

3 September 2021

Dear Mr May PSM,

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 8 September 2021** commencing at **3.30pm**.

Yours faithfully

Lisa Miscamble
General Manager

Business

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 11 August 2021

Extraordinary Meeting of Council held on 30 August 2021

6. DECLARATIONS OF INTEREST 1

7. INTERIM ADMINISTRATOR MINUTES

8. GENERAL MANAGER

Nil

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AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 8 September 2021



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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 and Webcasting of Ordinary and Extraordinary Meetings of Council

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Please ensure that all electronic devices including mobile phones are switched to silent.

The Council Chamber has 24 Hour Video Surveillance.

ACKNOWLEDGEMENT OF 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 Straight Islanders present here today.”

APOLOGIES

Nil at time of print.

DECLARATIONS OF INTEREST

101/3, 101/3.1

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

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

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

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

9 OPERATIONS FINANCE AND RISK

9.1 Wingecarribee Animal Shelter and Moss Vale Branch SES Co-Location Feasibility

Report Author: Group Manager Capital Projects
Authoriser: Interim Deputy General Manager

PURPOSE

The purpose of this report is to provide Council and the broader community with a concept proposal validating the ability to co-locate the Wingecarribee Animal Shelter and the Moss Vale Branch SES on the acquired lot at 2 Bowman Road, Moss Vale.

RECOMMENDATION

THAT

1. Council resolve to progress the co-located design in line with the recommendations of the review into the Wingecarribee Animal Shelter.
2. Council endorse stakeholder engagement inclusive of SES representatives, Council staff and volunteers at both facilities.
3. Authority be delegated to the General Manager to proactively seek funding from appropriate sources for the construction of the SES facility.

REPORT

BACKGROUND

Council has commenced addressing the issues relating to the existing Wingecarribee Animal Shelter by undertaking a fit for purpose concept design and acquiring a significant parcel of land located at 2 Bowman Road, Moss Vale. The acquired property is considerably larger than required to house the shelter facility on its own, although it is burdened by numerous utilities.

The animal shelter is currently located within the confines of the Resource Recovery Centre at Moss Vale. The location is constrained by the Environmental Protection Authority (EPA) licence that governs allowable activities at the site including building works. The buildings are a mixture of temporary structures including portable office buildings, shipping containers and shedding all of which require significant upgrade and maintenance works to ensure they comply with legislation.

The Moss Vale branch SES facility is landlocked in its current location and is considered an operationally busy unit with over 400 requests for assistance in the last year excluding rescues. With the rapidly growing development in Moss Vale the current facilities are inadequate and fail to provide sufficient space for the growing unit.

Considering the opportunities presented with the excess land available it was appropriate to investigate the feasibility of co-locating the two facilities on the Bowman Road lot.

REPORT

In June 2021 Council engaged an experienced architectural firm to undertake a high-level feasibility study to evaluate and consider the potential of locating both the Wingecarribee Animal Shelter and the Moss Vale Branch SES on to the acquired Bowman Road lot.

With consideration to the Moss Vale Enterprise Corridor Development Control Plan and the numerous utilities traversing the site, several options were considered in relation to preparing a feasible concept. With reference to the original Wingecarribee Animal Shelter concept design and following the SES standard modular facility guidelines, a proposal was presented as a viable option to house both facilities on this lot without sacrificing the functionality of either facility. The high-level feasibility concept design is attached.

The high-level feasibility concept design was based on the initial shelter concept which identified required elements such as facilities for animal handling including indoor/outdoor pens and runs, isolation and adoption compounds, preparatory and examination facilities as well as offices, meeting rooms, reception space and associated amenities.

The SES building has been modelled off the standard modular SES design criteria including a 3-bay vehicle module, a multifunction module for training and meeting and a standard amenities module.

Following approval of the requested recommendations in this report the following high level road map provides insight to the estimated timeframes associated with the proposal moving forward:

- Initial scope preparation and investigations – 4 weeks
- Procurement activities for a Principal Design Consultant – 12 weeks
- Undertake concept design and consultation/engagement – 14 weeks
- Undertake detailed design and obtain legislative approvals – 20 weeks
- Tender for construction – 12 weeks
- Construction – 40 weeks

This report now seeks formal Council approval to progress the co-located design inclusive of stakeholder engagement and in line with the detailed review currently being undertaken for the Wingecarribee Animal Shelter.

COMMUNICATION AND CONSULTATION

Community Engagement

Broader community engagement has not been undertaken at this stage and will commence following the development of the concept design.

Internal Communication and Consultation

Internal communication and consultation has been undertaken between Capital Projects, Assets, Regulatory Services and Council Development Engineers.

External Communication and Consultation

External communication and consultations will commence with stakeholder and users groups following the development of the concept design.

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**

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

Through the adoption of the 2020/21 Operational Plan and Budget, Council approved the creation of an Internal Cash Reserve for the construction of a new Animal Shelter. The reserve was established with an opening balance of \$5.2 million which was generated through the sale of Council owned property located at Frankland Street Mittagong.

The purchase of the land at 2 Bowman Road Moss Vale was funded through the Animal Shelter Reserve. At its meeting held on the 11 November 2020, Council formally resolved to acquire the site for \$1,400,000 (GST Exclusive). The remaining balance of the reserve is \$3.8 million.

At present, there is currently no approved funding source for the construction of the SES facility. Council has not yet been successful in achieving external grants to support the construction of the SES Facility however this report seeks approval to continue to seek funding support.

Further development of the designs are needed to understand site specific costs which need to be undertaken to adequately inform the required budgetary requirements for both the Animal Shelter and the SES facility.

RELATED COUNCIL POLICY

None

CONCLUSION

This report provides Council and the community the planning and development validation that the Wingecarribee Animal Shelter and the Moss Vale branch SES facilities can be co-located on the acquired property located at 2 Bowman Road, Moss Vale.

ATTACHMENTS

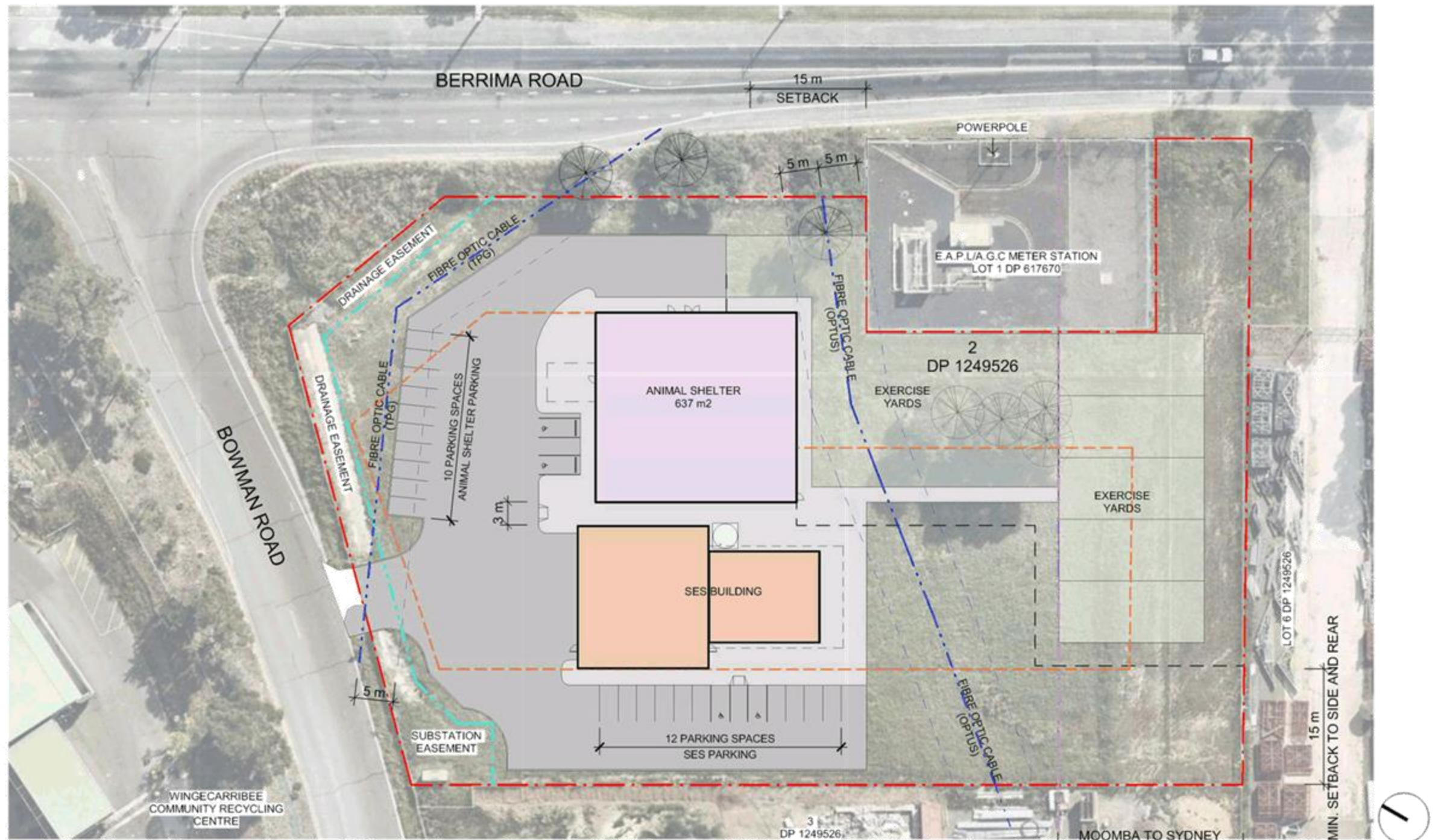
1. Animal Shelter/SES feasibility concept design



NBRSEARCHITECTURE.

Option A

1. Animal shelter towards Berrima Road
2. Animal shelter GFA is 637m²
3. Animal Shelter encroaches into 15m setback from gas meter station
4. Buildings do not encroach on 5m setback from the Fibre optic cable
5. SES vehicle bay directly in front of main entry vehicular entry
6. Separate carparking
7. SES carparking location allows for future expansion, upto Optus Fibre optic clearway



1 GROUND FLOOR OPTION A
 1 : 500

NATURAL GAS PIPELINE EASEMENT

NBRSEARCHITECTURE PTY LTD
 Animal Shelter and SES building

9.2 Wingecarribee River Flood Study Public Exhibition of the Draft Report

Report Author: Floodplain and Stormwater Engineer
 Authoriser: Acting Manager Assets

PURPOSE

The purpose of this report is to seek endorsement by Council for public exhibition of the draft report on the Review of the Wingecarribee River Flood Study.

RECOMMENDATION

THAT the draft report on the Review of the Wingecarribee River Flood Study be publicly exhibited for a period of 40 days.

REPORT

BACKGROUND

Council undertakes flood studies, floodplain risk management studies and plans for various catchments across the shire in accordance with the NSW Government's Flood Policy and Floodplain Development Manual. The following process is indicated in the manual:

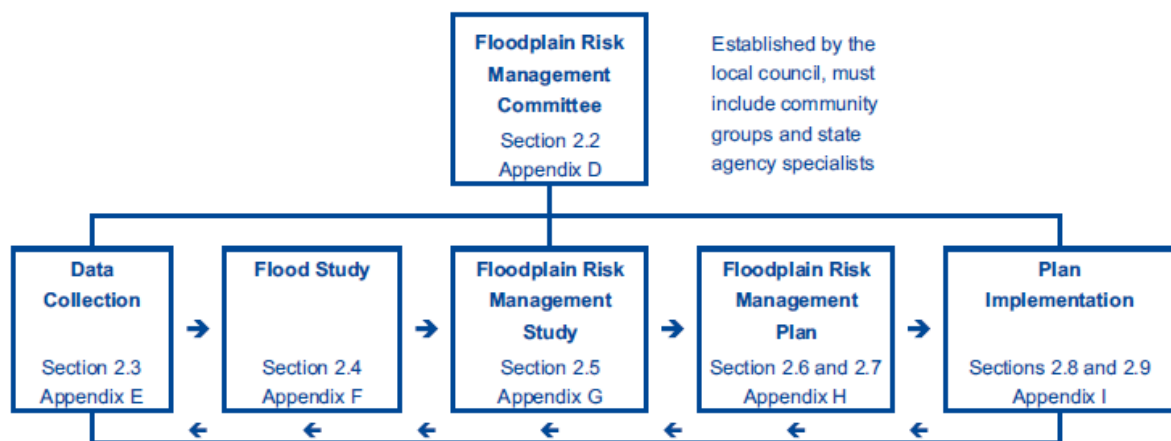


Figure 2.1 – The Floodplain Risk Management Process

The floodplain management process is outlined below:

Stage	Description
1. Data Collection	Compilation of existing data and collection of additional data.
2. Flood Study	Defines the nature and extent of the flood problem
3. Floodplain Risk Management Study	Determines options for the existing and future development of the floodplain,



	considering social, economic and environmental costs and benefits.
4. Floodplain Risk Management Plan	Management plan for the risks identified in the risk management study. Preferred options publicly exhibited and subject to revision in light of responses.
5. Plan Implementation	Implementation of actions identified in the plan.

