(3,967)	(4,105)	(4,248)	(4,395)	(4,548)	(4,706)
Materials & Contracts	-	(4,124)	(3,887)	(3,973)	(4,065)	(4,168)	(4,236)	(4,303)	(4,372)	(4,443)	(4,516)	(4,590)
Borrowing Costs	-	(762)	(664)	(560)	(1,541)	(2,121)	(1,989)	(2,157)	(2,418)	(2,306)	(2,199)	(2,086)
Other	-	(1,605)	(1,719)	(1,762)	(1,806)	(1,851)	(1,897)	(1,945)	(1,993)	(2,043)	(2,094)	(2,147)
<b>Net Cash provided (or used in) Operating Activities</b>	-	8,344	8,904	9,131	8,318	7,840	8,079	8,072	8,065	8,405	8,782	9,394
<b>Cash Flows from Investing Activities</b>												
<b>Receipts:</b>												
Sale of Investment Securities	-	-	1,543	23,008	-	-	4,245	2,030	-	-	-	-
Sale of Infrastructure, Property, Plant & Equipment	-	32	50	102	101	196	107	107	79	79	84	75
<b>Payments:</b>												
Purchase of Investment Securities	-	(210)	-	-	(1,963)	(1,564)	-	-	-	-	-	-
Purchase of Infrastructure, Property, Plant & Equipment	-	(4,652)	(7,947)	(51,586)	(17,727)	(3,789)	(15,678)	(16,048)	(3,497)	(3,536)	(3,615)	(3,769)
<b>Net Cash provided (or used in) Investing Activities</b>	-	(4,830)	(6,353)	(28,477)	(19,590)	(5,157)	(11,326)	(13,911)	(3,418)	(3,456)	(3,531)	(3,694)
<b>Cash Flows from Financing Activities</b>												
<b>Receipts:</b>												
Proceeds from Borrowings & Advances	-	-	-	22,000	14,000	-	6,000	8,000	-	-	-	-
<b>Payments:</b>												
Repayment of Borrowings & Advances	-	(2,452)	(2,550)	(2,654)	(2,729)	(2,683)	(2,753)	(2,877)	(2,598)	(2,103)	(2,210)	(2,323)
<b>Net Cash Flow provided (used in) Financing Activities</b>	-	(2,452)	(2,550)	19,346	11,271	(2,683)	3,247	5,123	(2,598)	(2,103)	(2,210)	(2,323)
<b>Net Increase/(Decrease) in Cash &amp; Cash Equivalents</b>	-	1,062	(0)	-	-	-	-	(716)	2,050	2,846	3,041	3,377
<b>plus: Cash, Cash Equivalents &amp; Investments - beginning of year</b>	-	938	2,000	2,000	2,000	2,000	2,000	2,000	1,284	3,333	6,180	9,221
<b>Cash &amp; Cash Equivalents - end of the year</b>	-	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>1,284</b>	<b>3,333</b>	<b>6,180</b>	<b>9,221</b>	<b>12,598</b>
Cash & Cash Equivalents - end of the year	938	2,000	2,000	2,000	2,000	2,000	2,000	1,284	3,333	6,180	9,221	12,598
Investments - end of the year	27,089	27,299	25,755	2,747	4,711	6,275	2,030	-	-	-	-	-
<b>Cash, Cash Equivalents &amp; Investments - end of the year</b>	<b>28,027</b>	<b>29,299</b>	<b>27,755</b>	<b>4,747</b>	<b>6,711</b>	<b>8,275</b>	<b>4,030</b>	<b>1,284</b>	<b>3,333</b>	<b>6,180</b>	<b>9,221</b>	<b>12,598</b>

## **13.4 Election to Fill a Casual Vacancy in the Office of Vice President (Rural/Regional Councils) on the Board of the Local Government and Shires Association of New South Wales**

**Reference:** 202  
**Report Author:** Group Manager Corporate and Community  
**Authoriser:** Deputy General Manager Corporate, Strategy and Development Services  
**Link to Corporate Plan:** Ensure systems and processes are in place to achieve mutual trust and collaboration

### **PURPOSE**

This report provides information about an election to fill a casual vacancy in the office of Vice President (Rural/Regional Councils) on the Board of the Local Government and Shires Association of New South Wales (the Association).

### **RECOMMENDATION**

**THAT Council nominates the following Councillors to vote to fill the casual vacancy in the office of Vice President (Rural/Regional Councils) on the Board of the Local Government and Shires Association of New South Wales:**

- (a) \_\_\_\_\_
- (b) \_\_\_\_\_
- (c) \_\_\_\_\_

### **REPORT**

#### **BACKGROUND**

Council has received a letter from Local Government NSW dated 25 May 2018 advising that the former Vice President (Regional/Rural Councils) resigned from the Board of the Local Government and Shires Association of New South Wales on 6 April 2018, thus resulting in a casual vacancy. The Association's rules require the casual vacancy to be filled by secret postal ballot in accordance with the provisions appropriate to the election for the vacant office.

## AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 13 June 2018

### REPORT DEPUTY GENERAL MANAGER CORPORATE, STRATEGY AND DEVELOPMENT SERVICES



## **REPORT**

The Registered Organisations Commission (ROC) has approved the election and has instructed the Australian Election Commission (AEC) to make arrangements for the election.

### **Allocation of Voting Entitlements**

The number of voters that each eligible Ordinary member is entitled to is set out in the table at **Attachment 1**. It is noted that Council has three voting delegates.

### **Election Timetable**

The timetable for the election is as follows:

- Friday, 6 July 2018, 12 noon (AEST) – Ordinary members of the Association entitled to vote in the election must provide the names and postal addresses of their nominated voting delegates to the Association by this date/time (including, for each person – a street address or PO Box number, suburb, state, postcode, and whether the address is a workplace address). No changes to the names of voting delegates (Roll of Voters) will be accepted after this date/time.
- Friday, 13 July 2018 – The AEC will cause an Election Notice inviting nominations for the office of Vice President (Rural/Regional Councils) to be published in the Association's official journal, the *LGNSW Weekly*, and sent to each member entitled to vote in the election, by post, on this date.

Further details about the election, including the date that nominations close and the date that the ballot opens/closes will be contained in the Election Notice.

### **Eligibility Requirements to be a Voting Delegate**

Voting delegates must be a Councillor of a Council which is an Ordinary Member of the Association in the "Rural/Regional Councils" category or member of the Board of the Local Government and Shires Association of New South Wales in the "Rural/Regional Councils" category under the Association's rules.

## **IMPACT ON COUNCIL'S FIT FOR THE FUTURE IMPROVEMENT PLAN**

Nil.

## **CONSULTATION**

### **Community Engagement**

N/A

### **Internal Consultation**

Deputy General Manager Corporate, Strategy and Development Services  
Group Manager Corporate and Community

## AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 13 June 2018

### REPORT DEPUTY GENERAL MANAGER CORPORATE, STRATEGY AND DEVELOPMENT SERVICES



#### **External Consultation**

N/A

#### **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 seeks Council's nomination of three (3) Council delegates to vote to fill the casual vacancy in the office of Vice President (Rural/Regional Councils) on the Board of the Local Government and Shires Association of New South Wales.

