



MINUTES

of the
Ordinary Meeting of Council

held in

Council Chambers
Civic Centre, Elizabeth Street, Moss Vale

on

Wednesday 10 November 2021

The meeting commenced at 3.30pm

1. OPENING OF THE MEETING	
2. ACKNOWLEDGEMENT OF COUNTRY	
3. PRAYER	
4. APOLOGIES	
Nil	
5. ADOPTION OF MINUTES OF PREVIOUS MEETING	
Ordinary Meeting of Council held on 13 October 2021	
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MINUTES OF THE ORDINARY MEETING OF COUNCIL

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MINUTES OF THE ORDINARY MEETING OF WINGECARRIBEE SHIRE COUNCIL HELD IN COUNCIL CHAMBERS, CIVIC CENTRE, ELIZABETH STREET, MOSS VALE ON WEDNESDAY 10 NOVEMBER 2021 COMMENCING AT 3.30PM

Present: Interim Administrator Viv May PSM

In Attendance:

General Manager	Lisa Miscamble
Director Corporate Strategy and Resourcing	Carmel Foster
Director Communities and Place	Geoff King
Director Service and Project Delivery	Karin Targa
Group Manager Corporate and Community	Danielle Lidgard
Chief Information Officer	John Crawford
Group Manager Capital Projects	Ned Tripkovic
Manager Strategic Planning	Michael Park
Coordinator Property Services	Mandy McCullagh
Civil Design and Projects Engineer	Tim Wadling
Coordinator Media and Communications	David Sommers
Corporate Strategy and Governance Officer	Olivia Nettleton
Corporate Strategy and Governance Officer	Ivana Vidovich

1. OPENING OF THE MEETING

The Interim Administrator, Mr Viv May PSM opened the meeting and welcomed members of the public and the press.

2. ACKNOWLEDGEMENT OF COUNTRY

The Interim Administrator, Mr Viv May PSM acknowledged country:

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

3. PRAYER

The Interim Administrator, Mr Viv May PSM led the civic prayer:

“Let us meet in this Council Chamber in a spirit of fellowship and goodwill to represent all the members of the community in its cultural and religious diversity. To be honest and objective in all our deliberations. To respect the view of the residents, the rights of all to express their opinions without fear or favour and to make decisions for the common good of the community.”

4. APOLOGY

There were no apologies at this Meeting.

5. CONFIRMATION OF MINUTES

MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON WEDNESDAY 13 OCTOBER 2021

MN 305/21

MOTION moved by Interim Administrator Administrator

THAT the minutes of the Ordinary Meeting of Council held on Wednesday 13 October 2021 MN 273/21 to MN 304/21 inclusive, copies of which were forwarded to Councillors, be adopted as a correct record of the proceedings of the meeting.

PASSED

6. DECLARATIONS OF INTEREST

Nil.

7. INTERIM ADMINISTRATOR MINUTES

7.1 Community Update

Report Author: Interim Administrator

PURPOSE

MN 306/21

MOTION moved by *Interim Administrator*

Submissions to the Wingecarribee Shire Council Public Inquiry closed on 29 October and as I have previously advised I made a submission in my capacity as Interim Administrator.

It is noted from the Commissioner's Information Paper that it is not his intention to publish submissions to the Inquiry.

While respecting that decision it is my view that as the Council is under Administration, it is in the public interest that my submission be made available and accordingly I table same.

Congratulations are again due to Berrima for winning Gold in Australia's Small Tourism Town Awards. The national awards celebrate towns and regions across the country that demonstrate outstanding commitment to encouraging tourism and increasing visitation to their destination. On top of winning the State award in May this is quite an achievement.

There has been considerable resident concern and media coverage in relation to the future of the Berrima Gaol and it is my intention to adopt the recommendation presented on this business paper in relation to the matter. For the record I would advise that I have been approached by two groups – one community based, the other a potential purchaser seeking support from Council. Both have been advised, as have all other approaches, of the details contained in the letter to the State Member, and as Council will in effect need to be the planning authority, are unable to provide any other information. It is regretted that to some degree the local community has now been excluded from the first stage of this very important process. This is very disappointing and places the Council in an awkward position having regard to its statutory obligations.