Stages 3 and 4 are undertaken together.

The existing Wingecarribee River Flood Study was completed in 2014 in accordance with the Australian Rainfall and Runoff 1987. It is necessary to update this study in accordance with the new guidelines of Australian Rainfall and Runoff first released in 2016.

Council engaged WMA Water Pty Ltd. in 2020 to undertake a review of the Wingecarribee River Flood Study. The draft report for the study has been received, representing stages 1 and 2 of the Floodplain Risk Management Process.

REPORT

Council received a grant from the NSW Department of Planning, Industry and Environment to undertake a review of the Wingecarribee River Flood Study. The review has been undertaken in accordance with the new guidelines of Australian Rainfall and Runoff first released in 2016.

The new study reviewed the previous studies that were undertaken in the catchment including Burradoo BU2 Flood Study, Mittagong Rivulet Flood Study as well as the flood study for the Wingecarribee River that was completed in 2014.

The following updates have been included:

- The study modelled the standard design events including probable maximum flood.
- The flood extents have been mapped and hazard maps were produced.
- The risk precinct maps have been produced in accordance with the DCP classifications.
- The study refines the flooding information and produces flood planning area (FPA) maps for the catchment.
- The flood planning area maps are utilised in making changes in the Local Area Planning (LEP).

The draft flood study has determined the stage and nature of flooding and associated report has clearly identified the flood levels and refined flooding information.

The risk management study and plan are not included in this stage. These additional works can be undertaken to identify measures to reduce the impacts of flooding, identify structural and non-structural measures like levees, detention basins, property buy backs, house raising etc. These stages are not currently planned or funded.

While public exhibition is not required for the flood study stage of the Floodplain Risk Management Process, it is best practice and can result in valuable improvements to the draft flood study. As such, it is recommended the draft Wingecarribee Flood Study be placed on public exhibition for a period of 40 days. Following consideration of the public

feedback, the study will be reported back to Council for adoption inclusive of any amendments resulting from the public exhibition feedback.

COMMUNICATION AND CONSULTATION

Community Engagement

Community engagement was carried out as part of the data collection process (stage 1) to inform the review of the study. The following activities were undertaken:

- A media release was published in the local newspaper informing the community at the beginning of the study.
- A dedicated website was created for the study - <https://wrfs.wmawater.com.au/>
- A total of 900 written questionnaires were sent to the residents in the study area asking for information and via online as well www.surveymonkey.com/r/WRFloodStudy
- 85 responses were received and information from the responses was analysed and used in the study.

Internal Communication and Consultation

Staff members from Council's Development Services, Strategic Planning and Assets have been consulted. Further consultation will be done during the public exhibition phase.

External Communication and Consultation

The Department of Planning, Industry & Environment and State Emergency Services (SES) were consulted. Further consultation with SES will be undertaken during the public exhibition phase.

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 Floodplain Risk Committee has not been consulted in relation to this report as is the typical process. Currently the Floodplain Risk Committee is not functioning during this period of administration.

COUNCIL BUDGET IMPLICATIONS

Council has received up to \$130,000 in grant funding from the NSW Government Department of Planning, Industry and Environment for the review of the Wingecarribee River Flood Study. In accordance with the funding guidelines, this amount must be matched on a two to one basis by Council (eg. Council must pay one-third of the costs). Council's co-contribution was funded through the annual budget allocation for Floodplain Management Program.

RELATED COUNCIL POLICY

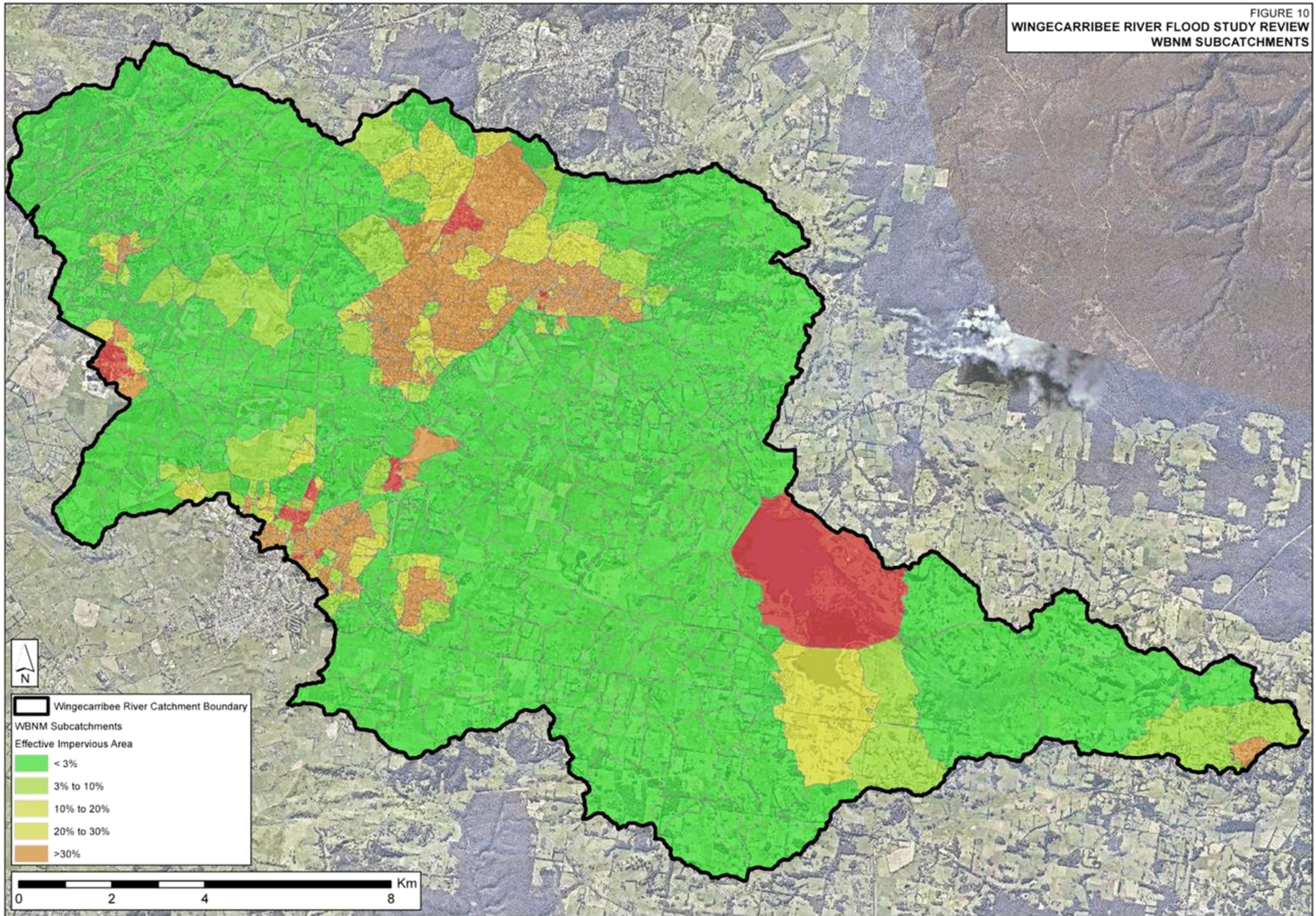
Nil

CONCLUSION

Council is responsible for determining the extent of flooding within Council boundaries to plan future works and strategies to minimise the impacts of flooding and control developments on the floodplains. The completion of the Review of the Wingecarribee River Flood Study will help Council to achieve this objective. Following public exhibition, community feedback will be incorporated and a final report presented to Council. Stages three and four will be considered at a later date.

ATTACHMENTS

1. Catchment Boundary
2. Executive Summary





EXECUTIVE SUMMARY

This flood study provides information about the existing flood risk in the Wingecarribee River catchment. The study involved development of computer models of the floodplain. The models were used to estimate flood levels and map flood extents for a range of flood sizes, from smaller relatively frequent floods to extreme but very rare floods. The flood modelling tools and spatial mapping from this study can be used by Council for decision-making about land-use planning, testing impacts and assessing risk for future development in the flooding, and to assess the effectiveness of potential measures to reduce flood risk in the future.

This study supersedes a previous flood study of the catchment published by SMEC in 2014. Although Mittagong Creek and the Burradoo local drainage area both flow into the Wingecarribee River, these catchments have been the subject of previous detailed flood studies by Councils and flood risk in those areas has not been mapped as part of this study.

There are few well-documented records of flood levels or extents prior to the construction of the Wingecarribee Dam as part of the Shoalhaven Scheme in 1974. The Wingecarribee Dam impounds a large part of the upper catchment, and therefore significantly reduces flood runoff into the upper Wingecarribee River compared to pre-dam conditions. However significant flooding can still occur, both from catchment areas that do not flow through the dam, and due to releases from the dam itself when its capacity is exceeded.

Aside from the direct effects of the dam on flooding, the construction of the reservoir was accompanied by installation of automatic gauges to measure streamflow in the river at Berrima Weir, Bong Bong Weir (at Cecil Hoskins Reserve), and at Sheepwash Road from the dam outlet. These gauges provide the most definitive history of flood records in the catchment. During the 45-year period of record from these gauges, the March 1978 flood event is the largest that has occurred. Although significant, significantly larger floods than this event can and will occur, and it appears likely that the 1% AEP (1 in 100 chance per year) flood for this catchment is larger than what occurred in 1978. A flood similar in magnitude to 1978 is estimated to have approximately a 1 in 60 to 1 in 90 chance of occurring each year.

In the last decade there have been several minor floods of the Wingecarribee River, including March 2012, August 2015, June 2016 and February 2020, which have affected low-lying land. Events similar to these will occur frequently, and there are several locations in the catchment where existing development, infrastructure or access roads are affected even in these relatively small events, such as Headlam Road at Moss Vale and Railway Road at Burradoo. Communities accessed by these roads can become isolated for several days even in minor floods.

In larger moderate flood events (with around 1 in 10 to 1 in 20 chance of occurring per year), flood impacts are more widespread and damage to rural properties is likely, although there are relatively few direct impacts on homes or other buildings. In floods of this size, additional communities can become isolated such as those accessed via Sproules Lane or Kangaloon Road at Glenquarry, or Iona Park Road, Moss Vale.

In rarer and larger flood events, with a 1 in 100 chance per year for example, there are likely to



be more direct impacts and damages to property, including homes. In these more extreme flood events, some lower lying buildings are subject to inundation in and around Berrima, as well as properties with overland flow flooding from local catchment runoff, such as in low lying parts of Sheaffe Street and Price Street, Bowral.

Using the above information, properties subject to potential flood affectation and flood-related development controls have been identified, and Council will include this information on the relevant Section 10.7 planning certificates. Mapping of design flood behaviour is provided in Appendix E, with planning maps that are relevant for development controls as follows:

- Hydraulic classification (floodways, flood storage and flood fringe) for 1% AEP in Figure F27;
- Provisional Flood Planning Area (FPA) in Figure F31; and
- Provisional Flood Risk Precincts (FRP) in Figure F32.

DRAFT

9.3 Smart Water Meters

Report Author: Acting Coordinator Assets – Water, Sewerage and Drainage
Authoriser: Acting Manager Assets

PURPOSE

The purpose of this report is to provide Council with an update on the feasibility of smart metering devices across the Shire's water supply network. It also examines the availability of grant funding to support the rollout.

RECOMMENDATION

THAT A further report be brought to Council following completion of the smart metering proof of concept trial outlining the findings of the trial and including recommendations for the future rollout of the smart metering program.

REPORT

BACKGROUND

Council provides water and sewerage services in seven towns throughout the Southern Highlands. Council's water supply system consists of two treatment plants, 29 reservoirs and 16 pumping stations. The supply system is integrated and can transfer water from one zone to another when required.

Council currently provides potable water to over 19,500 properties.

Council operates a fleet of 19,716 mechanical water meters for consumption recording and billing purposes. These meters are manually read three times per year, on a four-monthly cycle. Mechanical water meters have been industry standard for metering and billing purposes for most of the last century.