#### **COUNCIL BUDGET IMPLICATIONS**

There are no Council Budget Implications in relation to this matter.

#### **RELATED COUNCIL POLICY**

N/A

#### **OPTIONS**

The option available to Council is to nominate three (3) Council delegates to vote to fill the casual vacancy in the office of Vice President (Rural/Regional Councils) on the Board of the Local Government and Shires Association of New South Wales.

#### **CONCLUSION**

It is recommended that Council nominates three (3) Council delegates to vote to fill the casual vacancy in the office of Vice President (Rural/Regional Councils) on the Board of the Local Government and Shires Association of New South Wales, as detailed in the above report.

**AGENDA FOR THE ORDINARY MEETING OF COUNCIL**

Wednesday 13 June 2018

**REPORT DEPUTY GENERAL MANAGER CORPORATE, STRATEGY  
AND DEVELOPMENT SERVICES**



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**ATTACHMENTS**

1. Allocation of Voting Entitlements
2. Voting Delegates Nomination Form

Mark Pepping

**Deputy General Manager Corporate, Strategy and Development Services**

Thursday 7 June 2018



**13.4 Election to Fill a Casual Vacancy in the Office of Vice President  
(Rural/Regional Councils) on the Board of the Local Government  
and Shires Association of New South Wales**

**ATTACHMENT 1 Allocation of Voting Entitlements**



**ATTACHMENT 1**

**Annexure A**

Ordinary members' voting entitlements for the election to fill a casual vacancy in the office of Vice President (Rural/Regional councils) on the Board of the Association.

Member	Number of delegates
Albury	4
Armidale Regional	3
Ballina	3
Balranald	1
Bathurst Regional	3
Bega Valley	3
Bellingen	2
Berrigan	1
Bland	1
Blayney	1
Blue Mountains	4
Bogan	1
Bourke	1
Brewarrina	1
Broken Hill	2
Byron	3
Cabonne	2
Carrathool	1
Central Coast	7
Central Darling	1
Cessnock	4
Clarence Valley	4
Cobar	1
Coffs Harbour	4
Coolamon	1
Coonamble	1
Cootamundra-Gundagai Regional	2
Cowra	2
Dubbo Regional	4
Dungog	1
Edward River	1
Eurobodalla	3
Federation	2
Forbes	1
Gilgandra	1
Glen Innes Severn	1
Goulburn Mulwaree	3
Greater Hume	2
Griffith	3
Gunnedah	2
Gwydir	1
Hay	1
Hilltops	2
Inverell	2
Junee	1
Kempsey	3
Kiama	3
Kyogle	1

**13.4 Election to Fill a Casual Vacancy in the Office of Vice President  
(Rural/Regional Councils) on the Board of the Local Government  
and Shires Association of New South Wales**

**ATTACHMENT 1 Allocation of Voting Entitlements**



Member	Number of delegates
Lachlan	1
Lake Macquarie	7
Leeton	2
Lismore	3
Lithgow	3
Liverpool Plains	1
Lockhart	1
Maitland	4
Mid-Coast	4
Mid-Western Regional	3
Moree Plains	2
Murray River	2
Murrumbidgee	1
Muswellbrook	2
Nambucca	2
Narrabri	2
Narrandera	1
Narromine	1
Newcastle	7
Oberon	1
Orange	3
Parkes	2
Port Macquarie-Hastings	4
Port Stephens	4
Queanbeyan-Palerang Regional	4
Richmond Valley	3
Shellharbour	4
Shoalhaven	5
Singleton	3
Snowy Monaro Regional	3
Snowy Valleys	2
Tamworth Regional	4
Temora	1
Tenterfield	1
Tweed	4
Upper Hunter	2
Upper Lachlan	1
Uralla	1
Wagga Wagga	4
Walcha	1
Walgett	1
Warren	1
Warrumbungle	1
Weddin	1
Wentworth	1
Wingecarribee	3
Wollondilly	4
Wollongong	7
Yass Valley	2
LGNSW Board (Rural/Regional)	8
<b>TOTAL:</b>	<b>237</b>

**13.4 Election to Fill a Casual Vacancy in the Office of Vice President  
(Rural/Regional Councils) on the Board of the Local Government  
and Shires Association of New South Wales****ATTACHMENT 2 Voting Delegates Nomination Form****ATTACHMENT 2****Voting Delegate Nomination 2018 VP Rural/Regional**

This information is collected for the purpose of conducting a postal ballot for election to fill a casual vacancy in the office of Vice President (Rural/Regional councils) on the LGNSW Board.

Voting delegates must be a Councillor of a Council which is an Ordinary member of the Association in the 'Rural/Regional councils' category or member of the Board in the 'Rural/Regional councils' category under the Association's rules.

This form must be submitted to the Association by no later than Friday, 6 July 2018, 12 noon (AEST).

**Note:**

Only one nomination form may be completed for each Ordinary member. It is important that you have all of the required information for each voting delegate before completing this form (including, for each person – a street address or PO Box number, suburb, state, postcode, and whether the address is a workplace address).

For more information on how LGNSW handles personal information, view our Privacy Policy - <http://www.lgnsw.org.au/privacy>

Ordinary member Name \*

Name of contact person \*

Contact phone number \*

Contact Email \*

**Ordinary members (Rural/Regional councils) nomination(s).**

Voting Delegate 1

Name

First/Last

Postal Address

Street Address or PO Box Number/Suburb/State/Postcode

If this is a workplace address, please select yes or no.

☐ Yes

☐ No

Voting Delegate 2

Name

First/Last

**13.4 Election to Fill a Casual Vacancy in the Office of Vice President  
(Rural/Regional Councils) on the Board of the Local Government  
and Shires Association of New South Wales  
ATTACHMENT 2 Voting Delegates Nomination Form**



Postal Address

Street Address or PO Box Number/Suburb/State/Postcode

If this is a workplace address, please select yes or no.

☐ Yes

☐ No

Voting Delegate 3

Name

First/Last

Postal Address

Street Address or PO Box Number/Suburb/State/Postcode

If this is a workplace address, please select yes or no.

☐ Yes

☐ No

Voting Delegate 4

Name

First/Last

Postal Address

Street Address or PO Box Number/Suburb/State/Postcode

If this is a workplace address, please select yes or no.

☐ Yes

☐ No

Voting Delegate 5

Name

First/Last

Postal Address

Street Address or PO Box Number/Suburb/State/Postcode

If this is a workplace address, please select yes or no.