I am conscious there are discussions and observations in the Shire in relation to recent personnel changes at the Mittagong Visitor Centre – also known as Destination Southern Highlands. In fairness it is both negative and positive.

While branded under different names, the Mittagong Visitor Centre is an arm (and financed by ratepayers) of the Council under the direction of the General Manager and in my view has lost its direction and relevance. The potential of the visitor economy is not being maximised or the economic benefit realised.

I have held discussions with the General Manager that a new model needs to be developed in consultation, not only with industry and government stakeholders, but importantly residents. A model that taps into the proud tradition of volunteering in the Southern Highlands and has a presence at community organised events. In other words, the Visitor Centre should be a significant economic driver that is run under the authority of Council with employees working in partnership with stakeholder groups and residents. Options are still being worked through but there will be community based involvement before a final decision is taken.

Inter-allotment drainage is essentially a private matter. Since I have been the Interim Administrator I have had a number of approaches from residents and there appears to be a lack of consistency and confusion on the part of the Council administration in relation to

Council's ability to take action. It is clear that Council can serve notices but history shows it appears to have been loath to become involved. It should not be necessary for the Council to become a neighbour referee but I have asked the General Manager to arrange for an intervention policy on inter-allotment drainage to be developed so everyone is on the same page.

In my opinion Council should only become involved if overland flows affect habitable dwellings as distinct from what are sometimes former water paths or natural water courses but I am happy to leave this to the professionals for a report to Council in the new year.

A meeting was held last week with representatives of the Ngununggula Gallery in the Retford Park Estate Bowral. Those responsible for the establishment of the Gallery are to be congratulated and it is a credit to them that what has been built has been done without any injection of ratepayer's funds. The operation of the Gallery is a different matter and Council has committed \$2.5m over five years of which \$1m has already been paid.

The Gallery would like to see the Council's contribution increased but I advised them that this would be a question for the incoming Council as I do not feel I have a mandate to become involved. I acknowledge the position of the Gallery in that major exhibitions cost a lot of money and are years in the making and there is no legal agreement, even for the \$2.5m commitment from the Council that contributions will continue. I understand the situation but am also of the view that ratepayers, through their local Council, should be represented on the Board and I have asked the General Manager to report to Council as soon as practicable on guaranteeing funding for a certain number of years and to discuss with the Board an appropriate Council representative also taking their place at the table.

Notice has been given that an Extraordinary Meeting of Council will be held on 24 November to deal with the Council's audited financial statements, the quarterly financial review to the end of September, and other matters that the General Manager would like listed. The Chair of Council's Audit, Risk & Improvement Committee, Mr Stephen Horne, has also asked to address Council.

The General Manager has raised her concerns at the length of time that it takes Wingecarribee Shire Council to get its quarterly financial statements to a Council meeting and to address this issue I understand a report will be coming to the December 2021 meeting to have monthly Council meetings moved to the third Wednesday in the future. This is a sensible outcome.

I attended the Canberra Regional Joint Organisation (CRJO) Board meeting with the General Manager on Friday 29 October in Canberra.

The CRJO Board meeting provided the opportunity to discuss and plan as a region. At a regional level, there are many opportunities for Wingecarribee Shire Council, in particular, to take advantage of a Regional Community Strategic Plan. Whilst Wingecarribee Shire Council declined to participate in this project initially, I have asked the General Manager to explore how Council can leverage off this work. The Regional Community Strategic Plan provides insights to the region and will be important to regional advocacy and each participating Council will also have access to a suite of collateral including discussion guides, surveys, drawing sheets and material to support pop-up engagements for individual local government area Community Strategic Plans.

MINUTES OF THE ORDINARY MEETING OF COUNCIL

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Other activities of the CRJO include the formation of the water utilities group to support informal information between local water utility managers and identify emergent risks that have impacted on local water utilities/Councils during recent emergency situations like acute drought, fires and floods.

The Minutes of the CRJO meeting together with those of the Country Mayors Association meeting which I attended on 5 November 2021, will be listed at the next meeting of Council.

THAT the update be received and noted.

PASSED

8. GENERAL MANAGER

8.1 Berrima Gaol - NSW State Government Sale via Expression of Interest

Report Author: Manager Strategic Land Use Planning
Authoriser: General Manager

The Manager Strategic Land Use Planning introduced the item.