Council also operates a range of sites that are capable of measuring bulk water movements, network pressures and identifying leakage. Successful network monitoring and leakage repair can result in significant water savings and enables Council to identify grant funding opportunities. The technology devices that were being used to monitor these sites, has exceeded its useful life.

Previous works

Council was successful in grant funded programs in 2010 and 2012 that included installation of flow meters and associated technology devices to create district metered areas (DMA) across the network.

Those programs included:

- Installation of flow meters, monitoring devices (smart technology) and associated software
- leak identification and night flow analysis – to identify zones with the highest leakage
- physical leak detection using listening devices
- leak repair and follow up night flow analysis – to confirm repairs were successful

The programs resulted in leakage savings of up to 600ML (million litres) per year and associated cost savings due to reduced water production and distribution costs.

In late 2014, the technology being used to monitor flow, pressure and leakage within the network became redundant as the 2G network was decommissioned. The devices could not be upgraded without significant investment.

Since then, Council has continued utilising the existing devices for adhoc operational monitoring at various locations as required, although manually operated.

In June 2017, Council applied for a federal 'Smart Cities' grant for the installation of a trial program of 2000 domestic smart meters. Council was unsuccessful.

REPORT

In December 2020, staff developed a business case for a new Data Logging and Analytics Program. The first phase of the program was to undertake a proof of concept trial commencing in 2021.

Given that no grants were available at this time, funding was made available from the water reserve in the 2019/20 capital works program to purchase devices and implement the trial.

The proof of concept trial has commenced with selected external providers and is due for completion by November 2021.

The trial includes the installation of new smart devices across five network locations (monitoring flow and pressure) and six domestic properties using devices that are retro-fitted to existing mechanical meters. The trial also includes cloud-based software and communications protocols utilising the Internet of Things (IoT) for data transmission and analysis.

The intention of the trial is to understand what works well and what doesn't, and to determine the logistics of a full-scale rollout. The trial is the first time Council has undertaken domestic smart metering.

At completion of this trial the intention is to stop and re-asses before proceeding with further rollouts.

Benefits and Disadvantages of Smart Meters

The data captured from the data logging and analytics program has several benefits for Council and customers including:

- provides an insight into when and how water is being consumed
- understand water needs for different types of water customers (e.g. residential vs. commercial)
- identify small leaks before they become large leaks or prevent main breaks that interrupt supply to customers
- prevent bill shock for customers with use of a customer portal (not included in current proof of concept)

- provide transparency of consumption data between Council and customers, improving Council's reputation
- reduce manual labour to read meters for billing purposes freeing up resources to focus on more important tasks

Operationally and strategically, the data collected may be used to assist with:

- minimum night flow analysis to identify leakage within DMAs and targeting leak detection and proactive repairs
- data analysis, weather trending and bulk supply movements
- optimising water network management and treatment plant run times reducing need for chemicals and energy usage
- calibrating and updating hydraulic models that may be used for development and future planning tasks
- capital works planning and prioritisation of projects
- real-time data visualisation and analytics to monitor and respond to changes in network including alarms triggering major events such as pressure loss or high flows (main break or theft)

Some disadvantages need to be considered, some of which can be overcome through planning and controls:

- Human resource and information technology requirements (having staff capable of installing, maintaining and managing the hardware, software and associated devices)
- Potential security risks with public data being made available online
- Costs to existing and future customers
- Technology is constantly evolving and may become redundant like previous experiences
- Ongoing operation and maintenance costs
- Reliance on third parties for communication (IoT) network and system integrations

Future Rollout

Following successful completion of the proof of concept trial, it is intended to progress the rollout of the smart metering program as follows:

Phase 1 – Remaining bulk site installations including up to 100 devices for monitoring flow and pressures within the network. Stage 1 rollout of domestic smart meters focusing on a single DMA (approx. 120 customer connections) and integration with Council's existing systems (billing and asset data).

Phase 2 – Expand rollout to other types of devices for water and sewage network monitoring, such as water quality devices. 20 devices included in below cost estimate.

Phase 3 – Stage 2 of domestic smart meters (up to 1000 devices total). Focus on specific users, towns or open up to customers who wish to have a smart meter. This phase could include further software development such as a customer portal (cost unknown at this stage) allowing customers to access near real-time usage data.

Phase 4 – Expand system to domestic metering of all users. Based on current connections this would result in approximately 19,800 total connected devices. This phase would require significant capital expenditure and it is likely that grant funding would be required to make it viable. Council's existing meter replacement program could be utilised for part funding.

Future Phases - Further exploration into other uses for connected devices and expansion of the IoT Network and monitoring devices including (as examples):

- Parking sensors / meters
- Public bins – full / empty sensors
- Street lighting – energy usage, faults etc.

High Level Cost Estimates

High level planning preliminary estimates for the phases described above are as follows:

- Phase 1 – Approx. \$90,750 upfront and \$62,844 annually.
- Phase 2 – Approx. \$163,920 upfront and \$68,196 annually.
- Phase 3 – Approx. \$341,280 upfront and \$152,400 annually.
- Phase 4 – Approx. \$6,035,096 upfront and \$1,579,060 annually.
- Future Phases – Costs unknown at this stage.

All costs are estimated based on existing known costs for hardware, software, communications, installation, operation and maintenance. As each phase develops the annual costs include those from prior years.

The above costs do not include other costs such as systems integration (for billing purposes), data management, backup and security costs, nor do they include a customer portal.

Grant Funding Opportunities

Following successful grant funding in the past (2012 and 2014), Council applied for the 2017 'Smart Cities' grant funding but was unsuccessful.

Based on the above cost estimates, it is envisaged that grant funding will be required if Council wishes to pursue full roll out of smart meters across the water network. Council staff will continue to monitor availability of grant funding as the project develops further.

COMMUNICATION AND CONSULTATION

Community Engagement

Customers identified as part of the proof of concept trial were notified by letter drop and site visit (where possible due to COVID restrictions) of the planned smart metering trial. Further consultation is intended following completion of the trial to provide those customers with the recorded data.

Further consultation to be undertaken with customers identified for future rollout phases and to gain understanding of community expectations.

Internal Communication and Consultation

Assets

Information Services

Water and Sewerage Operations

External Communication and Consultation

There is no external consultation related to this report.

SUSTAINABILITY ASSESSMENT

• Environment

The environment is not directly affected by this report, however there are indirect benefits to the environment once the program is fully operational. Including:

- reduced leakage and waste of water as a natural resource
- optimisation of water network operation resulting in reduced treatment plant run times and reduction in chemicals and energy usage
- Improved visualisation of pinch points within the networks, ability to prevent sewage overflows or water quality incidents that may pollute the environment

• Social

There are no social issues in relation to this report.

• Broader Economic Implications

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

• Culture

There are no cultural issues in relation to this report.

• Governance

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

There are no direct budgetary implications in relation to this report.

The broader budget implications in relation to the data logging and analytics program, including smart metering, have been addressed in the main section of this report. Pending the outcome of further investigations, negotiations with suppliers and community consultations, the budget estimates would be refined.

AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 08 September 2021

REPORT INTERIM DEPUTY GENERAL MANAGER



RELATED COUNCIL POLICY

- Asset Management Policy
- Drinking Water Quality Policy
- Integrated Water Cycle Management Strategy

CONCLUSION

This report provides Council with a formal update regarding the feasibility of providing smart water metering devices to the water supply customers across the shire.

ATTACHMENTS

There are no attachments to this report.

9.4 Consolidation of Titles - Penrose Village Park, 300 Kareela Road, Penrose

Report Author: Coordinator Property Services
Authoriser: Chief Financial Officer

PURPOSE

The purpose of this report is to seek Council approval to execute the Plan of Consolidation of Lots 145 - 152 DP 751259, Lot 1 DP 327438, Lot 155 - 157 DP 751259, Lot 163 DP 751259 and Lot 154 DP 1144429 being Penrose Village Park, 300 Kareela Road, Penrose ("Penrose Village Park").

At its meeting held on the 11 August 2021, Council resolved to place the draft Penrose Village Park Plan of Management on public exhibition (MN232/21). Consolidation of the lots will assist with both the draft Plan of Management and the proposed development application for the new community centre which will be funded through the Bushfire Local Economic Recovery Fund.

RECOMMENDATION THAT

1. Council affix the Common Seal of Council to the Plan of Consolidation for:

- Lot 145 DP 751259;
- Lot 146 DP 751259;
- Lot 147 DP 751259;
- Lot 148 DP 751259;
- Lot 149 DP 751259;
- Lot 150 DP 751259;
- Lot 151 DP 751259;
- Lot 152 DP 751259;
- Lot 1 DP 327438;
- Lot 155 DP 751259;
- Lot 156 DP 751259;
- Lot 157 DP 751259;
- Lot 163 DP 751259; and
- Lot 154 DP 1144429

AND THAT authority be delegated to the Interim Administrator and General Manager to execute the Plan of Consolidation and any associated documents which require the Common Seal of Council.

- 2. Authority be delegated to the Interim Administrator and General Manager to execute on behalf of Council any documents associated with the Plan of Consolidation referred to in Resolution 1 above that does not require the Common Seal of Council.**



REPORT

BACKGROUND

Penrose Village Park is located at 300 Kareela Road, Penrose and currently comprises of fourteen (14) separate lots being Lot 145 DP 751259, Lot 146 DP 751259, Lot 147 DP 751259, Lot 148 DP 751259, Lot 149 DP 751259, Lot 150 DP 751259, Lot 151 DP 751259, Lot 152 DP 751259, Lot 1 DP 327438, Lot 155 DP 751259, Lot 156 DP 751259, Lot 157 DP 751259, Lot 163 DP 751259 and Lot 154 DP 1144429.

All lots are classified Community Land pursuant to Section 26 of the *Local Government Act, 1993*.

When consolidated, the area of the registered lot will be approximately 19,900 sqm (subject to final survey). An aerial map of the site is provided as **Attachment 1**.

REPORT

Penrose Village Park is a space dedicated for recreational activities for residents and community groups of the southern village of Penrose. The property includes the oval, two tennis courts and undercover tennis club shelter, netball court, public amenity building and a small community playground.

The Penrose Community Association have secured grant funding under the Bushfire Local Economic Recovery Fund to construct a new community centre which is envisaged to be a central meeting and gathering place to offer support and engagement for local community members.

It is proposed that the new community centre will cater to a variety of uses including:

- small scale productions and school events;
- community meetings, dinners and games nights;
- a range of indoor sports and a variety of passive uses; and
- regular hire to local community groups.

To assist the Penrose Community Association with their plans for the property, it is proposed that the 14 separate lots be consolidated into one title. Consolidation of titles will greatly assist with the preparation of documents associated with the development application to be lodged with Council as consent authority.

The consolidation of titles will also ensure accurate record keeping for the Plan of Management for the site which is currently on public exhibition.

Following formal resolution of Council, a Plan of Consolidation will be prepared by a registered surveyor for registration at NSW Land Registry Services.

This report is submitted to obtain Council approval to execute the Plan of Consolidation under the Common Seal of Council.

COMMUNICATION AND CONSULTATION

Community Engagement

This is considered an administrative matter which does not require community consultation.

Internal Communication and Consultation

Assets

External Communication and Consultation

Penrose Community Association

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**

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

The cost associated with the consolidation of the fourteen (14) properties will be funded through recurrent budget allocations approved through the 2021/22 budget.