☐ Yes

☐ No

**13.4 Election to Fill a Casual Vacancy in the Office of Vice President  
(Rural/Regional Councils) on the Board of the Local Government  
and Shires Association of New South Wales**

**ATTACHMENT 2 Voting Delegates Nomination Form**



Voting Delegate 6

Name

First/Last

Postal Address

Street Address or PO Box Number/Suburb/State/Postcode

If this is a workplace address, please select yes or no.

☐ Yes

☐ No

Voting Delegate 7

Name

First/Last

Postal Address

Street Address or PO Box Number/Suburb/State/Postcode

If this is a workplace address, please select yes or no.

☐ Yes

☐ No

Voting Delegate 8

Name

First/Last

Postal Address

Street Address or PO Box Number/Suburb/State/Postcode

If this is a workplace address, please select yes or no.

☐ Yes

☐ No



## COUNCIL MATTERS

### 16 PETITIONS

#### 16.1 Petition 04/2018 - Objection to Increase in Fees at the Southern Regional Livestock Exchange, Moss Vale

Reference:	100/8, 7170/3, 501/2018
Report Author:	Administration Officer
Authoriser:	Group Manager Corporate and Community
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 table a petition in relation to Objection to Increase in Fees at the Southern Regional Livestock Exchange, Moss Vale. The petition has been signed by 18 signatories.

A copy of the Petition has been placed in the Councillors' Room and will be tabled at the Ordinary Meeting of Council.

#### RECOMMENDATION

**THAT Petition 04/2018 – Objection to Increase in Fees at the Southern Regional Livestock Exchange, Moss Vale – be received and the content of the Petition be noted.**

#### REPORT

A Petition has been received by Council stating that the objections are against a fee increase at the Moss Vale Saleyards.

#### ATTACHMENTS

There are no attachments to this report.





## 16.2 Petition 05/2018 - Support of Proposal to Extend a 99 Year Lease to the Illawarra Local Aboriginal Land Council (x2)

Reference:	100/8, PN700000
Report Author:	Administration Officer
Authoriser:	Group Manager Corporate and Community
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 table two petitions in relation to Support of the Proposal to Extend a 99 Year Lease to the Illawarra Local Aboriginal Land Council. The petitions together contain 176 names.

Copies of the Petitions have been placed in the Councillors' Room and will be tabled at the Ordinary Meeting of Council.

### RECOMMENDATION

**THAT Petition 05/2018 – Support of Proposal to Extend a 99 Year Lease to the Illawarra Local Aboriginal Land Council – be received and the content of the Petition be noted.**

### REPORT

Petitions have been received by Council stating the following:

*"We the undersigned, support the proposal to extend a 99 year lease to the Illawarra Local Land Council (ILALC). We believe that such an action would provide sound and long term management of the facility on behalf of all Aboriginal people in the Wingecarribee Shire.*

*By providing our signatures, we believe that such a proposal has lasting benefits for the local Aboriginal community. It will also provide independent advocacy [sic] and opportunities for improved resources and service in our Shire.*

*We ask that oths [sic] Petition be recived [sic] as a submission during the exhibition period for the proposal to extend a Lease to ILALC."*

### ATTACHMENTS

There are no attachments to this report.

## 18 COMMITTEE REPORTS

### 18.1 Management and Advisory Committee Reports

Reference:	107/1
Report Author:	Committee Coordinator
Authoriser:	Manager Assets
Link to Community Strategic Plan:	Encourage all members of the community, especially older residents, to share their knowledge and experience with younger members

#### PURPOSE

This report provides the Minutes of the following Committee Meetings, copies of which will be tabled for information:

1. Canyonleigh Hall Management Committee held on Tuesday, 13 February 2018.
2. Yerrinbool Hall Committee Meeting held on Tuesday, 13 March 2018.
3. Bong Bong Common Management Committee held on Tuesday, 1 May 2018.
4. Canyonleigh Hall Management Committee held on Tuesday, 8 May 2018.

#### RECOMMENDATION

**THAT** the information contained in the following Committee Reports be noted:

1. Canyonleigh Hall Management Committee held on Tuesday, 13 February 2018.
2. Yerrinbool Hall Committee Meeting held on Tuesday, 13 March 2018.
3. Bong Bong Common Management Committee held on Tuesday, 1 May 2018.
4. Canyonleigh Hall Management Committee held on Tuesday, 8 May 2018.

#### ATTACHMENTS

There are no attachments to this report.



## 18.2 Minutes of the Environment and Sustainability Committee Meeting held on Wednesday, 16 May 2018

Reference: 107/25  
Report Author: Administration Officer  
Authoriser: Natural Resource Project Coordinator  
Link to Community  
Strategic Plan: Sustainably manage natural resources for broader community benefit

### PURPOSE

This report provides the Minutes of the Environment and Sustainability Committee Meeting held on Wednesday, 16 May 2018.

### SUMMARY OF RECOMMENDATIONS AND ACTIONS FOR COUNCILLORS' ATTENTION AND ADOPTION

#### Item 1 Welcome and Apologies

ES 7/18

*THAT the apologies of Ms Pat Hall, Mr Malcolm Hughes and Mr Geoff O'Connor be accepted and leave of absence granted.*

#### Resignation from the Committee

ES 8/18

*THAT it be noted that Mr Kevin Wale has resigned from the Committee AND THAT a letter of appreciation be forwarded to him thanking him for his service on the Committee.*

#### Item 3 Adoption of Minutes of Previous Meeting

ES 9/18

*THAT the minutes of the Environment and Sustainability Advisory Committee Meeting held on Wednesday 21 February 2018 MN ES 1/18 to MN ES 6/18 inclusive, copies of which were forwarded to Councillors, be adopted as a correct record of the proceedings of the meeting.*

#### Item 6.1 NSW Biodiversity Conservation Trust – Update

ES 10/18

*THAT the update on the NSW Biodiversity Conservation Trust be noted.*

## AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 13 June 2018

### COMMITTEE REPORTS



---

#### Item 6.2 NSW Government Biodiversity Conservation Reforms - Update

ES 11/18

*THAT the update in relation to the NSW Government Biodiversity Conservation Reforms be noted.*

#### Item 6.3 2018/19 Community Assistance Scheme - Environment Project Funding Stream

ES 12/18

*THAT the Committee endorses the recommendations made in relation to the Environment & Sustainability 2018/19 Community Assistance Scheme grant applications.*

#### Item 6.4 Environment Strategy Program and Engagement Plan - Update

ES 13/18

*THAT the update in relation to the Environment Strategy Program and Engagement Plan be noted.*

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### RECOMMENDATION

**THAT recommendations Nos ES 7/18 to ES 13/18 – as detailed in the Minutes of the Environment and Sustainability Committee Meeting held on Wednesday, 16 2018 be adopted, save for any items which have budgetary implications AND THAT any item with budgetary implications and which is unfunded, be referred to the Finance Committee for consideration.**