OFFICER'S RECOMMENDATION

THAT Council continue to advocate to the Minister for Water, Property and Housing on behalf of the Wingecarribee community, for meaningful community engagement prior to the sale of the historic Berrima Gaol.

MN 307/21

MOTION moved by Interim Administrator

THAT Council continue to advocate to the Minister for Water, Property and Housing on behalf of the Wingecarribee community, for meaningful community engagement prior to the sale of the historic Berrima Gaol.

PASSED

8.2 Emergency Operations Centre

Report Author: Bushfire Recovery Project Facilitator
Authoriser: General Manager

The Bushfire Recovery Project Facilitator introduced the item.

OFFICER'S RECOMMENDATION

To progress action against a significant recommendation from the *Bushfire Response and Recovery Review 2021* relating to Emergency Operations Centre sites and options.

MN 308/21

MOTION moved by Interim Administrator

THAT:

1. Council formally resolve to locate an Emergency Operations Centre in the Civic Centre redevelopment to meet needs in the short to medium term.
2. Council write to and meet with Resilience NSW to progress a priority application for \$300k to undertake this work as an outcome of the independent Bushfire Response and Recovery Review.
3. Council commence the investigation and planning for development of an emergency services hub in the Wingecarribee in the medium to long term and include this in its draft Delivery Program and Operational Plan for 2022/23.
4. Council acknowledge the needs of key emergency agencies to establish an operational arm of an Emergency Operations Centre linked to the Incident Management Teams in the early stages of major incidents with links to the proposed Civic Centre Emergency Operations Centre also being established.
5. The emergency service agencies, LEOCON and REMO be thanked for their assistance in moving this item forward.

PASSED

9. CORPORATE STRATEGY AND RESOURCING

9.1 Corporate Relations Service Delivery Review - Final Report

Report Author: Coordinator Corporate Performance
Authoriser: Group Manager Corporate and Community

The Group Manager Corporate and Community introduced the item.

Council engaged an independent external consultant to undertake a service review of its corporate relations service, which include the communications, social media and community engagement functions.

The review was commissioned in response to the Community Research undertaken by Micromex Research in February 2021 that identified the diminishing overall satisfaction with the performance of Council, its communication and engagement. The Community research also identified three of the five main drivers of overall community satisfaction with council were:

- Council's level of communication
- Council provision of information to residents
- Opportunities to participate in decision making

Given the strong community feedback via the community research and recommendations from the independent reviews commissioned by the Interim Administrator in relation to communication and engagement KMPG were engaged to undertake the service review.

The objective of the review was to provide recommendations on matching resources with re-focused priorities and strategic direction, whilst continuing to develop a contemporary and professional approach. Internal and community consultation was undertaken as well as a comparative analysis of other Councils.

The review found that, although communications were occurring extensively at the operational level, there was a diversity of platforms and channels with limited coherence which did not present a single voice to the community. Further, the report found that there was limited capacity within the existing resourcing to take on a more strategic and coordinated role

The report recommends two transformational approaches centred on developing a customer experience strategy and identifying the tools and applications necessary to support this. Council has commenced preparations for the implementation of a Customer Response Management System that will support these recommendations.

Six strategic recommendations, supported by five tactical recommendations are presented in the review. The intention of these is to provide strategic direction and oversight to ensure the service is delivered in a manner that meets customer needs and to overcome the gaps identified in the earlier community research.

The review report highlights the connection between the Corporate Relations service and Customer Services, which is reflected in the findings and recommendations commitment across the organisation will be required to fully realise the intent of the improvement recommendations.

OFFICER'S RECOMMENDATION

THAT

1. *Council adopt the Corporate Relations Service Delivery Review Final Report and associated recommendations.*
2. *The Corporate Relations Service Delivery Review recommendations be implemented by end of December 2022.*

MN 309/21

MOTION moved by Interim Administrator

THAT

1. ***Council adopt the Corporate Relations Service Delivery Review Final Report and associated recommendations.***
2. ***The Corporate Relations Service Delivery Review recommendations be implemented by end of December 2022.***
3. ***The General Manager report on elected members communications report (page 16), it being noted that a local authority should not provide assistance to elected members including the Mayor, in managing their own communication and engagement activities except on a corporate basis with strict adherence to council policies, codes and statutory obligations.***

PASSED

9.2 Investment Report - September 2021

Report Author: Accounting Officer (Banking and Investments)
Authoriser: Acting Chief Financial Officer

OFFICER'S RECOMMENDATION

THAT the information on Council's Investments as at 30 September 2021 be received and noted.