RELATED COUNCIL POLICY

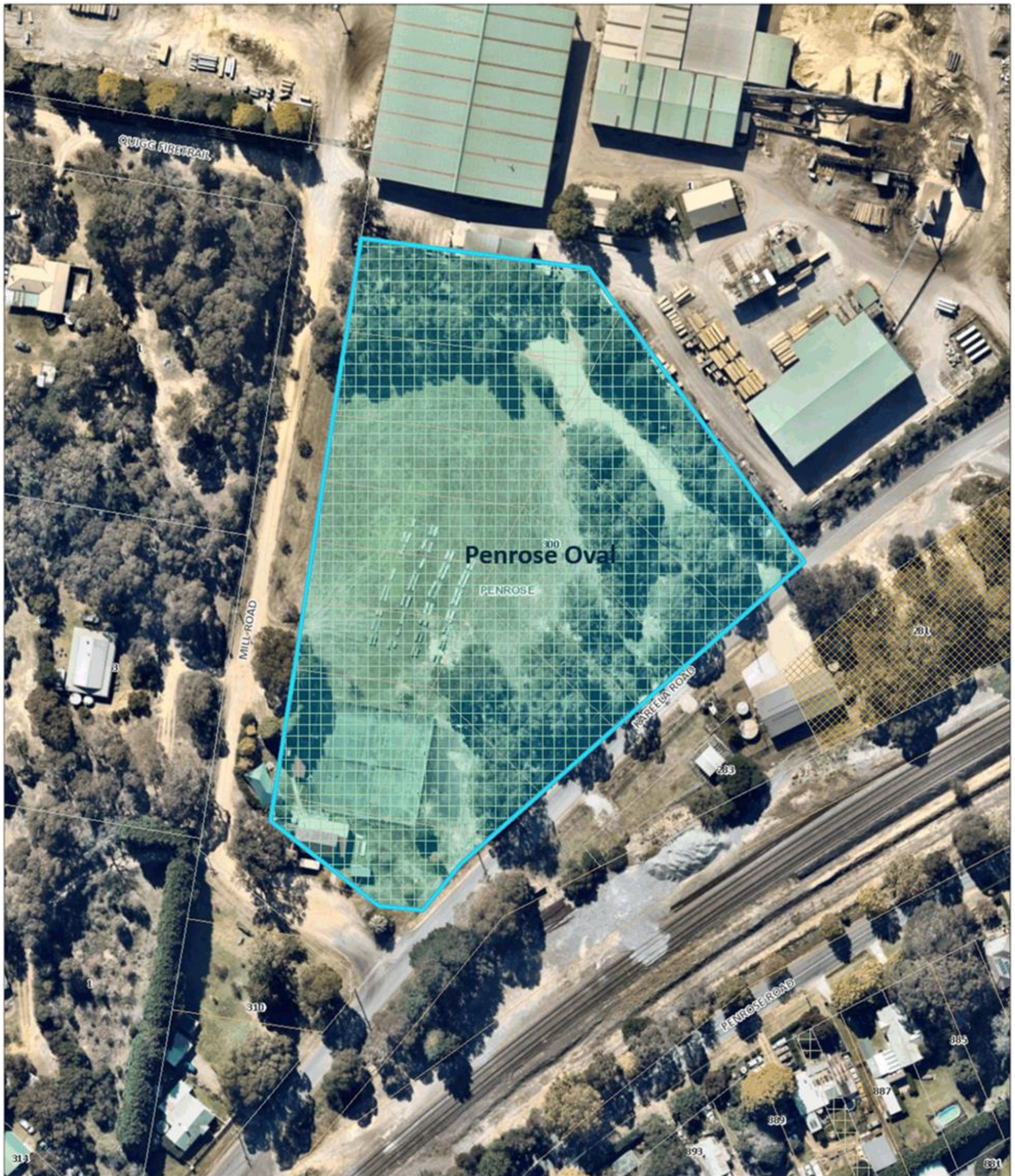
None identified.

CONCLUSION

This report is submitted to Council to obtain the necessary resolutions so that a Plan of Consolidation can be prepared and registered for the Penrose Village Park. The consolidation of the titles is required for both the new community centre planned for the site and the draft Plan of Management which is currently on public exhibition.

ATTACHMENTS

1. Attachment 1 - Aerial Map



Wingecarribee Shire Council

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9.5 Revised Leases and Licences of Council Property (Not for Profit Organisations) Policy for Public Exhibition

Report Author: Coordinator Property Services
Authoriser: Chief Financial Officer

PURPOSE

The purpose of this report is to seek approval to amend Council's *Leases and Licences of Council Property – Not for Profit Organisations* Policy as a result of the recent decision of Council to waive all development application fees for not for profit organisations and community organisations for works undertaken on Council owned or controlled land.

RECOMMENDATION

THAT the revised **Leases and Licences of Council Property – Not for Profit Organisations Policy** as provided in Attachment 1 be placed on public exhibition from 13 September 2021 to 11 October 2021.

REPORT

BACKGROUND

Council's Leases and Licences of Council Property: Not-for-Profit Organisations Policy was adopted on the 26 November 2014 (MN326/14).

At its meeting held on 9 June 2021 Council resolved to adopt a formal position that all development application fees for activities requiring development consent on Council owned or controlled land for not-for-profit and community organisations be waived.

The resolution of Council was as follows: (MN 157/21)

THAT

1. *Council adopt the formal position that all development application fees for activities requiring development consent on Council owned or controlled land for not-for-profit and community organisations be waived.*
2. *Council update its Revenue Policy and Fees and Charges Scheduled to include this formal position and to also include the criteria for waiving development application fees on Council owned or controlled land. The criteria being:*
 - a. *The approved project is on Council owned or controlled land.*
 - b. *The applicant is a not-for-profit club, organisation, community group or charitable organisation and is in effective control of the subject land.*
 - c. *A request to waive development application fees is made in writing to Council and sets out the community benefit that will be achieved from the development.*

This resolution has required that amendments be made to the Council Policy *Leases and Licences of Council Property: Not-for-Profit Organisations*.

REPORT

Council's Leases and Licences of Council Property: Not-for-Profit Organisations Policy was adopted on the 26 November 2014 (MN326/14).

A review of the Policy has been undertaken as a result of Council's recent decision to waive development fees and charges for development on Council owned or controlled land for not-for-profit and community organisations.

The table below summarises the specific changes to the Policy:

Policy Section	Amendment
Section 1 Objectives	<p><u>Amendment</u> Reference to Council's Road Closure and Road Lease Policy.</p> <p><u>Reason for Amendment</u> The Policy has been updated to reflect the adoption of Council's Road Closure and Road Lease Policy.</p> <p>The Policy previously only made reference to the <i>Roads Act 1991</i>. The Road Closure and Road Lease Policy is consistent with the provisions of the <i>Roads Act 1991</i>.</p>
Section 2.3 Licences of Crown Land – General	<p><u>Amendment</u> Section of the Policy has been updated to reflect the provisions of the <i>Crown Lands Management Act 2016</i> and <i>Crown Land Management Regulations 2018</i></p> <p><u>Reason for Amendment</u> To ensure the Policy is in line with current Legislation.</p>

Policy Section	Amendment
Section 2.9 Development Approval	<p><u>Amendment</u> The inclusion of Council's recent decision to waive development fees and charges for development on Council owned or controlled land for not-for-profit and community organisations.</p> <p><u>Reason for Amendment</u> To ensure the Policy is in line with Council's resolution from the Ordinary Council Meeting 9 June 2021.</p>
Administrative Changes	<p><u>Amendment</u> Administrative changes have also been made to ensure the Policy format accords with Council's current policy template.</p> <p><u>Reason for Amendment</u> To ensure Policy is consistent with Council's current Policy template.</p>

It is recommended that the attached revised Policy (**Attachment 1**) be placed on public exhibition to provide the community with an opportunity to provide feedback.

COMMUNICATION AND CONSULTATION

Community Engagement

It is proposed that the revised Policy be placed on public exhibition for a period from 13 September until 11 October 2021 and that submissions be invited from the public.

Internal Communication and Consultation

Property Services

External Communication and Consultation

No external consultation was undertaken as part of the policy review.

SUSTAINABILITY ASSESSMENT

- **Environment**

There are no environmental issues in relation to this report.

- **Social**

The waiver of development application fees for not-for-profit clubs and organisations will provide a benefit to the community.

- **Broader Economic Implications**

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

- **Culture**

There are no cultural issues in relation to this report.

- **Governance**

This report is submitted to amend Council's policy to reflect the resolution of Council from its meeting held on the 9 June 2021.

COUNCIL BUDGET IMPLICATIONS

A loss of income will be incurred as a result of the waiving of development application fees and associated charges, however given that Council (and the broader community) will ultimately be the beneficiary of the property improvements, the loss of income is viewed as negligible.

RELATED COUNCIL POLICY

Leases and Licences of Council Property: Not-for-Profit Organisations Policy.

CONCLUSION

Council's Leases and Licences of Council Property - Not-for-Profit Organisations Policy has been reviewed. A number of amendments has been made to reflect Policy and Legislative changes, and Council's recent decision to waive development fees and charges for not-for-profit organisations and community groups for works undertaken on Council owned or controlled land.

It is recommended that the updated Policy at **Attachment 1** be placed on public exhibition from 13 September 2021 to 11 October 2021

ATTACHMENTS

1. Attachment 1 - Policy



Leases and Licences of Council Property: Not-for-Profit Organisations Policy

Document Type	Council Policy
Document Reference No.	
Version No.	2.0
Council File Reference	
Adoption Date	
Resolution Number	
Document Owner	Chief Financial Officer
Responsible Branch	Finance, Procurement, Fleet & Property
Responsible Business Unit	Property Services
Review Schedule	Four (4) years
Review Date	





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1. Objectives

Council is the registered proprietor of property, classified under the *Local Government Act, 1993* as "Community" and "Operational" property.

Not-for-Profit Organisations ("NFPO") enter into Leases and/or Licences of Council property with Council and the classification of that land may be "Community" or "Operational" property.

The objectives of this Policy is to provide greater clarity to residents, and the broader community by:

- Defining the general terms and conditions of leases and licences to not-for-profit organisations in respect of Council property.
- Ensuring that leasing and licensing of Council property is consistent, transparent, fair and impartial.
- Ensuring that the lease or licence is in accordance with the *Local Government Act 1993*, *Local Government (General) Regulation 2005* and *Office of Local Government Guidelines*.
- Ensuring sound management of Council property.

This Policy does not apply to road reserves or Telecommunications facilities. Leases of roads are dealt with under the Permanent Road Closure and Road Lease Policy. Leases for telecommunications facilities are dealt with under the *Telecommunications Act 1997*.

2. Policy Statement

Council is committed to providing certainty to not-for-profit organisations who apply to lease or licence Council owned or controlled land by establishing a clear set of objectives and guidelines.

1. Evidence of not-for-profit status and capacity

Council is to ensure that Leases or Licences of Council property do not impose an unreasonable burden on general revenue. In the interests of transparency, it is necessary for the proposed Lessee or Licensee of Community Land to provide:

- (a) evidence that the proposed Licensee or Lessee is an organisation which is not incorporated for profit purposes or private gain by providing certificate of registration with Australian Charities and Not-for-Profits Commission (ACNC) and/or certificate issued by Director General stating registration status, registered name, official address and terms of constitution;
- (b) demonstrated capacity of Licensee or Lessee to meet the commitments under lease or licence terms, prior to the lease or licence being granted.

2. Resolution of Council

Decisions to grant new leases and/or licences or renewals of leases or licences over Council owned or managed land are to be made by formal resolution of Council, including a resolution that the Common Seal of the Council be affixed to the Lease or Licence and related Real Property Dealings or supporting documents.



3. Licences of Crown Land – General

If the status of the land is Crown Land, vested in the care and control of Council with Council appointed as Reserve Trust Manager, the consent of the Minister responsible for the administration of the *Crown Lands Management Act 2016* must be obtained before the Lease or Licence is executed by Council if a Plan of Management for the site has not been adopted by the Minister for Department of Planning, Industry and Environment - Crown Lands.

If the Plan of Management for the site has been adopted by the Minister (where Council is appointed as the Reserve Trust Manager) and the Plan of Management authorises the lease or licence, the lease or licence will be referred to Crown Lands for comment however Minister's approval is not required.

4. Leases or Licences of Operational Land – General

If the Council property to be leased or licensed to a NFPO is classified as "Operational" land, it is at Council's discretion to enter into a Lease or Licence of the property without giving public notice or exhibiting the proposed Lease or Licence.

However in the interests of transparency Leases and/or licences proposed for Operational Land will be exhibited in a consistent manner as if the property were Community Land.

5. Leases or Licences of Community Land – General

Council must comply with the *Local Government Act 1993* with respect to the Lease or Licence of Council property that is classified as "Community" land. The relevant sections of the Local Government Act 1993 have been set out below:

Section 46 (*Local Government Act 1993*)

- (a) Prior to preparing the lease or licence, it must be established that a plan of management exists for the community land and that the plan expressly authorises the grant of a lease for the stated public purpose.
- (b) Leases of community land cannot exceed 21 years, inclusive of any term(s).
- (c) Leases or Licences for five years or less do not require advertising or the grant of the consent of the Minister for Local Government, subject to the Regulations and exceptions set out in those Regulations.

Submissions/Objections to the Lease - Section 47 (4) and (5)

- (a) Details of all submissions must be included in a report to Council to enable the proposal to be reconsidered, having regard to the content of each submission.
- (b) If possible, the advertising of the development application and the section 47 notice should occur at the same time. This will enable the public to comment on the lease and development proposal in one submission. Otherwise, an objector may end up making two similar submissions, requiring Council to consider the proposal on two separate occasions.