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### ATTACHMENTS

1. Minutes of the Environment and Sustainability Committee Meeting held on Wednesday, 16 May 2018



ATTACHMENT 1



# MINUTES

## of the Environment and Sustainability Advisory Committee Meeting

held in

Nattai Room

Civic Centre, Elizabeth Street, Moss Vale

on

**Wednesday 16 May 2018**

The meeting commenced at 10.30am

*File No. 107/25*

**18.2 Minutes of the Environment and Sustainability Committee  
Meeting held on Wednesday, 16 May 2018**

**ATTACHMENT 1 Minutes of the Environment and Sustainability  
Committee Meeting held on Wednesday, 16 May 2018**



**MINUTES OF THE ENVIRONMENT AND SUSTAINABILITY ADVISORY  
COMMITTEE MEETING**

Wednesday 16 May 2018



1. **WELCOME AND APOLOGIES**
2. **ACKNOWLEDGEMENT OF COUNTRY**  
**RESIGNATION FROM THE COMMITTEE**
3. **ADOPTION OF MINUTES OF PREVIOUS MEETING**
4. **BUSINESS ARISING FROM THE MINUTES**  
Environment and Sustainability Advisory Committee Meeting held on 21 February 2018
5. **DECLARATIONS OF INTEREST**
6. **AGENDA REPORTS ..... 4**
  - 6.1 NSW Biodiversity Conservation Trust - Update..... 4
  - 6.2 NSW Government Biodiversity Conservation Reforms - Update ..... 5
  - 6.3 2018/19 Community Assistance Scheme - Environment Project  
Funding Stream ..... 6
  - 6.4 Environment Strategy Program and Engagement Plan - Update ..... 7
7. **DATE OF NEXT MEETING ..... 8**
8. **MEETING CLOSURE ..... 8**



18.2 Minutes of the Environment and Sustainability Committee  
Meeting held on Wednesday, 16 May 2018

ATTACHMENT 1 Minutes of the Environment and Sustainability  
Committee Meeting held on Wednesday, 16 May 2018



MINUTES OF THE ENVIRONMENT AND SUSTAINABILITY ADVISORY  
COMMITTEE MEETING

Wednesday 16 May 2018



MINUTES OF THE ENVIRONMENT AND SUSTAINABILITY ADVISORY COMMITTEE  
MEETING OF WINGECARRIBEE SHIRE COUNCIL HELD IN NATTAI ROOM, CIVIC  
CENTRE, ELIZABETH STREET, MOSS VALE ON WEDNESDAY 16 MAY 2018  
COMMENCING AT 10.30AM.

**Present:**

**Councillors:** Clr L A C Whipper *Chair*  
Clr G Markwart *Alternate Chair*  
  
Clr G McLaughlin *In part*

**Community** Ms Lyndall McGrath  
**Representatives:** Mr Paul Shanahan  
Mr Clive West

**Agency**  
**Representatives:** *Nil*

**In Attendance:** Mr Barry Arthur *Manager Environment & Sustainability*  
Mr Ian Perkins *Natural Resource Project Coordinator*  
Ms Liz Johnson *Administration Officer/Minute Taker*

**Also in** Ms Therese Smart (in part) *Coordinator Environment and Health Systems*  
**Attendance:** Mr Michael Rhydderch  
(in part) *Environmental Project Officer - Sustainability*  
Ms Jessica Lintern (in part) *Strategic Land User Planner*  
Mr Jason Rothery (in part) *Tree and Vegetation Assessment Officer*

**1. WELCOME AND APOLOGIES**

It was noted that apologies were received from Ms Pat Hall, Mr Malcolm Hughes and Mr Geoff O'Connor.

**ES 7/18**

**MOTION** moved by Mr P Shanahan and seconded by Mr C West

**THAT** the apologies of Ms Pat Hall, Mr Malcolm Hughes and Mr Geoff O'Connor be accepted and leave of absence granted.

**PASSED**

**18.2 Minutes of the Environment and Sustainability Committee  
Meeting held on Wednesday, 16 May 2018**

**ATTACHMENT 1 Minutes of the Environment and Sustainability  
Committee Meeting held on Wednesday, 16 May 2018**



**MINUTES OF THE ENVIRONMENT AND SUSTAINABILITY ADVISORY  
COMMITTEE MEETING**

Wednesday 16 May 2018



## **2. ACKNOWLEDGEMENT OF COUNTRY**

Clr L A C Whipper acknowledged 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.

## **RESIGNATION FROM THE COMMITTEE**

The Manager Environment and Sustainability addressed the Committee and advised that Mr Kevin Wale had tendered his resignation from the Committee due to work commitments. He advised that a replacement for this position was currently being investigated.

The Chair Clr L A C Whipper noted the resignation of Mr Kevin Wale and that he would be missed from the Committee. Clr Whipper suggested that a motion of thanks be moved for Mr Wale's service to the Committee. Clr Whipper asked if the vacant position on the Committee will be filled prior to the next meeting.

**ES 8/18**

**MOTION** moved by Clr L A C Whipper and seconded by Ms L McGrath

**THAT** it be noted that Mr Kevin Wale has resigned from the Committee **AND THAT** a letter of appreciation be forwarded to him thanking him for his service on the Committee.

**PASSED**

**18.2 Minutes of the Environment and Sustainability Committee  
Meeting held on Wednesday, 16 May 2018**

**ATTACHMENT 1 Minutes of the Environment and Sustainability  
Committee Meeting held on Wednesday, 16 May 2018**



**MINUTES OF THE ENVIRONMENT AND SUSTAINABILITY ADVISORY  
COMMITTEE MEETING**

Wednesday 16 May 2018



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**3. ADOPTION OF MINUTES OF PREVIOUS MEETING**

MINUTES OF THE ENVIRONMENT AND SUSTAINABILITY ADVISORY COMMITTEE  
MEETING HELD ON WEDNESDAY 21 FEBRUARY 2018

**ES 9/18**

**MOTION** moved by Cllr G Markwart and seconded by Ms L McGrath

***THAT the minutes of the Environment and Sustainability Advisory Committee Meeting held on Wednesday 21 February 2018 MN ES 1/18 to MN ES 6/18 inclusive, copies of which were forwarded to Councillors, be adopted as a correct record of the proceedings of the meeting.***

**PASSED**

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**4. BUSINESS ARISING**

There was no Business Arising from the Minutes of the Meeting held on Wednesday, 21 February 2018.

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**5. DECLARATIONS OF INTEREST**

There were no Declarations of Interest at this Meeting.

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**18.2 Minutes of the Environment and Sustainability Committee  
Meeting held on Wednesday, 16 May 2018**

**ATTACHMENT 1 Minutes of the Environment and Sustainability  
Committee Meeting held on Wednesday, 16 May 2018**



**MINUTES OF THE ENVIRONMENT AND SUSTAINABILITY ADVISORY  
COMMITTEE MEETING**

Wednesday 16 May 2018



## **6. AGENDA REPORTS**

### **6.1 NSW Biodiversity Conservation Trust - Update**

**Reference:** 5453/8 5450/15  
**Report Author:** Natural Resource Project Coordinator  
**Authoriser:** Manager Environment and Sustainability  
**Link to Community**  
**Strategic Plan:** Protect and improve biodiversity

#### **PURPOSE**

At the 21 February 2018 meeting of the Environment and Sustainability Committee, the Council submission on the Draft NSW Biodiversity Conservation Investment Strategy 2017-2037 was discussed. This strategy will guide the newly created NSW Biodiversity Conservation Trust (BCT) to deliver investment in private land conservation.