MN 310/21

MOTION moved by Interim Administrator

THAT the information on Council's Investments as at 30 September 2021 be received and noted.

PASSED

9.3 Investment Report - October 2021

Report Author: Accounting Officer (Banking and Investments)
Authoriser: Acting Chief Financial Officer

OFFICER'S RECOMMENDATION

THAT the information on Council's Investments as at 31 October 2021 be received and noted.

MN 311/21

MOTION moved by Interim Administrator

THAT the information on Council's Investments as at 31 October 2021 be received and noted.

PASSED

9.4 Rates, Water and Sewer Charges Subsidy

Report Author: Coordinator Revenue Team
Authoriser: Acting Chief Financial Officer

The Director Corporate Strategy and Resourcing addressed the meeting.

OFFICER'S RECOMMENDATION

THAT Council approve the rate, water and sewer subsidies for community and sporting organisations (including religious bodies) as shown in Attachment 1 for the 2021/22 financial year.

MN 312/21

MOTION moved by Interim Administrator

THAT the matter be deferred for further information.

PASSED

9.5 IPART - Rate Peg Methodology to Include Population Growth

Report Author: Coordinator Revenue Team
Authoriser: Acting Chief Financial Officer

OFFICER'S RECOMMENDATION

THAT Council be informed and be aware of the new rate peg methodology and its potential impact on Council's rates income.

MN 313/21

MOTION moved by Interim Administrator

THAT Council be informed and be aware of the new rate peg methodology and its potential impact on Council's rates income.

PASSED

9.6 2020/21 Annual Financial Statements

Report Author: Acting Chief Financial Officer
Authoriser: General Manager

OFFICER'S RECOMMENDATION

THAT the motion passed by Council on 13 October 2021, being item number 9.1, point 3, MN 276/21, be altered to:

2 a) Council fix the date of 24 November 2021 for the audited Annual Financial Statements, together with the auditor's reports, to be presented to the public in accordance with Section 418(1)(a) and 1(b) of the Local Government Act 1993.

MN 314/21

MOTION moved by Interim Administrator

THAT the motion passed by Council on 13 October 2021, being item number 9.1, point 3, MN 276/21, be altered to:

2 a) Council fix the date of 24 November 2021 for the audited Annual Financial Statements, together with the auditor's reports, to be presented to the public in accordance with Section 418(1)(a) and 1(b) of the Local Government Act 1993.

PASSED

9.7 Berrima District Historical & Family History Society Inc - Further Revised Lease Space and Update in relation to Refurbishment of Mittagong Memorial Hall

Report Author: Coordinator Property Services
Authoriser: Director, Corporate Strategy and Resourcing

The Coordinator Property Services introduced the item.

OFFICER'S RECOMMENDATION

THAT

- 1. Council endorse the negotiated lease space for Berrima District Historical and Family Society Inc as outlined in Attachment 1 to this report.*
- 2. Authority be delegated to the General Manager to negotiate the terms and conditions of a Licence Agreement for use of the ground floor meeting room at 114-116 Main Street, Mittagong by Berrima District Historical and Family Society Inc.*
- 3. The Interim Administrator/Mayor and General Manger be delegated authority to execute on behalf of Council documentation associated with the licence agreement.*
- 4. Council note the current status of the Mittagong Memorial Hall project and acknowledge the positive stakeholder negotiation outcomes.*
- 5. Council continue to seek funding opportunities for the refurbishment of the Mittagong Memorial Hall and obtain support from the Local Member.*