Application for the Minister's Consent - Section 47(6)

- (a) If a person makes a submission by way of objection, Council must obtain the Minister's consent prior to granting the lease or licence. If no objections are received, then the Minister's consent is not required.
- (b) The application to the Minister should be by letter which must be signed by the General Manager.
- (c) If a draft lease has been prepared, then a copy should be sent with the application to the Minister. Otherwise, a summary of the key lease or licence terms should be included in the application.

6. Payment of Rates and Annual Charges

- (a) NFPOs that are Lessees or Licensees of Council property are not required to pay rates levied against the Council property including land rates, water access and sewerage charges.
- (b) Council will pay the rates referred to in clause 6(a) levied in respect of Council property that is under Lease or Licence to a NFPO.

7. Payment of outgoings

NFPOs that are Lessees or Licensees of Council property are required to pay 100% of outgoings with respect to the property including but not limited to electricity, gas, telephone ; internet, water usage and waste charges.

8. Public Liability Insurance

- (a) All Lessees or Licensees of Council property are required to effect and maintain Public Liability Insurance for a minimum of Twenty Million Dollars (\$20,000,000) against any accident, injury or damage resulting from or incidental to the use or occupation of the Council property. The Public Liability Insurance policy must be with an insurer approved by Council and note the interest of Council as owner of the land.
- (b) All Lessees or Licensees of Council property must provide to Council in each year a Certificate of Currency of Public Liability Insurance.

9. Development Approval

NFPOs that are Lessees or Licensees of Council property are required to ensure that application is made for development approval in respect of the property.

Council had adopted the formal position that all development application fees for activities requiring development consent on Council owned or controlled land for not-for-profit and community organisations be waived (MN 157/21).

The criteria for waiving development application fees on Council owned or controlled property are:

- (a) the approved project is on Council owned or controlled land.
- (b) The applicant is a not-for-profit club, organisation, community group or charitable organisation and is in effective control of the subject land.



- (c) A request to waive development application fees is made in writing to Council and sets out the community benefit that will be achieved from the development.

It should be noted that while Council's General Manager will endorse consent on an application as property owner, Council as local consent authority is responsible for the approval or otherwise of applications for development.

10. **Asset Management Policy**

This Policy should be read in conjunction with Council's Asset Management Policy.

11. **Administration and Management**

Administration and management of leases and licences of Council's property will be undertaken in accordance with the provisions of this Policy.

3. Scope

This Policy applies to any request for lease or licence of Council owned or controlled property by not-for-profit organisations within the Wingecarribee Shire Council local government area.

4. Responsibilities

Responsibilities for the implementation of this Policy are shared between Councillors, Executive and staff as follows:

Councillors:

- To lead the community in their understanding of, and compliance with, this Policy.

Executive:

- To implement this Policy; and
- To lead Council staff in their understanding of, and compliance with, this Policy.

Chief Financial Officer:

- To implement this Policy;
- To provide guidance to Councillors, Executive and other Council staff as to the content and implementation of this Policy; and
- To ensure the timely review of this Policy.

All Council staff:

- To comply with this Policy and any associated procedures and legislation.



5. Performance Measures

The success of this Policy will be measured by:

- No reports of breaches of this policy.

A breach of this policy will be taken to be a breach of the relevant Code of Conduct and complaints alleging a breach of this policy must be made in accordance with the relevant Code of Conduct and will be dealt with in accordance with the provisions of the Procedures for the Administration of the Model Code of Conduct.

6. Related Legislation

The following legislative material is related to this Policy:

- *Local Government Act 1993.*
- *Real Property Act 1900*
- *Office of Local Government Guidelines*
- *Crown Land Management Act 2016*
- *Crown Land Reserve Trust Handbook*

7. Non-compliance with this Policy

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

Approved by:

WINGECARRIBEE SHIRE COUNCIL

Date:

9.6 Proposed Lease to Bundanoon Club Ltd - Part Crown Reserve 67616 at Bundanoon

Reference: X
Report Author: Coordinator Property Services
Authoriser: Chief Financial Officer

PURPOSE

The purpose of this report is to seek in-principle approval from Council to enter into a twenty (20) year Lease (being a ten year lease plus a ten year option) with The Bundanoon Club Limited for occupation of part Crown Reserve 67616 located at Erith Street, Bundanoon for which Council is the appointed Reserve Trust Manager.

RECOMMENDATION

THAT:

1. The General Manager be delegated authority to negotiate the terms and conditions of the Lease with The Bundanoon Club Limited for occupation of part Crown Reserve 67616 (being part Lot 60 in Deposited Plan 909008) at Bundanoon **AND THAT** it be noted that the total term of the proposed lease be twenty (20) years (being a ten year lease plus a ten year option).
2. Council give public notice of its intention to enter into a Lease of part of the Crown Reserve referred to in Resolution 1 above.
3. If there are no objections received by Council during the period of public notice, Council affix the Common Seal of Council to the Lease referred to in Resolution 1 above **AND THAT** authority be delegated to the Interim Administrator and General Manager to execute the Lease and any associated documents which require the Common Seal of Council.
4. Authority be delegated to the Interim Administrator and General Manager to execute on behalf of Council any documents associated with the Lease referred to in Resolution 1 above that does not require the Common Seal of Council.
5. If there are any objections received by Council during the period of public notice, a further report be submitted to a future Ordinary Meeting of Council.

REPORT

BACKGROUND

Council was appointed as the Reserve Trust Manager for Crown Reserve 67616 ("the Crown Reserve") at Bundanoon on 16 February 1996. The gazetted purpose for the Crown Reserve is Public Recreation (gazetted on the 20 May 1938).

AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 08 September 2021

REPORT GENERAL MANAGER



The Crown Reserve is approximately 8.885ha in size and consists of the Bundanoon Swimming Pool, Bundanoon Skate Park, Bundanoon Tennis Courts and Bundanoon Cricket Oval.

Adjoining the Crown Reserve is land owned by the Bundanoon Club Limited ("the Club"). The clubhouse was constructed in 1956 and is located partly on land owned by the Club and partly on the adjoining Crown Reserve as shown in **Attachment 1**.

To resolve the issue of the encroachment by the Club onto the Crown Reserve, a twenty (20) year Agreement was entered between Crown Lands, Council and the Club in 1996.

The Club have remained in possession of the premises, utilising the holding over provisions of the expired agreement. The Club have now approached Council with a view to entering a new lease for a period of ten (10) years with a ten (10) year option. The Club's proposal is provided as **Attachment 2**.

REPORT

The Bundanoon Club Limited (formally Bundanoon Bowling and Recreation Club) has been servicing the local community of Bundanoon for over 70 years. The Club has recently approached Council with a proposal to enter into a new Lease for their continued occupation of part Crown Reserve 67616 at Bundanoon.

The majority of the clubhouse and bowling greens are located on the Crown Reserve, for which Council is the appointed Reserve Trust Manager. The Club owns freehold land adjoining the Crown Reserve upon which part of the clubhouse and two croquet greens are constructed.

The Club was placed into administration in 2000 following an accumulation of significant debts. At that time the appointed Administrator worked with the Australian Taxation Office and members of the Club to clear the accumulated debts of the Club.

Unfortunately, the Club again found itself experiencing financial difficulties in 2016. By this time the existing Agreement had expired, and it was decided that any request for extension should be held over to give the Club the opportunity to stabilise its operations and allow for improvement of its financial position.

Notwithstanding its past financial difficulties, the Club continues to provide a valuable service to the local community of Bundanoon. The Club continues to be a popular community facility, hosting many local organisations including those associated with arts and crafts, music and singing groups, fitness groups and bowling and croquet players.

Plan of Management

The Crown Reserve is governed by the Plan of Management for Bundanoon Oval and Jordan's Crossing which was adopted by the Minister for Primary Industries and Minister for Lands and Water on 27 September 2015.

The Plan of Management expressly authorises Council to enter into a lease, licence or other estate over the Crown Reserve.

AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 08 September 2021

REPORT GENERAL MANAGER



Confirmation has been received that as the proposed term does not exceed 21 years and as the Plan of Management was adopted by the Crown prior to the commencement of the *Crown Land Management Act 2016*, Council has the authority to issue a new agreement under Section 70(2)(f) of the *Crown Land Management Regulation Act 2018*, without the requirement to seek minister's consent.

A formal resolution of Council and public notification of the proposal (including notification to the local Crown Lands office) will satisfy Council's requirements as Reserve Trust Manager to enable issue of the proposed Lease.

Public Notice

To ensure there is extensive notification of this proposal to the local community, Council will:

- place details of the proposal on Council's website with a link to yoursayingecarribee;
- exhibit the public notice of the proposal on the land to which the proposal relates;
- provide written notice of the proposal to persons who own or occupy land adjoining and in the vicinity of the Crown Reserve; and
- provide written notice of the proposal to the local office of Department of Planning Industry and Environment – Crown Lands.

The notice will include:

- information sufficient to identify the crown reserve concerned;
- the purpose for which the reserve will be used under the proposed lease;
- the term of the proposed lease (including particulars of any options for renewal);
- the name of the entity to whom it is proposed to grant the lease; and
- a statement which advises that submissions in writing may be made to council concerning the proposal within the period specified in the notice.

Terms and Conditions of the proposed Lease

The Club has requested that Council consider the following terms for inclusion in the new Lease:

- Rent Free Lease – Peppercorn Rental of \$1.00 per annum (if demanded).
- The Club to be responsible, at its own costs and expense, for all day-to-day maintenance and repair of the building and grounds, including but not limited to, plumbing, electrical and some capital works (i.e. roof replacement).
- Establishment of a sinking fund with a contribution of \$10,000 per annum (with \$7,000 proposed to be provided by the Club and \$3,000 proposed to be provided by Council) to cover future structural works/major maintenance works (with expenditure to be agreed by both parties).

Current financial position

The Club has submitted its financial reports for the past three financial years. The financial reports for the most recent reporting period, 30 June 2021, are currently being prepared. The Club has reported surplus results for the reporting periods ending 30 June 2018 and 30 June 2019.

As can be appreciated, the result for the 2019/20 financial year was a trading deficit, as the Club dealt with the impact of COVID19 and the associated closure period.

Based on the Club's financial performance in recent years, and the optimistic view that the governance and operating arrangements have now stabilised, it is envisaged that the Club will be in a position to manage future building works.

If Council proceeds with a rent-free lease, then it is not recommended that Council pursue the sinking fund request put forward by the Club. On this basis, it is recommended that Council delegate authority to the General Manager to further negotiate the terms of the proposed Lease with the Bundanoon Club.

COMMUNICATION AND CONSULTATION

Community Engagement

Community engagement will be undertaken in accordance with legislative requirements as outlined in this report. Public notice of the intention to issue the proposed Lease would be advertised for a minimum of twenty eight (28) days.

Internal Communication and Consultation

Executive

External Communication and Consultation

Bundanoon Club Limited

SUSTAINABILITY ASSESSMENT

• **Environment**

There are no environmental issues in relation to this report.

• **Social**

The provision of a new Lease to the Bundanoon Club Limited to continue to operate will have a positive social impact for members of the local community.

• **Broader Economic Implications**

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

• **Culture**

There are no cultural issues in relation to this report.



- **Governance**

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

There are no direct budget implications in relation to this report at this point. Should the negotiations with the Bundanoon Club result in any form of Financial commitment from Council, then this will be reported back to Council. This may also require further public exhibition under s356 of the *Local Government Act 1993*.

RELATED COUNCIL POLICY

Leases & Licences of Council Property: Not-For-Profit Organisations Policy.

CONCLUSION

The Bundanoon Club Ltd has requested a further twenty (20) year Lease over the part Crown Reserve 67616 located at Erith Street, Bundanoon. This report seeks Council's in-principle approval of the Lease; and to also delegate authority to the General Manager to negotiate the terms of the Lease with the Club.

ATTACHMENTS

1. Attachment 1 - Aerial Map
2. Attachment 2 - Proposal



Wingecarribee Shire Council

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**THE BUNDANOON CLUB LIMITED**

70B Erith Street, Bundanoon, NSW, 2578. (within the Bundanoon Oval precinct).

Mail: PO Box 101, Bundanoon, NSW, 2578

(02) 4883 6174

Email: office@bundanoon.clubwww.bundanoonclub.com

A.B.N. 92 001 068 962

The General Manager
Wingecaribbee Shire Council

24/06/2021

**Proposal to Wingecaribbee Shire Council for the Long-Term Viability of
The Bundanoon Club**

Proposal

Council to enter a 10 + 10-year, rent-free lease with The Bundanoon Club with the Club assuming responsibility for all maintenance, and the creation of a 70 / 30 shared sinking fund.

Background

The Bundanoon Club Ltd, formally The Bundanoon Bowling and Recreation Club, has been servicing the local community for over 70 years.