A copy of Council's submission was provided in the Agenda.

The Natural Resource Project Coordinator addressed the Committee on this matter. He provided further information via a Powerpoint Presentation. The presentation outlined several positive initiatives that were being pursued by Council staff and the Biodiversity Conservation Trust, with the objective of fostering a collaborative working relationship between the Trust and Council.

**ES 10/18**

**MOTION** moved by Mr C West and seconded by Cllr G Markwart

**THAT** the update on the NSW Biodiversity Conservation Trust be noted.

**PASSED**

**18.2 Minutes of the Environment and Sustainability Committee  
Meeting held on Wednesday, 16 May 2018****ATTACHMENT 1 Minutes of the Environment and Sustainability  
Committee Meeting held on Wednesday, 16 May 2018****MINUTES OF THE ENVIRONMENT AND SUSTAINABILITY ADVISORY  
COMMITTEE MEETING**

Wednesday 16 May 2018

**6.2 NSW Government Biodiversity Conservation Reforms -  
Update**

**Reference:** 5453/8  
**Report Author:** Natural Resource Project Coordinator  
**Authoriser:** Manager Environment and Sustainability  
**Link to Community Strategic Plan:** Protect and improve biodiversity

**PURPOSE**

On 25 February 2018 the Biodiversity Conservation Act 2016 commenced in full. This agenda item provides an overview the reforms introduced with this legislation, with particular interest in the implications and opportunities for the Shire and Council. A presentation was provided during the meeting to outline key points of the reforms, and to facilitate discussion on guiding principles for potential improvements in the vegetation clauses of Council's Development Control Plans (DCPs), triggered by the new *State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017 'Vegetation SEPP'*.

The Manager Environment and Sustainability addressed the Committee on this matter. He introduced Council's Strategic Land Use Planner and Tree and Vegetation Assessment Officer who were in attendance for this item.

The Natural Resource Project Coordinator and Tree and Vegetation Assessment Officer addressed the Committee on this matter.

The Natural Resource Project Coordinator provided further information to the Committee via a Powerpoint Presentation.

The Chair Cllr L A C Whipper asked if the link to the current webpages and online mapping tools could be made available in the Minutes. Current webpages and online mapping tools can be reviewed through the following page:  
<http://www.wsc.nsw.gov.au/tree-and-vegetation-clearing-on-private-land>

To assist Council staff in scoping the new DCP provisions for tree and vegetation removal required under the "Vegetation SEPP", the Committee preliminary views on the concept of "no-net loss" currently contained in Council's DCPs were discussed and captured.

**ES 11/18**

**MOTION** moved by Ms L McGrath and seconded by Cllr G Markwart

**THAT** the update in relation to the NSW Government Biodiversity Conservation Reforms be noted.

**PASSED**

18.2 Minutes of the Environment and Sustainability Committee  
Meeting held on Wednesday, 16 May 2018

ATTACHMENT 1 Minutes of the Environment and Sustainability  
Committee Meeting held on Wednesday, 16 May 2018



MINUTES OF THE ENVIRONMENT AND SUSTAINABILITY ADVISORY  
COMMITTEE MEETING

Wednesday 16 May 2018



**6.3 2018/19 Community Assistance Scheme - Environment  
Project Funding Stream**

Reference: 1870/2018  
Report Author: Manager Environment and Sustainability  
Authoriser: Manager Environment and Sustainability  
Link to Community  
Strategic Plan: Develop partnerships and implement programs and  
education that enable people to live sustainably

**PURPOSE**

To discuss applications received under the Environment and Sustainability grant component of the Wingecarribee Community Assistance Scheme and make recommendations on the allocation of Environment Levy funds.

The Manager Environment and Sustainability and Environment Project Officer – Sustainability addressed the Committee on this matter.

**ES 12/18**

**MOTION** moved by Mr C West and seconded by Mr P Shanahan

**THAT** the Committee endorses the recommendations made in relation to the Environment & Sustainability 2018/19 Community Assistance Scheme grant applications.

**PASSED**



**18.2 Minutes of the Environment and Sustainability Committee  
Meeting held on Wednesday, 16 May 2018****ATTACHMENT 1 Minutes of the Environment and Sustainability  
Committee Meeting held on Wednesday, 16 May 2018****MINUTES OF THE ENVIRONMENT AND SUSTAINABILITY ADVISORY  
COMMITTEE MEETING**

Wednesday 16 May 2018

**6.4 Environment Strategy Program and Engagement Plan -  
Update**

**Reference:** 5450/25.2  
**Report Author:** Natural Resource Project Coordinator

**PURPOSE**

The purpose of this item is to provide an update of the Environment Strategy review and provide details on the tools that will be used for engagement and contributions.

At the committee's February meeting indicative progress targets were identified. We are behind on the first target largely because of the need to direct resources to facilitating the introduction of the Biodiversity Conservation legislation reforms. Apart from building Council's capacity to administer the legislation, the implications of the new legislation have a direct relationship to potential actions and programs in the new Environment Strategy which are being investigated and developed.

During the meeting more details of the SmartSheet engagement tools and process will be provided.

The Manager Environment and Sustainability and Natural Resource Project Coordinator addressed the Committee on this matter.

The Natural Resource Project Coordinator provided information on the development of the SmartSheet platform for facilitating engagement with the Committee on the review of the Environment Strategy. Feedback on additional functionality was received from the Committee. It is anticipated that the SmartSheet platform will be fully functional by early June.

**ES 13/18**

**MOTION** moved by Ms L McGrath and seconded by Mr C West

**THAT** the update in relation to the Environment Strategy Program and Engagement Plan be noted.

**PASSED**

**18.2 Minutes of the Environment and Sustainability Committee  
Meeting held on Wednesday, 16 May 2018**

**ATTACHMENT 1 Minutes of the Environment and Sustainability  
Committee Meeting held on Wednesday, 16 May 2018**



**MINUTES OF THE ENVIRONMENT AND SUSTAINABILITY ADVISORY  
COMMITTEE MEETING**

Wednesday 16 May 2018



**7. DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 15 August 2018 in Nattai Room Civic Centre, Elizabeth Street, Moss Vale commencing at 10.30 am.

It was agreed that all future meetings of the Committee for 2018 will commence at 10.30am, to address the conflicting schedule with Council's Finance Committee.