MN 315/21

MOTION moved by Interim Administrator

THAT

1. ***Council endorse the negotiated lease space for Berrima District Historical and Family Society Inc as outlined in Attachment 1 to this report and thank the Society for their cooperation.***
2. ***Authority be delegated to the General Manager to negotiate the terms and conditions of a Licence Agreement for use of the ground floor meeting room at 114-116 Main Street, Mittagong by Berrima District Historical and Family Society Inc.***
3. ***The Interim Administrator/Mayor and General Manger be delegated authority to execute on behalf of Council documentation associated with the licence agreement.***
4. ***Council note the current status of the Mittagong Memorial Hall project and acknowledge the positive stakeholder negotiation outcomes.***
5. ***Council continue to seek funding opportunities for the refurbishment of the Mittagong Memorial Hall and obtain support from the Local Member.***

PASSED

9.8 Tomra Collection Solutions - Request for Use of Council Owned Land as Location of a Return and Earn Kiosk in the Bowral CBD

Report Author: Coordinator Property Services
Authoriser: Director, Corporate Strategy and Resourcing

The Coordinator Property Services introduced the item.

OFFICER'S RECOMMENDATION

THAT:

1. Council decline the request for placement of an Earn and Return Kiosk at the Bowral Pool Carpark.
2. Council continue to work with Tomra Solutions with a view to identifying a suitable location for the proposed Earn and Return Kiosk within the Bowral CBD.

MN 316/21

MOTION moved by Interim Administrator

THAT:

1. Council decline the request for placement of an Earn and Return Kiosk at the Bowral Pool Carpark.

PASSED

9.9 Congewoi Street Robertson (part) - Site of Robertson Rural Fire Station - Proposed Road Closure Post Exhibition Report

Report Author: Coordinator Property Services
Authoriser: Director, Corporate Strategy and Resourcing

The Coordinator Property Services introduced the item.

OFFICER'S RECOMMENDATION

THAT:

- 1. Pursuant to Part 4 Division 3 of the Roads Act 1993, Council as roads authority, formally approve the closure of the portion of Council public road at Congewoi Street, Robertson AND THAT upon closure the newly created lot will be classified as Operational Land pursuant to the Local Government Act, 1993.*
- 2. The Mayor/Interim Administrator and General Manager be delegated authority to execute under the Common Seal of Council all documents associated with the road closure referred to in Resolution 1 above.*
- 3. Authority be delegated to the Mayor/Interim Administrator and General Manager to execute on behalf of Council any other documents associated with the road closure which does not require the affixing of the Common Seal of Council.*

MN 317/21

MOTION moved by Interim Administrator

THAT:

- 1. Pursuant to Part 4 Division 3 of the Roads Act 1993, Council as roads authority, formally approve the closure of the portion of Council public road at Congewoi Street, Robertson, as detailed in attachment 2 (p76) AND THAT upon closure the newly created lot will be classified as Operational Land pursuant to the Local Government Act, 1993.***
- 2. The Mayor/Interim Administrator and General Manager be delegated authority to execute under the Common Seal of Council all documents associated with the road closure referred to in Resolution 1 above.***
- 3. Authority be delegated to the Mayor/Interim Administrator and General Manager to execute on behalf of Council any other documents associated with the road closure which does not require the affixing of the Common Seal of Council.***

PASSED

9.10 Old Argyle Road, Penrose (part) - Post Exhibition Report - Proposed Road Closure

Report Author: Coordinator Property Services
Authoriser: Director, Corporate Strategy and Resourcing

OFFICER'S RECOMMENDATION

THAT:

1. Pursuant to Part 4 Division 3 of the Road Act 1993, Council as roads authority, formally approve the closure of the portion of Council public road at Old Argyle Road, Penrose AND THAT upon closure the newly created lot will vest in Council and be classified as Community Land pursuant to the Local Government Act, 1993.
2. A Plan of Management be prepared for the newly created lot being Community Land, the purpose for which is for fire trail.
3. The Mayor/Interim Administrator and General Manager be delegated authority to execute under the Common Seal of Council any documents associated with the road closure referred to in Resolution 1 above (if required).
4. Authority be delegated to the Mayor/Interim Administrator and General Manager to execute on behalf of Council any other documents associated with the road closure which does not require the affixing of the Common Seal of Council.

MN 318/21

MOTION moved by Interim Administrator

THAT the matter be deferred for an onsite inspection, with a view of it being listed at the Extraordinary Council meeting.