In the year 2000, the Club was placed into administration with significant debts. The Administrator worked with the ATO and members to sell a number of poker machines in order to quit the tax debt and other debts totalling approx. \$ ¼ million.

In the early 2000s, Council granted the Club a peppercorn rent in order to save the Club.

In 2016 the new chairman at the time found the Club was once again in trouble with debts of some \$75k.

At this time it was discovered the "lease" had expired and it was agreed to leave it dormant in order to avoid another Mittagong Bowling Club situation.

Current Position

Most of the Club and bowling green is located on Crown Land managed by Council with the Club owning freehold land, upon which is located the 2 croquet greens.

Council has provided recent maintenance; for example, interior painting and a \$5,000 grant for maintenance materials to assist in the Club's revival.



The Club is staffed by a mixture of volunteers 12 paid staff including 6 local youth, all part time.

The Operations Manager overseeing the Club is a volunteer.

The Bundanoon Club is now operating in a stable fashion and providing a valuable service to the local community.

The Club is a popular community and Southern Highlands tourist facility and hosts many local organisations, including.

- Bundanoon Sewing and Knitting Group (known as Needles and Natter)
- Bundanoon Cricket Club.
- Bundanoon Swimming Club.
- Music Group
- Fitness Group
- Two Yoga Groups
- Photography Group
- Book Club
- Theatre Group
- Singing Group
- Bowls
- Croquet

Proposal

The majority of The Bundanoon Club is on Crown Land managed by Council and if there is a Management Plan it can be leased by Council for up to 21yrs without Ministerial approval.

The Club is proposing a 10-year lease with 10-year option of the Council managed section of the club. See map attached.

The lease to be rent free, or peppercorn rent however the Club to take over all maintenance from Council; for example, building, plumbing, electrical etc including a new roof with an estimated cost of \$ 80,000 - \$ 140,000.

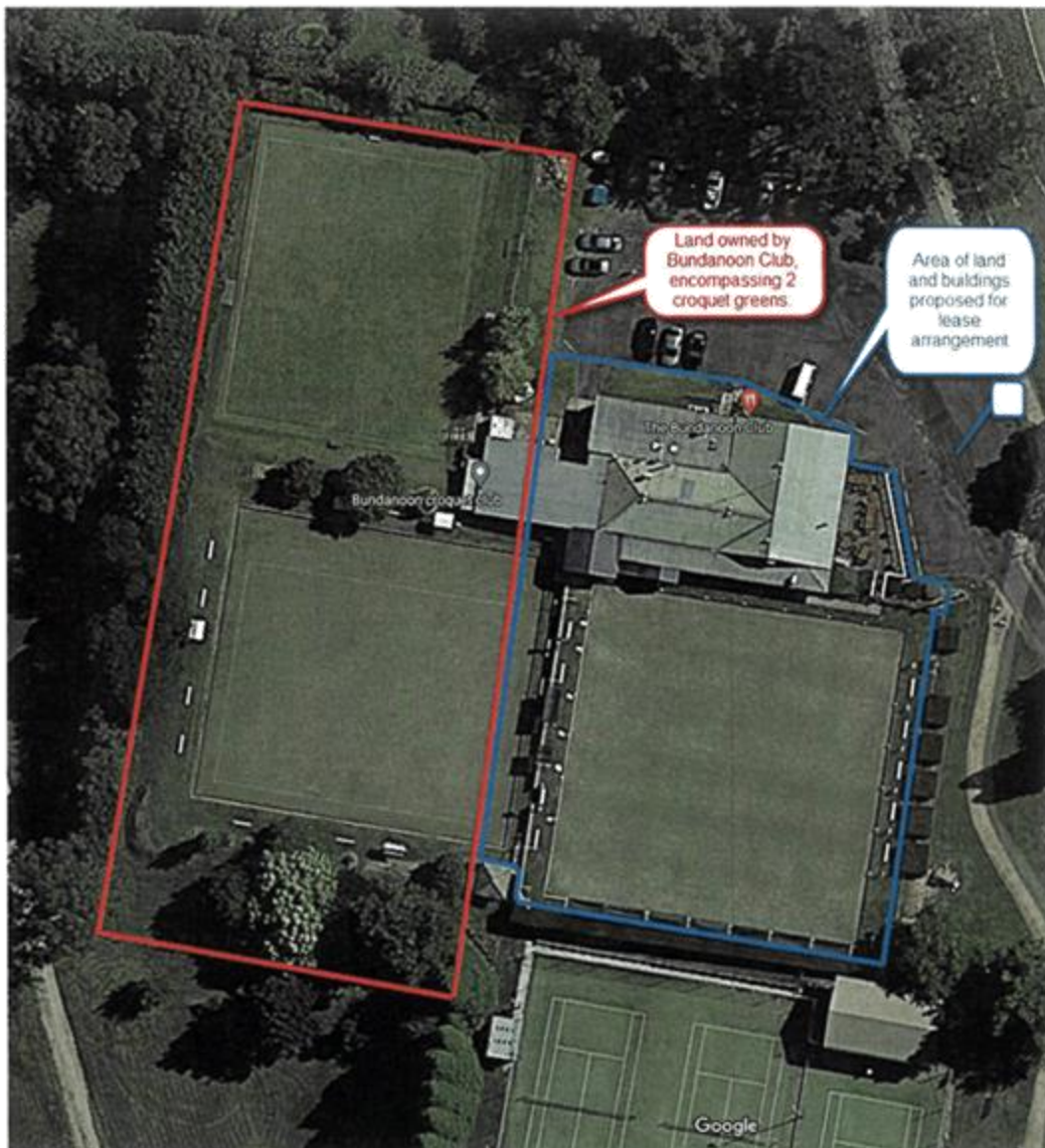
It is also proposed to create a sinking fund of \$10,000 per year with \$7,000 provided by the Club and \$3,000 by Council to cover future structural and major maintenance with expenditure to be agreed jointly by Council and the Club.

Yours faithfully,

Peter Ellsmore

Board Chairperson

0438 423 784, office@bundanoon.club



9.7 Transfer of Land - 2 Funston Street Bowral

Report Author: Coordinator Property Services
Authoriser: Chief Financial Officer

PURPOSE

The purpose of this report is to obtain the necessary Council resolutions to transfer Council owned land located at 2 Funston Street, Bowral (being Lot 1 in Deposited Plan 875526) to Toptact Pty Ltd.

RECOMMENDATION

THAT:

1. Lot 1 in Deposited Plan 875526 be transferred to Toptact Pty Ltd for the original purchase price of \$1.00.
2. It is a condition of the transfer to Toptact Pty Ltd that Lot 1 in Deposited Plan 875526 be consolidated with the adjoining land (being Lot 2 in Deposited Plan 875526) owned by Toptact Pty Ltd within six (6) months of the transfer date.
3. Council affix the Common Seal of Council to the Contract for Sale for the property referred to in Resolution 1 above **AND THAT** authority be delegated to the Interim Administrator and General Manager to execute the Contract for Sale and any other associated documents which require the Common Seal of Council.
4. Authority be delegated to the Interim Administrator and General Manager to execute on behalf of Council any documents associated with the transfer of the property referred to in resolution 1 above that does not require the Common Seal of Council.

REPORT

BACKGROUND

At its meeting held on the 11 February 1998 Council resolved (MN 78/98):

- A. *THAT Council concur with the terms negotiated for the acquisition of land from Lots 3 and 5 Deposited Plan 21133 and that the purchase price be \$1.00 with all costs paid by Allen Reekie Ford.*
- B. *THAT subject to item 1 Council lease back to Allen Reekie Ford and successors the land acquired for road for \$1.00 per annum until required for road purposes.*
- C. *THAT should Council at a future date resolve not to proceed with the construction of a road over the land being acquired the land be transferred to the owner or subsequent owners of the residue of land from which the land was acquired at the date of that future resolution for the original purchase*

- price of \$1.00 should the owner or subsequent owner wish to accept the subject land.*
- D. THAT should the land be transferred in the future a condition of the transfer be that the land acquired for road and the residue be consolidated at the date of transfer.*
 - E. THAT should the current owner transfer possession of or sell the residue of the initial holding this relinquishes any future claim he has to the land acquired for road.*
 - F. THAT should the owner or subsequent owner not wish to accept the land if offered the land remain vested in Council owner in fee simple.*
 - G. THAT the subject land be classified as operational land at the date of acquisition.*
 - H. THAT a full report regarding the future use of the Council land north of Mr Reekies property, be referred to a future Ordinary Meeting.*

In reviewing the correspondence in relation to this acquisition, it is apparent that the negotiations for the land acquisition to Council for the sum of \$1.00 came about due to a development application lodged by Allan Reekie Ford for a motor vehicle show room and workshop on the adjoining site.

In order for the development application to meet satisfactory on-site parking requirements, the area that Council was acquiring was required for use by the applicant to satisfy this requirement.

Accordingly, it is apparent that an agreement was reached with the applicant that the land would be transferred to Council, with the land to be leased back to the applicant until required for road purposes. This agreement enabled the conditions of development consent to be met for parking associated with the development application on the adjoining land.

Development consent 357/97 subsequently issued with the following conditions:

- 4. transfer of land
The land zoned 9(b) (proposed local road) to be transferred to Council prior to the release of the Building Approval and the residue of the site to be consolidated into a single title prior to commencement of the works. The transfer and consolidation to be at the expense of the applicant.*
- 5. Carparking
The provision with the Building Application of a dimensioned carparking layout plan providing for the following:

Stage 1 76 visitor and employee carparking spaces;
55 display spaces.

Stage 2 76 visitor and employee carparking spaces;
63 display spaces.

The plan shall clearly indicate the display car spaces and the visitor and employee carparking spaces. The spaces shall only be used for the designated purpose. On no account shall the visitor and employee carparking spaces be used for display purposes.*

Council will be prepared to negotiate a nominal lease of the land transferred to Council under condition 4 to permit this land to be used in association with this development until such time as this land is required for public road purposes.

6. *Upon the land to be transferred under Condition 4, being required for road purposes the applicant shall provide carparking in the number described in stage 2 of condition 5 of this consent to the satisfaction of Council. The development shall cease to operate if carparking for Stage 2 cannot be provided to the satisfaction of Council.*

In satisfaction of this condition Council will be prepared to consider any further detailed carparking needs survey, based upon the actual operation of Stage 1 of the development.'

It should be noted that the site is no longer used for a motor vehicle show room and workshop and is now known as the Eastbrooke Medical Centre.

Subsequent to the meeting held in February 1998, a Contract for Sale of Land was entered into between Toptact Pty Ltd and Council on the 6 March 1998. A copy of the front page of that Contract is shown in **Attachment 1**.

This contract allowed for proposed Lot 1 (being part of registered Lots 3 and 5 DP21133) to be transferred to Council for the sum of \$1.00. The contract also contained the following special condition:

“33.2 If at any time Council resolves not to proceed with the construction of a road over the subject land then:

33.2.1 *Council shall forthwith forward written notice of such resolution to the vendor and the vendor shall, within 1 month after the date of receipt of such notice, notify Council in writing as to whether it requires Council to transfer the subject land to it.*

33.2.2 *Should the vendor require that the land be transferred to it, then Council shall transfer such land to the vendor for a consideration of \$1.00 upon condition that such land shall be consolidated with the residue of the land referred to in the plan of subdivision annexed hereto being Lot 2 in unregistered plan DP875526.*

33.2.3 *In the event that the vendor transfers its ownership of Lot2 in the unregistered plan DP 875526 then it may assign to such transferee its rights and benefits pursuant to this clause and Council acknowledges that the owner for the time being of the land presently described as Lot 2 in unregistered plan DP875526 shall have the benefit of the rights set out in the clause.*

33.3 *The rights and benefits as set out in this clause shall constitute a charge upon the subject land and Council agrees that the vendor or its successors in title shall have the right and shall be entitled to register and maintain a caveat on the subject property to secure to the vendor and its successors in title the observance and performance of Council's obligations pursuant to this clause and to secure to the vendor and its successors in title the charge on the property hereinbefore referred to.”*



Upon transfer of Lot 1 in Deposited Plan 875526 to Council, Toptact Pty Ltd registered a Caveat on the title to the land to protect their interest under the Contract for Sale.

REPORT

The land which is the subject of this report was transferred to Council for road purposes. The land was required for the proposed Station Street Upgrade Project.