**8. MEETING CLOSURE**

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 12.30 PM

### 18.3 Minutes of the Community Assistance Scheme Advisory Committee Meeting held on Monday, 28 May 2018

Reference:	1820./2018
Report Author:	Coordinator Community Development
Authoriser:	Group Manager Corporate and Community
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

This report provides the Minutes of the Community Assistance Scheme Advisory Committee Meeting held on Monday, 28 May 2018.

#### SUMMARY OF RECOMMENDATIONS AND ACTIONS FOR COUNCILLORS' ATTENTION AND ADOPTION

Item 1 Welcome and Apologies

COM 1/18

*THAT the apology of Cllr G McLaughlin be accepted and leave of absence granted.*

Item 3 Adoption of Minutes of Previous Meeting

COM 2/18

*THAT the minutes of the Community Assistance Scheme Advisory Committee Meeting held on Monday 13 November 2017 MN 12/17 to MN 13/17 inclusive, copies of which were forwarded to Councillors, be adopted as a correct record of the proceedings of the meeting.*

Item 6.1 Assessment of Miscellaneous Applications to the Community Assistance Scheme 2018/2019

COM 3/18

*THAT the recommendations for funding of the miscellaneous applications to the Wingecarribee Community Assistance Scheme 2018/2019 be considered as part of the final recommendations to Council for funding under the Scheme.*

Item 6.2 Recommendations to Council for Funding Of Applications to the Wingecarribee Community Assistance Scheme 2018/2019

COM 4/18

*THAT the Wingecarribee Community Assistance Scheme Advisory Committee's recommendations for funding of applications to the Wingecarribee Community Assistance Scheme 2018/2019 be forwarded to Council for endorsement.*



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**RECOMMENDATION**

**THAT recommendations Nos COM 1/18 to COM 4/18 – as detailed in the Minutes of the Community Assistance Scheme Advisory Committee Meeting held on Monday, 28 May 2018 be adopted.**

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**ATTACHMENTS**

1. Minutes of the Community Assistance Scheme Advisory Committee Meeting held on Monday, 28 May 2018



**ATTACHMENT 1**



# MINUTES

## of the Community Assistance Scheme Advisory Committee Meeting

held in

Nattai Room, Civic Centre, Elizabeth Street, Moss Vale

on

**Monday 28 May 2018**

The meeting commenced at 9:03am

*File No. 1870/2018*

**18.3 Minutes of the Community Assistance Scheme Advisory  
Committee Meeting held on Monday, 28 May 2018**

**ATTACHMENT 1 Minutes of the Community Assistance Scheme  
Advisory Committee Meeting held on Monday, 28 May 2018**



**MINUTES OF THE COMMUNITY ASSISTANCE SCHEME ADVISORY  
COMMITTEE MEETING**

Monday 28 May 2018



1. **WELCOME AND APOLOGIES**
2. **ACKNOWLEDGEMENT OF COUNTRY**
3. **ADOPTION OF MINUTES OF PREVIOUS MEETING**
4. **BUSINESS ARISING FROM THE MINUTES**  
Community Assistance Scheme Advisory Committee Meeting held on 13  
November 2017
5. **DECLARATIONS OF INTEREST**
6. **AGENDA REPORTS ..... 3**
  - 6.1 Assessment of miscellaneous applications to the Community  
Assistance Scheme 2018/2019..... 3
  - 6.2 Recommendations to Council for funding of applications to the  
Wingecarribee Community Assistance Scheme 2018/2019 ..... 4
7. **DATE OF NEXT MEETING ..... 5**
8. **MEETING CLOSURE ..... 5**



18.3 Minutes of the Community Assistance Scheme Advisory

Committee Meeting held on Monday, 28 May 2018

ATTACHMENT 1 Minutes of the Community Assistance Scheme

Advisory Committee Meeting held on Monday, 28 May 2018



MINUTES OF THE COMMUNITY ASSISTANCE SCHEME ADVISORY  
COMMITTEE MEETING

Monday 28 May 2018



MINUTES OF THE COMMUNITY ASSISTANCE SCHEME ADVISORY COMMITTEE  
MEETING OF WINGECARRIBEE SHIRE COUNCIL HELD IN NATTAI ROOM, CIVIC  
CENTRE, ELIZABETH STREET, MOSS VALE ON MONDAY 28 MAY 2018  
COMMENCING AT .

<b>Present:</b>	Clr T D Gair	<i>Chair</i>
	Mayor K J Halstead	<i>Alternate Chair</i>
	Clr L A C Whipper	<i>As Chair of Arts and Culture, Community Development and Environment and Sustainability Advisory Committees</i>
	Clr G J Andrews	<i>As Chair of Sport and Recreation Advisory Committee</i>
	Clr G Markwart	<i>As Alternate Chair of Environment and Sustainability Advisory Committee</i>

<b>In Attendance:</b>	Mr Barry Arthur	<i>Manager Environment and Sustainability</i>
	Ms Cath Brennan	<i>Coordinator Community Development</i>

## 1. WELCOME AND APOLOGIES

It was noted that an apology was received from Clr G McLaughlin

**COM 1/18**

**MOTION** moved by Clr L A C Whipper and seconded by Clr G Andrews

**THAT** the apology of Clr G McLaughlin be accepted and leave of absence granted.

**PASSED**

## 2. ACKNOWLEDGEMENT OF COUNTRY

Clr T D Gair acknowledged 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.

**18.3 Minutes of the Community Assistance Scheme Advisory Committee Meeting held on Monday, 28 May 2018**

**ATTACHMENT 1 Minutes of the Community Assistance Scheme Advisory Committee Meeting held on Monday, 28 May 2018**



**MINUTES OF THE COMMUNITY ASSISTANCE SCHEME ADVISORY COMMITTEE MEETING**

Monday 28 May 2018



**3. ADOPTION OF MINUTES OF PREVIOUS MEETING**

MINUTES OF THE COMMUNITY ASSISTANCE SCHEME ADVISORY COMMITTEE MEETING HELD ON MONDAY 13 NOVEMBER 2017

**COM 2/18**

**MOTION** moved by Cllr G J Andrews and seconded Cllr L A C Whipper

***THAT the minutes of the Community Assistance Scheme Advisory Committee Meeting held on Monday 13 November 2017 MN 12/17 to MN 13/17 inclusive, copies of which were forwarded to Councillors, be adopted as a correct record of the proceedings of the meeting.***

**PASSED**

**4. BUSINESS ARISING**

Nil

**5. DECLARATIONS OF INTEREST**

No declarations of interest tabled.

18.3 Minutes of the Community Assistance Scheme Advisory  
Committee Meeting held on Monday, 28 May 2018

ATTACHMENT 1 Minutes of the Community Assistance Scheme  
Advisory Committee Meeting held on Monday, 28 May 2018



MINUTES OF THE COMMUNITY ASSISTANCE SCHEME ADVISORY  
COMMITTEE MEETING

Monday 28 May 2018



## 6. AGENDA REPORTS

### 6.1 Assessment of miscellaneous applications to the Community Assistance Scheme 2018/2019

Reference: 1870/2018  
Report Author: Coordinator Community Development

#### **PURPOSE**

To assess applications to the Wingecarribee Community Assistance Scheme 2018/2019 that have not been assessed by other Committees including applications for infrastructure projects.