PASSED

9.11 Australia Day Event Survey Results

Report Author: Group Manager Corporate and Community
Authoriser: General Manager

The Group Manager Corporate and Community introduced the item.

This report outlines the outcome of the recent Australia Day Event Survey which aimed to identify opportunities for improvements for future events and outline plans for Australia Day 2022.

Wingecarribee Shire Council, in conjunction with members of the historic Berrima Courthouse Trust have held Australia Day celebrations in Berrima for the past 25 years. However, as a result of the 2019/20 black summer bushfires and the COVID-19 the event has been cancelled the previous two (2) years.

In preparation for the 2022 Australia Day event, a survey was undertaken to seek feedback from the community on event attractions, its location and sought other suggestions from the community. A total of 246 survey responses were received.

The majority of residents indicated Australia Day events should be held in Berrima, as opposed to community led events across the Shire. Attractions such as food stalls, live music and arts/craft stalls were the most valued. There was also an emphasis on local entertainment, parade participants, stalls and produce.

Based on the survey results it is proposed that Wingecarribee Shire Australia Day event will:

- Be held in Berrima
- Commence the day with Citizenship Ceremony, address by the Australia Day Ambassador and announcement of Citizen/Youth Citizen of the Year
- Include a street parade that celebrates and acknowledges local volunteer groups and emergency service providers and invites a broader range of local participants
- Include locally based market and food stall providers
- Provide entertainment that is locally based
- Investigate holding an outdoor cinema in the evening.

Council currently budgets \$29,000 for the Australia Day event. The National Australia Day Council has recently announced an Australia Day 2022 Community Grant Program of \$10,00 to \$20,000 to enable Australia Day events/activities to proceed in a COVID safe environment regardless of last-minute changes to COVID public health restrictions and encourage community participation in Australia Day events/activities. Staff are in the process of preparing a grant application to support the Shire's event.

OFFICER'S RECOMMENDATION

THAT Australia Day 2022 be held in Berrima and that Council:

-
- a. *Work closely with Berrima Courthouse Trust to honour the final year of the Deed of Agreement with Council*
 - b. *Commence the day with Citizenship Ceremony, address by the Australia Day Ambassador and announcement of Citizen/Youth Citizen of the Year*
 - c. *Include a street parade that celebrates and acknowledges local volunteer groups and emergency service providers and invites a broader range of local participants*
 - d. *Include locally based market and food stall providers*
 - e. *Provide entertainment that is locally based*
 - f. *Investigate holding an outdoor cinema in the evening.*

MN 319/21

MOTION moved by Interim Administrator

THAT *Australia Day 2022 be held in Berrima and that Council:*

- a. *Work closely with Berrima Courthouse Trust to honour the final year of the Deed of Agreement with Council*
- b. *Commence the day with Citizenship Ceremony, address by the Australia Day Ambassador and announcement of Citizen/Youth Citizen of the Year*
- c. *Include a street parade that celebrates and acknowledges local volunteer groups and emergency service providers and invites a broader range of local participants*
- d. *Include locally based market and food stall providers*
- e. *Provide entertainment that is locally based*
- f. *Investigate holding an outdoor cinema in the evening*
- g. *Should Council's application to the Australia Day Council be successful the allocation of funds be made by the General Manager in consultation with the Interim Administrator*

PASSED

9.12 Code of Conduct Complaint Statistics, 1 September 2020 to 31 August 2021

Report Author: Group Manager Corporate and Community
Authoriser: General Manager

OFFICER'S RECOMMENDATION

THAT the information in relation to the Code of Conduct Complaints for 1 September 2020 to 31 August 2021 be submitted to the Office of Local Government by 30 November 2021.

MN 320/21

MOTION moved by Interim Administrator

THAT the information in relation to the Code of Conduct Complaints for 1 September 2020 to 31 August 2021 be submitted to the Office of Local Government by 30 November 2021.

PASSED

9.13 Draft Guidelines for Risk Management and Internal Audit Framework for Local Councils in NSW - Submission to Office of Local Government

Report Author: Group Manager Corporate and Community
Authoriser: Director, Corporate Strategy and Resourcing

The Group Manager Corporate and Community introduced the item.