At its meeting held on the 12 May 2021 Council resolved (MN 124/21):

THAT:

1. *Council no longer proceed with the Station Street Upgrade Project due to insufficient funding, time constraints, and uncertainty regarding the concurrent approval of other agencies.*
2. *The Station Street Upgrade Project be formally removed from Council's Delivery Program, Operational Plan, Budget and Capital Works Program.*
3. *No further financial commitments be made towards the Station Street Upgrade Project; with the exception of any outstanding costs in relation to design and investigation, where services have already been provided.*
4. *Council advise Infrastructure NSW of its decision not to proceed with its plan for Station Street in its current form and the Interim Administrator be delegated authority to meet with the Member for Wollondilly with a view to renegotiating with Infrastructure NSW to have the \$7.5 million funding agreement reallocated to other significant road works in the Shire.*
5. *Council formally advise Transport Asset Holding Entity of its formal decision to withdraw from the Memorandum of Understanding in relation to commuter parking at the Bowral and Mittagong train stations.*
6. *Council formally advise the Office of Local Government of its decision to remove \$3.884 million in loan borrowings (in relation to the Station Street Upgrade Project) from its annual loan borrowings return.*
7. *Council formally write to the relevant State Agencies in relation to its decision to not proceed with the Station Street Upgrade Project, including those agencies which are currently assessing grant submissions to address the funding shortfall for the project.*
8. *A further report be presented to the June Council meeting regarding road pavement improvements, parking formalisation, streetscape and drainage improvements along Station Street.*
9. *A further report be bought back to Council with respect to preparing a Bowral CBD Masterplan.*

Subsequent to the Council Meeting held on the 12 May 2021, Council received a request from the solicitor acting on behalf of Toptact Pty Ltd providing Council with formal notice that, as required by the Contract for Sale entered into between Council and Toptact in 1998, that Toptact Pty Ltd required Council to transfer the land back to Toptact Pty Ltd

now that a resolution of Council has been passed to not proceed with the Station Street Upgrade Project.

Provided as **Attachment 2** to this report is an aerial map of Lot 1 in Deposited Plan 875526 which is proposed to be transferred to Toptact Pty Ltd. Lot 1 has an area of 2,288 sqm.

Council's records confirm that the adjoining land being Lot 2 in Deposited Plan 875526 is currently in the ownership of Toptact Pty Ltd.

Council has obtained legal advice that if it cannot provide evidence that the land is required for future road purposes, then the Conditions of the Contract would need to be upheld. Evidence of future road purposes would need to be provided through detailed design, commitment of funding or other tangible commitments to a future road project.

This report is submitted to obtain the necessary Council resolutions to transfer the property to Toptact Pty Ltd in accordance with the original contract provisions for the transfer of the land to Council.

COMMUNICATION AND CONSULTATION

Community Engagement

No community engagement is required to be undertaken by Council as this is an administrative matter between Council and Toptact Pty Ltd.

Internal Communication and Consultation

Project Delivery

External Communication and Consultation

Adjoining owners and their Solicitors

Council's Panel Solicitors

SUSTAINABILITY ASSESSMENT

- **Environment**

There are no environmental issues in relation to this report.

- **Social**

There are no social issues in relation to this report.

- **Broader Economic Implications**

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

- **Culture**

There are no cultural issues in relation to this report.

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- **Governance**

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

There are no budget implications in relation to this report.

RELATED COUNCIL POLICY

There are no policy issues in respect of this report.

CONCLUSION

This report seeks formal approval to transfer Lot 2 in Deposited Plan 875526 in accordance with previous resolutions of Council and the Contract for Sale dated 6 March 1998.

ATTACHMENTS

1. Attachment 1
2. Attachment 2



COPY

CONTRACT FOR THE SALE OF LAND - 1996 EDITION

(this contract consists of this sheet, the provisions of this contract and anything attached)
 (a choice printed in BLOCK CAPITALS applies unless a different choice is marked)

TERM	MEANING OF TERM	
Vendor's agent (if more than one the firstnamed)	NIL	Phone Fax Ref
Vendor	TOPTACT PTY LIMITED C/- W N Williams & Associates, Picton Avenue, Picton	ACN/ARBN 074 213 915
Vendor's <input checked="" type="checkbox"/> SOLICITOR <input type="checkbox"/> Licensed conveyancer	BOWRING MACAULAY & BARRETT CNR ARGYLE & MARGARET STS, PICTON 2571 DX 25808 CAMDEN	Phone (02) 4677 2343 Fax (02) 4677 2009 Ref V M Barrett
Depositholder	Vendor's agent/solicitor	Invest deposit <input checked="" type="checkbox"/> NO <input type="checkbox"/> yes (clause 3)
Completion date	See Special Condition 30.3 (clause 15)	
Property	The land, the improvements, all fixtures and the inclusions, but not the exclusions	
Land	Address Lot 1 Funston Street, Bowral	Plan Unregistered plan: Lot 1 in an unregistered plan (copy attached)(clause 28) which is part of Lots 3, 4 & 5 Section - Plan DP 21133 (copy attached)
	Title	Part Folio Identifiers 3/21133, 4/21133 & 5/21133 <input type="checkbox"/> TORRENS <input type="checkbox"/> strata <input type="checkbox"/> community <input type="checkbox"/> qualified <input type="checkbox"/> limited <input type="checkbox"/> old system <input type="checkbox"/> FEE SIMPLE - ownership <input type="checkbox"/> purchase from Crown <input type="checkbox"/> lease from Crown <input type="checkbox"/> other
Improvements	Vacant land	
Inclusions	These items inspected by the purchaser (some may be fixtures) -	
Exclusions		
Purchaser	THE COUNCIL OF THE SHIRE OF WINGECARRIBEE Cnr Kirkham Road and Elizabeth Street, Moss Vale	ACN/ARBN
if more than one, as	<input type="checkbox"/> JOINT TENANTS <input type="checkbox"/> tenants in common (in equal shares unless otherwise stated)	
Purchaser's <input checked="" type="checkbox"/> SOLICITOR <input type="checkbox"/> Licensed conveyancer	THE GENERAL MANAGER WINGECARRIBEE SHIRE COUNCIL DX 4961 BOWRAL	Phone (02) 4868 1066 Fax (02) 4869 1203 Ref Mr Trevor Sutton
Price	Price in words: ONE DOLLAR Price \$1.00 Deposit \$NIL (10% of the price, unless otherwise stated) Balance \$1.00	
Date of this contract	8th March 1998	1998 (if not stated, the date this contract was made)

THE COMMON SEAL of TOPTACT PTY LIMITED
(ACN 074 213 915) was hereunto affixed in the
presence of:

.....
Director

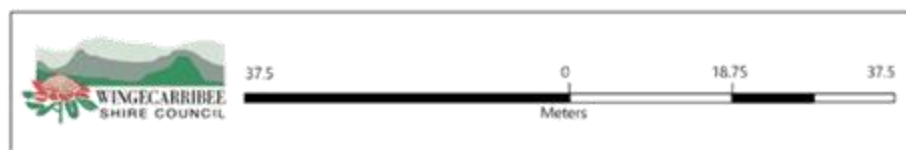
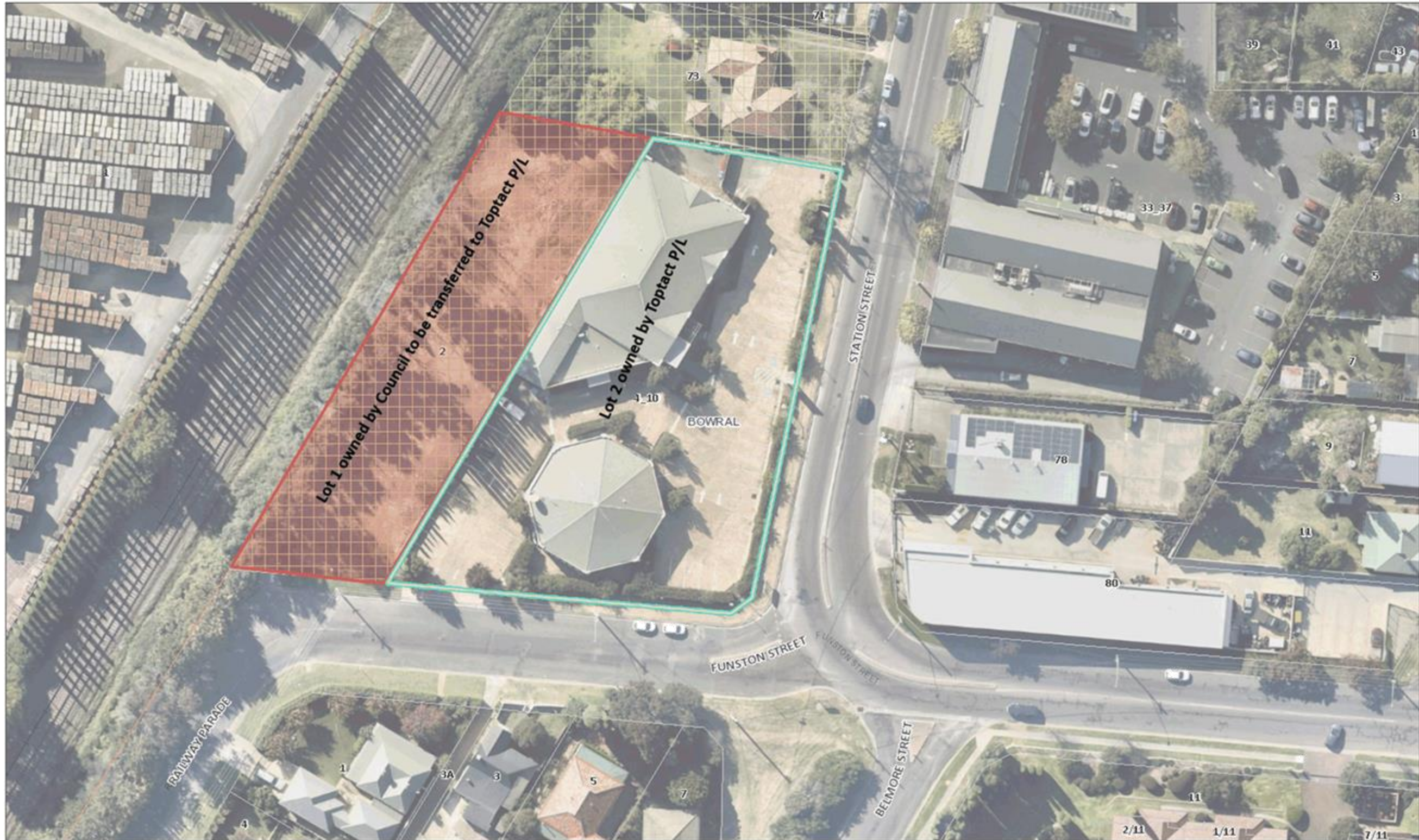
.....
Secretary

THE COMMON SEAL of THE COUNCIL OF THE
SHIRE OF WINGECARRIBEE was hereunto affixed in
the presence of:

[Signature]
Director- Acting General Manager

[Signature]
Secretary Mayor


980246



Wingecarribee Shire Council

Any information (numerical or otherwise), representation, statement, opinion or advice expressed or implied in this publication is made in good faith but on the basis that the council of the shire of Wingecarribee, its agents and its employees are not liable (whether by reason of negligence, lack of care or otherwise) to any person for any damage or loss whatsoever which has occurred or may occur in relation to that person taking or not taking (as the case may be) action in respect of any information, representation, statement, or advice referred to above.

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9.8 2020/21 Budget - Proposed Expenditure Revotes

Report Author: Management Accountant
Authoriser: Chief Financial Officer

PURPOSE

The purpose of this report is to seek Council's approval of the 2020/21 proposed expenditure revotes which are required to be carried over to the 2021/22 Budget.

RECOMMENDATION

THAT:

1. Council adopt the list of expenditure revotes for the June Review totalling \$23,571,048 for inclusion in the 2021/22 Budget as shown in Attachment 1-3 of this report.

Fund	December	March	June	Total
General Fund	\$721,129	\$9,414,516	\$13,501,108	\$23,636,753
Water Fund	-	\$3,300,000	\$5,201,916	\$8,501,916
Sewer Fund	-	-	\$4,868,024	\$4,868,024
Total Revotes	\$721,129	\$12,714,516	\$23,571,048	\$37,006,693

2. Council approves the transfer of \$1,423,013 to the Expenditure Revotes Reserve, representing the General Revenue portion of the General Fund Revotes.

REPORT

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

Where projects have not been completed, the funding is required to be carried over into the 2021/22 budget to complete the works.

Managers are also encouraged to identify expenditure revotes as part of the quarterly budget review process to ensure that the timing of works can be reflected appropriately in Council's Budget, particularly for projects which are delivered over multiple years.

Expenditure Revotes for the December and March periods were previously approved as part of the respective quarterly budget review reports to Council.