#### **COM 3/18**

**MOTION** moved by Cllr G Markwart and seconded by Cllr G J Andrews

**THAT** the recommendations for funding of the miscellaneous applications to the Wingecarribee Community Assistance Scheme 2018/2019 be considered as part of the final recommendations to Council for funding under the Scheme.

**PASSED**

18.3 Minutes of the Community Assistance Scheme Advisory  
Committee Meeting held on Monday, 28 May 2018

ATTACHMENT 1 Minutes of the Community Assistance Scheme  
Advisory Committee Meeting held on Monday, 28 May 2018



MINUTES OF THE COMMUNITY ASSISTANCE SCHEME ADVISORY  
COMMITTEE MEETING

Monday 28 May 2018



**6.2 Recommendations to Council for funding of  
applications to the Wingecarribee Community  
Assistance Scheme 2018/2019**

Reference: 1870/2018  
Report Author: Coordinator Community Development

**PURPOSE**

To finalise recommendations to Council for the funding of applications to the Wingecarribee Community Assistance Scheme 2018/2019

**COM 4/18**

**MOTION** moved by Mayor K J Halstead and seconded by Cllr L A C Whipper

**THAT** the Wingecarribee Community Assistance Scheme Advisory Committee's recommendations for funding of applications to the Wingecarribee Community Assistance Scheme 2018/2019 be forwarded to Council for endorsement.

**PASSED**

**18.3 Minutes of the Community Assistance Scheme Advisory  
Committee Meeting held on Monday, 28 May 2018**

**ATTACHMENT 1 Minutes of the Community Assistance Scheme  
Advisory Committee Meeting held on Monday, 28 May 2018**



**MINUTES OF THE COMMUNITY ASSISTANCE SCHEME ADVISORY  
COMMITTEE MEETING**

Monday 28 May 2018



**7. DATE OF NEXT MEETING**

The next meeting will be held on Monday 12 November 2018 in Nattai Room, Civic Centre, Elizabeth Street, Moss Vale commencing at 9:00 AM.

**8. MEETING CLOSURE**

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 11:04 AM



## 19 QUESTIONS WITH NOTICE

### 19.1 Question with Notice 06/2018 - OLSH Property

**Reference:** 101/2  
**Report Author:** Administration Officer  
**Authoriser:** Group Manager Corporate and Community  
**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

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**To:** General Manager  
**From:** Cllr Graham McLaughlin  
**Received:** 23 May 2018

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**Subject:** OLSH Property

**Question:**

1. Could I be provided with a copy of the Planning Proposal submitted to the Department of Planning in relation to removing "Seniors Housing" from Schedule 1 Additional Permitted Purposes Item 4 from WLEP 2010 being in relation to the OLSH Property.
2. Could I be provided with the date this Planning Proposal was submitted to the Department of Planning.
3. Could I be provided with an explanation as to why the Planning Proposal does not currently appear on the Department of Planning LEP Tracking Site.
4. Could I be provided with any response from the Department of Planning.
5. Could I be advised as to what steps have been taken to have the current interim heritage order extended or the interim heritage order converted to a permanent heritage conservation order and the property listed within Schedule 5 Environmental Heritage of WLEP 2010 as an item of Environmental a Heritage.

**Response:**

1. The Planning Proposal has been sent under separate cover to Councillor.
2. The Planning Proposal was submitted to the Department of Planning and Environment for Gateway Determination to remove the OLSH site from Schedule 1 of the Wingecarribee Local Environmental Plan on 24 January 2018.



## AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 13 June 2018

### QUESTIONS WITH NOTICE



3. The Planning Proposal / LEP amendment will not appear on the Department's LEP Tracking Website until such time as a Gateway Determination is issued by the Department.
4. No response has been received by the Department of Planning and Environment to date.
5. Council staff are working with Council's heritage advisor to review existing heritage studies/reports to determine whether a site specific study is required over the OLSH site. It is anticipated that a report will be put to Council in July to seek a formal resolution to prepare a Planning Proposal to list the OLSH site as an item of Environmental Heritage under Wingecarribee LEP.

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### RECOMMENDATION

**THAT the information in relation to Question with Notice 06/2018 – OLSH Property - be noted.**

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## 19.2 Question with Notice 07/2018 - Drought Assistance

**Reference:** 101/2  
**Report Author:** Administration Officer  
**Authoriser:** Group Manager Corporate and Community  
**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

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**To:** General Manager

**From:** Cllr Peter Nelson

**Received:** 29 May 2018

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**Subject:** Drought Assistance

### Question:

With the drought having set in for the Central and Far West of NSW, could the General Manager advise what Council has done in the past and what Council could do in the immediate future.

### Response:

Council has previously donated funds, hay and silage to other local government areas intra and interstate during periods of drought. Currently funds are available in the Mayoral Relief Fund.

Wingecarribee Shire forms part of the Sydney sub region declared drought affected. Under this declaration the New South Wales Government provides:

- Drought transport fund through low interest loans of up to \$20,000 to cover 100% of costs to transport stock, fodder or water to and from drought affected properties
- 100% of the cost of transporting donated fodder to transport providers acting in conjunction with community groups
- A subsidy of up to 50% of eligible costs for the permanent transport of stock off a farm to a maximum of \$20,000 per financial year

Farmers affected by the current drought conditions requiring assistance should contact the Rural Assistance Authority on 1800 678 593.

However, drought relief is traditionally the responsibility of the Federal Government. There are a raft of financial measures which are triggered by the Federal Government once certain areas are declared in drought conditions, such as drought employment relief schemes with Council acting as the agent of the Federal Government employing locals affected by the drought. This assistance normally extends beyond the farming community into the entire community as sources of employment are lost because of drought affects. Generally speaking drought unemployment relief usually follows extended drought conditions.

## AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 13 June 2018

### QUESTIONS WITH NOTICE



Council needs to be very clear as its capacity to respond to the community on an issue like this is very limited by Council's resources and the role of the State who are the lead agency. Councils have typically taken a role where they have coordinated community action through the use of "Mayoral appeals" and the like.

The community usually rallies to assist. This is where the Council may facilitate community actions with State and Federal levels or provide in-kind support although this is limited by the resources available to Council.

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### RECOMMENDATION

**THAT** the information in relation to Question with Notice 07/2018 – Drought Assistance - be noted.

## 20 NOTICES OF MOTION

### 20.1 Notice of Motion 15/2018 - Calling up of Development Applications

Reference:	100/4
Report Author:	Administration Officer
Authoriser:	Group Manager Corporate and Community
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

Councillor Duncan Gair has given notice that it is his intention to move the following motion at the Ordinary Meeting of Council on 13 June 2018:

**THAT** as an interim policy, any requests by a Councillor for a Development Application to be determined by Council (called up), must be submitted on a prescribed form with the accompanying signatures of at least two (2) other Councillors.