OFFICER'S RECOMMENDATION

THAT Council endorse the submission to the Office of Local Government on the Draft Guidelines for Risk Management and Internal Audit Framework for Local Council's in NSW.

MN 321/21

MOTION moved by Interim Administrator

THAT

- 1. Council endorse the submission to the Office of Local Government on the Draft Guidelines for Risk Management and Internal Audit Framework for Local Council's in NSW.**
- 2. The General Manager be requested to liaise with the Chair of the Audit Risk and Improvement Committee to implement as soon as possible the Draft Guidelines, particularly in relation to the annual workplan.**

PASSED

10. COMMUNITIES AND PLACE

Nil

11. SERVICE AND PROJECT DELIVERY

11.1 NSW Public Spaces Legacy Program - Funding Application

Report Author: Acting Manager Assets
Authoriser: Group Manager Capital Projects

The Group Manager Capital Projects introduced the item.

That the Stage 1A works are co-funded via the March 2020 NSW Government Arts and Culture grant. The grant is for \$184,000 with Council contributing \$416,000 for the \$600,000 project allocation.

OFFICER'S RECOMMENDATION

THAT

- 1. Council note the funding provided under the NSW State Government's Public Spaces Legacy Program as per the amended funding application to deliver the works outlined in the Bong Bong Common Masterplan.*
- 2. Council note the amended funding deed was signed under the General Manager's Delegated Authority on 15 July 2021.*
- 3. Council acknowledge the support and assistance of the Member for Wollondilly, Mr Nathaniel Smith MP and Member for Goulburn Mrs Wendy Tuckerman MP, in securing this grant funding.*

MN 322/21

MOTION moved by Interim Administrator

THAT

- 1. Council note the funding provided under the NSW State Government's Public Spaces Legacy Program as per the amended funding application to deliver the works outlined in the Bong Bong Common Masterplan.***
- 2. Council note the amended funding deed was signed under the General Manager's Delegated Authority on 15 July 2021.***
- 3. Council acknowledge the support and assistance of the Member for Wollondilly, Mr Nathaniel Smith MP and Member for Goulburn Mrs Wendy Tuckerman MP, in securing this grant funding.***

PASSED

11.2 Fire Safety Servicing of Council Buildings - Tender

Report Author: Building Maintenance Planning and Contracts Officer
Authoriser: Director, Service and Project Delivery

OFFICER'S RECOMMENDATION

THAT

1. Council accepts the tender from Shunique Pty Ltd for the Fire Safety Servicing of Council Buildings Contract for the lump sum price of \$264,010.30 (inclusive of GST) for an initial period of two (2) years, with an extension option of one (1) year and a further two extension options of one (1) year for a potential five (5) year contract.
2. Council note the tenders received ranged from \$136,704.90 (LOWEST) to \$316,963.90 (HIGHEST).

MN 323/21

MOTION moved by Interim Administrator

THAT

1. Council accepts the tender from Shunique Pty Ltd for the Fire Safety Servicing of Council Buildings Contract for the lump sum price of \$264,010.30 (inclusive of GST) for an initial period of two (2) years, with an extension option of one (1) year and a further two extension options of one (1) year for a potential five (5) year contract.
2. Council note the tenders received ranged from \$136,704.90 (LOWEST) to \$316,963.90 (HIGHEST).

PASSED

11.3 Station Street Update

Report Author: Civil Design & Projects Engineer
Authoriser: Manager Design, Construction and Maintenance

The Civil Design and Projects Engineer introduced the item.

Investigation and design work is well underway on the Station St renewal project and as this work has progressed there are some additional works that have come to light that are needed to be included in the scope of works as they are essential works that will contribute to a safe, functional and satisfactory solution for the community and will enhance the outcome of the project.

These additional works include:

1. The construction of a new watermain in the eastern footpath from Boolwey St to Merrigang St and removal of the redundant Asbestos Concrete watermain that is in the road pavement.
2. Construction of a pedestrian blister crossing and footpath and associated street lighting to provide an extra pedestrian link to the railway station from the town CBD.
3. Resurfacing the Bowral railway station commuter carpark.

A plan of the full scope of works is included showing works to be done at the northern end of Station St and at the southern end of Station St. Community engagement on the proposed works will commence in the coming weeks.