#### RECOMMENDATION

**Submitted for determination.**

#### COMMENT FROM STAFF

It is proposed that a formal policy on the process and procedure for the calling up of Development Applications by Councillors to be determined at a Council Meeting will be reported to Council in the third quarter of 2018.

## 20.2 Notice of Motion 16/2018 - Policy for Assistance to Local Farmers During Times of Hardship Because of Drought

Reference:	100/4
Report Author:	Administration Officer
Authoriser:	Group Manager Corporate and Community
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

Councillor Larry Whipper has given notice that it is his intention to move the following motion at the Ordinary Meeting of Council on 13 June 2018:

**THAT Council consider a policy where it may establish methods of offering practical assistance to our local farmers during times of hardship because of drought.**

### RECOMMENDATION

**Submitted for determination.**

#### **Preamble**

This motion seeks consideration by Council of ways that it may assist by providing financial, social or non-financial assistance. Examples could be through rate relief, deferred rate payment, feed support, water provision and/or advocating to State and Federal spheres of Government.

We all know that the cost of drought has been an enormous impact upon farmers and their families. The changes in our climate and weather conditions add not only financial, but also emotional and psychological stress and insecurity for those working the land.

The recent drought conditions remind us that providing food and water for stock is an extremely costly exercise. It is my belief that we owe great debt to people providing clean, fresh and healthy food.

Dairy farmers are suffering from regulation and questionable overseas imports. Not only do we as a community and all levels of government need to acknowledge the critical role that farmers play in our economy, we also need to acknowledge the historical connections and landscape values that are being maintained and adding to our historical landscapes and open space economy. We also know that the numbers of genuine farmers have diminished greatly in our Shire.

**AGENDA FOR THE ORDINARY MEETING OF COUNCIL**

Wednesday 13 June 2018

**NOTICES OF MOTION**



If there are any ways we can assist in times of trouble, let us at least consider how.

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## **20.3 Notice of Motion 17/2018 - Request for One-month Extension to the Exhibition Period to Allow Submissions to be Made to the Sutton Forest Quarry Proposal**

Reference:	100/4
Report Author:	Administration Officer
Authoriser:	Group Manager Corporate and Community
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**

Councillor Larry Whipper has given notice that it is his intention to move the following motion at the Ordinary Meeting of Council on 13 June 2018:

1. **THAT** in relation to the Sutton Forest Quarry Proposal (the Proposal), Council formally write to the Secretary of the Department of Planning and Environment seeking a one month extension to the exhibition period to allow submissions to be made, due to the constraints around Council meeting timeframes and the complexity of the Proposal.
2. **THAT** given the detailed nature of the Proposal and lack of general publicity around the proposal, that Council also make a request that this extension apply to the general community.

### **RECOMMENDATION**

**Submitted for determination.**

#### **Preamble**

The Department of Planning and Environment is calling for feedback about a State significant development proposal to building a large quarry at Sutton Forest, valued at \$43 million.

Sutton Forest Quarries Pty Ltd is proposing to extract up to one million tonnes of friable sandstone each year for up to 30 years. To do this the company will have to clear 63.2 hectares of native vegetation and carry out up to 12 blasts a year. 860,000 tonnes of sand products will also be processed and dispatched every 12 months.

A growing number of local residents are expressing concerns relating to Native Vegetation removal, potential impacts upon groundwater, endangered species, Long Swamp and Aboriginal Heritage issues.

## **AGENDA FOR THE ORDINARY MEETING OF COUNCIL**

Wednesday 13 June 2018

### **NOTICES OF MOTION**

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I attended an information session conducted by the applicant recently and a conversation with local residents. It is clear that the reports are comprehensive and will take time to assess and make an informed submission.

Council's Manager Environment and Sustainability is also considering the report and will obviously need additional time to prepare a submission and bring to Councillors for consideration and formal resolution.

Based on Precautionary Principles, it would appear responsible to request an extension so a proper assessment and submission can be made.

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## 22. CLOSED COUNCIL

### MOVING INTO CLOSED SESSION

Section 10A of the *Local Government Act 1993*, empowers Council and Committees of which all the members are Councillors to close a part of a meeting in certain circumstances in accordance with the requirements of the Act, and relevant Regulations and Guidelines.

Subject to the provisions of Section 10 of the Act, so much of a meeting may be closed as comprises certain information as outlined in Section 10A(2).

However, the Act also contains the following provisions qualifying the use of Section 10A(2).

#### Section 10B

1. *[Time spent closed to be minimised]* A meeting is not to remain closed during the discussion of anything referred to in section 10A(2):
  - a. Except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
  - b. If the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.
2. *[Qualification of 10A(2)(g)]* A meeting is not to be closed during the receipt and consideration of information or advice referred to in section 10A(2)(g) unless the advice concerns legal matters that:
  - a. are substantial issues relating to a matter in which the council or committee is involved, and
  - b. are clearly identified in the advice, and
  - d. are fully discussed in that advice.
3. *[Qualification of 10A(3)]* If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in section 10A(3)), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting (other than consideration of whether the matter concerned is a matter referred to in section 10A(2)).
4. *[Irrelevant matters]* For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:
  - a. a person may misinterpret or misunderstand the discussion, or
  - b. the discussion of the matter may:
    - (i) cause embarrassment to the council or committee concerned, or to Councillors or to employees of the council, or
    - (ii) cause a loss of confidence in the council or committee.

Attention is also drawn to provisions contained in Part 7 of Council's Code of Meeting Practice.

### **Director General's Guidelines**

The Director General of the Department of Local Government has issued guidelines concerning the use of Section 10 of the Act. A copy of the Director General's guidelines has been sent to all Councillors. Section 10B(5) of the Act requires that council have regard to these guidelines when considering resolving into Closed Session.

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**RECOMMENDATION**

1. **THAT** Council moves into Closed Council in accordance with the requirements of Section 10A(2) of the *Local Government Act 1993* as addressed below to consider the following reports that are confidential for the reasons specified below:

- 22.1 **Compulsory Acquisition of Land for Proposed Detention Basin, Part Retford Farm, Bowral**

**Relevant Legal Provisions**

This report is referred to Closed Committee in accordance with s10A(2) of the Local Government Act, 1993, under clause 10A(2)(c) as it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and the Council considers that it would be on balance contrary to the public interest to consider this information in Open Council.

**Brief description**

The purpose of this report is to seek Council approval to negotiate compensation for the compulsory acquisition of land by agreement. The property the subject of this report is Part Retford Farm, Old South Road Bowral (Part Lot 50 DP 1141888). The purpose of the land acquisition is to secure a site for a proposed future detention basin.

2. **THAT** the minutes of the Closed Council part of the meeting (being the Council's resolution) be made public.

Ann Prendergast  
**General Manager**

Thursday 7 June 2018