As a result of including the additional works, staff have had to make some adjustments to delivery timeframes now that they have a fuller understanding of the scope of works required. Works will still commence in the current 21/22 financial year with the construction of the stormwater drainage to close in the open channel at the southern end of Station St. This is expected to start in April 2022 and to be completed by July 2022 subject to favourable weather conditions.

With the proposed works at the northern end of the Station St, it is recommended that the watermain is constructed in the current 21/22 financial year and is expected to start in May 2022. The redundant asbestos concrete watermain is then to be removed prior to the commencement of the road pavement renewal and associated upgrade works which is now expected to commence in August 2022 and be completed by October 2022. Initial works on the Camellia Garden is expected to start in March 2022 and will continue into the following financial year.

In regards to the impact on traffic during these works, the southern portion of drainage works will cause minimal traffic disruptions with the works being off the road. However, it is expected that the road and watermain works at the northern end will cause traffic disruptions during construction as the road will remain open to traffic under traffic control conditions for the majority of the works. There will also be some works at night and during these times portions of the road will be closed for these works to be undertaken.

The additional works outlined in the report will result in the need to adjust Council's Operational Plan and Budget to reflect the proposed changes with the additional works now included. Currently Council is tracking within the budget allocation and the extra funding required for the watermain is available from Council's Water and Sewer budget.

The full scope of works now proposed for Station St will deliver a very positive outcome for the community with safety, functionality, and beautification all part of the proposed improvements.

OFFICER'S RECOMMENDATION

THAT

1. *Council adopt the additional scope of works as per option 3 to include the construction of a new watermain and removal of the redundant Asbestos Concrete (AC) watermain.*
2. *Council construct the new watermain in the 2021/22 financial year and removes the existing AC watermain prior to road reconstruction works as per Council's asbestos management plan.*
3. *Council adopt the proposed road improvement works including pavement renewal, kerb and gutter and footpath renewal, construction of the pedestrian blister crossing and associated street lighting, railway station commuter carpark upgrade, and removal of on street parking adjacent to the Camellia garden.*
4. *Council construct the proposed road improvement works in the 2022/23 financial year following the installation of the new water main and the removal of the existing water main.*
5. *Council make the required budget adjustment to reflect the proposed staging and additional works.*

MN 324/21

MOTION moved by Interim Administrator

THAT

1. Council adopt the additional scope of works as per option 3 to include the construction of a new watermain and removal of the redundant Asbestos Concrete (AC) watermain.
2. Council construct the new watermain in the 2021/22 financial year and removes the existing AC watermain prior to road reconstruction works as per Council's asbestos management plan.
3. Council adopt the proposed road improvement works including pavement renewal, kerb and gutter and footpath renewal, construction of the pedestrian blister crossing and associated street lighting, railway station commuter carpark upgrade, and removal of on street parking adjacent to the Camellia garden.
4. Council construct the proposed road improvement works in the 2022/23 financial year following the installation of the new water main and the removal of the existing water main.
5. Council make the required budget adjustment to reflect the proposed staging and additional works.
6. Council note that a package is being prepared for further consultation and information of residents.

PASSED

11.4 Civic Centre Refurbishment - Termination of Contract

Report Author: Group Manager Capital Projects
Authoriser: Director, Service and Project Delivery

OFFICER'S RECOMMENDATION

THAT Council note and endorse the actions of the General Manager in terminating the contract with Matrix Group Co relating to the Civic Centre refurbishment project.

MN 325/21

MOTION moved by Interim Administrator

THAT Council note and endorse the actions of the General Manager in terminating the contract with Matrix Group Co relating to the Civic Centre refurbishment project.

PASSED

12. MEETING CLOSURE

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 4.43 PM

In accordance with the provisions of Section 375(2) of the Local Government Act, these Minutes of the Ordinary Council Meeting held Wednesday 10 November 2021 numbered M/N 306/21 to M/N 325/21 were signed by me hereunder at the Council Meeting held on Wednesday 8 December 2021.

INTERIM ADMINISTRATOR

READ AND CONFIRMED ON WEDNESDAY 8 DECEMBER 2021

INTERIM ADMINISTRATOR

PUBLIC OFFICER