The following table provides a summary of the proposed revotes for the June reporting period, requiring Council approval totalling \$23,571,048.

June Expenditure Revotes (Source of Funds)	General Fund	Water Fund	Sewer Fund	Total Revotes
General Revenue	\$1,423,013	\$44,000	\$35,000	\$1,502,013
External Grants	\$5,116,459	-	-	\$5,116,459
Developer Contributions	\$262,063	\$3,027,523	\$1,909,184	\$5,198,770

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Internal Reserves	\$6,549,573	\$2,130,393	\$2,923,840	\$11,603,806
Other Sources	\$150,000	-	-	\$150,000
Total Proposed Revotes	\$13,501,108	\$5,201,916	\$4,868,024	\$23,571,048

If the June 2021 expenditure revotes are approved, the total 2020/21 expenditure revotes will be \$37,006,693. This is summarised in the table below:

Fund	December	March	June	Total
General Fund	\$721,129	\$9,414,516	\$13,501,108	\$23,636,753
Water Fund	-	\$3,300,000	\$5,201,916	\$8,501,916
Sewer Fund	-	-	\$4,868,024	\$4,868,024
Total Revotes	\$721,129	\$12,714,516	\$23,571,048	\$37,006,693

For a detailed listing of all proposed revotes, please refer to the **Attachments 1-3** included with this report. These attachments provide Officer comments and expected completion dates for all nominated revotes.

December Review - Revote Adjustments

At the Finance Committee Meeting held on 17 February 2021, it was resolved to approve all the budget variations included in the December 2020 Quarterly Budget Review (FC2/21).

The December Quarterly Budget Review included expenditure revotes of \$1,523,129. In reviewing the capital works program for the 2021/22 financial year, it has been determined that two (2) drainage projects that were revoted at the December 2020 Quarterly Budget Review totalling \$802,000 will be deferred and have therefore been removed from the expenditure revotes listing.

These projects are Berrima/Lytton Road, Moss Vale (\$400,000), and Cavendish Street Mittagong (\$402,000). These projects will be designed in the 2021/22 financial year with the physical works to be undertaken as part of the 2022/23 capital works program. This effectively reduces the December 2020 revotes to \$721,129.

March Review – Revote Adjustments

At the Council Meeting held on 12 May 2021, it was resolved to approve all the budget variations included in the March 2021 Quarterly Budget Review (MN 126/21).

The March Quarterly Budget Review included expenditure revotes of \$12,784,516. An adjustment of \$70,000 was required as funds previously identified for the Prince Street Drainage Project were reallocated to the Dangar Street Moss Vale Drainage Project.

The Drainage Project at Prince Street Mittagong has subsequently been included in Council's future Capital Works Program.

Finch Review – Expenditure Revotes Recommendation

At the Council meeting held on 12 May 2021, the Interim Administrator tabled the final report of Finch Consulting into the financial position and performance of Council.

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The report identified significant concerns with Council's capacity to achieve planned project completion within the expected timeframe.

This was highlighted by the significant level of expenditure revotes which had been reported to Council for the previous financial years. The level of revotes for the previous three financial years is shown in the table below:

Fund	2017/18	2018/19	2019/20
General	15,552,000	37,122,000	19,356,000
Water	5,494,000	3,179,000	6,019,000
Sewer	1,628,000	4,971,000	7,682,000
Total	22,674,000	45,272,000	33,057,000

The Finch Review made a total of eleven (11) recommendations, all of which have been accepted by Council. In relation to Expenditure Revotes, the Finch Review made the following recommendation:

Review the process and scale of revotes with a view to incorporating the financial impact of delays in projects into the following years original budget rather than approving significant project revotes after the original budget has been adopted.

Council's response to this recommendation was reported to the Extraordinary Council Meeting held on the 20 May 2021.

Council has an Expenditure Revotes (carry overs) Management Policy which provides guidance for the identification of those projects and unspent allocations which are required to be carried forward into the next financial year.

This Management Policy will be amended so that any project that has not commenced during the year will not qualify as a revote and will instead be included in the draft budget in the following year for consideration of Council.

In addition to amending the Expenditure Revotes Management Policy, other strategies which will be adopted to track project status include:

- Monthly Reporting on project expenditure through Council's recently introduced Project Management Software
- Undertake a detailed review of the 2021/22 Capital Expenditure Review program to ensure that resources are aligned against all projects. Where required, projects will be deferred to future years.
- Develop a future Capital Works Plan that factor in cash flow projections for all projects which are to be delivered over multiple years
- Develop and implement an improved Project Management Framework.

Capacity to Deliver 2021/22 Capital Works Program

The General Manager and Interim Deputy General Manager have held meetings with senior Infrastructure and Project Delivery staff to assess Council's capacity to deliver the 2021/22 capital works program given the size of the expenditure revotes program.

With the exception of several projects which are proposed to be deferred, there is a high degree of confidence that the program can be delivered within the twelve-month timeframe.

The projects which are proposed to be deferred include some stormwater drainage projects which are yet to be designed, sportsfield lighting upgrades at Loseby Park and Eridge Park Netball Court and the installation of recreational walking signage at Mount Alexandra Reserve.

These projects require detailed design which will be completed in the 2021/22 financial year, with the physical works to be undertaken as part of the 2022/23 capital works program. The projects will be removed from the Budget as part of the September Quarterly Review and rescheduled as part of the 2022/23 Annual Budget.

COMMUNICATION AND CONSULTATION

Community Engagement

None required.

Internal Communication and Consultation

Council Executive and Senior Management Team

External Communication and Consultation

Subject to Council approving this report, where works have been deferred due to the need to undertake detailed design, the relevant sporting groups and impacted residents will be notified of the deferral of works, reasons and the revised timeframes.

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**

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

If approved by Council, the total revoted expenditure of \$37,006,693 will be included in the 2021/22 Budget. The inclusion of these projects will have no impact on the 2021/22 budget

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result as funding sources for the revoted expenditure will also be included in the 2021/22 Budget.

The General Fund component of the total revotes will be transferred to the Expenditure Revotes Reserve as required under the Practice Note for Expenditure Revotes.

RELATED COUNCIL POLICY

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

CONCLUSION

Presented for Council's approval is the total list of expenditure revotes for projects which have not been completed as at 30 June 2021. If approved, these projects will be included in the 2021/22 Budget which will allow works to be completed.

ATTACHMENTS

1. Attachment 1 - General Fund Revotes
2. Attachment 2 - Water Fund Revotes
3. Attachment 3 - Sewer Fund Revotes



Attachment 1

Wingecarribee Shire Council
 Budget Carryovers from 2020/21 to 2021/22
 General Fund

Responsibility	Ledger Description	Amount for Carryover	Funding Source					Total Funding	Expected Completion	Purpose of and reason for carryover	
			General Revenue	External Grants	Developer Contributions	SRV Reserve	Other Reserves				Other Contributions
Operations, Finance & Risk											
Assets											
ASSETS											
1	PENROSE PARK EQUIPMENT	18,000	18,000	-	-	-	-	-	18,000	Dec-21	Project approved late 2020/21, delivery underway
2	BALMORAL VILLAGE HALL EXTERNAL LIGHTS	10,000	10,000	-	-	-	-	-	10,000	Dec-21	Project approved late 2020/21, delivery underway
3	HILL TOP ENTRY SIGNS	5,200	5,200	-	-	-	-	-	5,200	Dec-21	Project approved late 2020/21, delivery underway
4	BALMORAL ENTRY SIGNS	12,000	12,000	-	-	-	-	-	12,000	Dec-21	Project approved late 2020/21, delivery underway
5	SPORTS FACILITIES STRATEGY	70,000	-	-	-	70,000	-	-	70,000	Jun-22	Consultant brief is completed. Procurement planned for October 2021 and completion of the strategy by June 2022
6	BALMORAL VILLAGE HALL SANDING AND POLISHING	5,000	5,000	-	-	-	-	-	5,000	Dec-21	Project approved late 2020/21, delivery underway
7	RENWICK COMMUNITY CENTRE FURNITURE EQUIPMENT	23,050	-	-	-	-	23,050	-	23,050	Sep-21	Final orders for Renwick Community Centre equipment have been placed
8	MITTAGONG WAR MEMORIAL CLOCK	15,000	7,500	7,500	-	-	-	-	15,000	Oct-21	Conservation Management Plan 50% complete
9	WINIFRED WEST MASTERPLAN	20,950	20,950	-	-	-	-	-	20,950	Jun-22	Conservation Management Plan 50% complete
10	PARKS & RESERVES SIGNAGE	38,304	38,304	-	-	-	-	-	38,304	Dec-21	Signage designs complete, purchase and install remaining
11	MT GIBRALTER RESERVE PLAN OF MANAGEMENT	25,000	25,000	-	-	-	-	-	25,000	Jun-22	Plan of Management has been on hold pending an Aboriginal Land Claim. This was resolved in late 2020/21, allowing progression of Plan of Management in 2021/22
12	MANAGEMENT COMMITTEES	63,782	63,782	-	-	-	-	-	63,782	Jun-22	Impact of COVID 19 on committee activities
Total Assets		306,286	205,736	7,500	-	70,000	23,050	-	306,286		
Infrastructure Services											
INFRASTRUCTURE SERVICES											
13	SAFETY IMPROVEMENTS OLD HUME HWY BOWRAL	99,803	-	99,803	-	-	-	-	99,803	Apr-22	Grant works to be undertaken for acquittal.
14	MITTAGONG RD (CLIFF - TULLONA) BOWRAL FOOTPATH	109,312	-	-	-	109,312	-	-	109,312	Jun-22	Final stage of works to be completed. Missing Link of path not constructed.
15	CONSTRUCT DRAINAGE WINGECARRIBEE ST OUTSIDE	86,675	-	-	-	86,675	-	-	86,675	Dec-21	Project Design completed. Best to construct designs we have rather than start new ones not programmed.
16	CONSTRUCT DRAINAGE JASMINE ST	969,036	-	-	120,000	849,036	-	-	969,036	Jun-22	Project Design completed 85%. Best to construct designs we have rather than start new ones not programmed.
17	EXETER RD RENEWAL SUTTON FOREST TO ELLSMORE RD	1,398,761	-	-	-	1,398,761	-	-	1,398,761	Sep-21	Works In Progress. Best to finish works with completed design.
18	THROSBY ST MOSS VALE ROAD RENEWAL	609,470	350,550	-	-	258,920	-	-	609,470	Sep-21	Grant works to be undertaken for acquittal.
19	UPGRADE SEAL MT BROUGHTON RD WERAJ	912,821	-	793,000	-	119,821	-	-	912,821	Oct-21	Grant works to be undertaken for acquittal.
20	ERIDGE PARK RD UPGRADE	461,694	-	461,694	-	-	-	-	461,694	Apr-22	Grant works to be undertaken for acquittal.
21	WOMBELAN CAVES RD ADDITIONAL SIGNAGE CONSTR	25,000	-	-	-	25,000	-	-	25,000	Dec-21	Works Designed. Community expectation they will be delivered.
22	ROUNDAABOUT CAVENDISH ST/OLD HUME HWY MGONG	166,124	-	166,124	-	-	-	-	166,124	Aug-21	Grant works to be undertaken for acquittal.
23	ALPINE HIGHWAY RAMPS ROUNDABOUT	69,404	-	69,404	-	-	-	-	69,404	Sep-21	Work In Progress. Funds Required to complete seal and linemarking
24	COLO VALE HIGHWAY RAMPS ROUNDABOUT	66,257	-	66,257	-	-	-	-	66,257	Sep-21	Work In Progress. Funds Required to complete seal and linemarking
25	BOARDMAN RD ROWLAND RD ROUNDABOUT	143,703	57,000	86,703	-	-	-	-	143,703	Sep-21	Works completed but grant not acquitted.
26	WOMBELAN CAVES RD SIGNAGE, GUIDEPOSTS, REFLECTORS	17,800	17,800	-	-	-	-	-	17,800	Dec-21	Project approved late 2020/21, delivery underway
27	MITTAGONG OVAL MULTI PURPOSE COURT	106,800	51,500	-	-	55,300	-	-	106,800	Dec-21	Project expected to be completed by December 2021
28	BOX VALE TRACK REPLACE STAIRS & ENTRANCE SIGNS	11,227	-	-	-	11,227	-	-	11,227	Jun-22	To be combined with 2021/22 project Bushland Reserves Walking Tracks Signage Program - Mt Alexandra
29	BORONIA PARK SYNTHETIC PITCH - WORLD CUP CRICKET LEGACY	30,000	10,000	15,000	-	-	-	5,000	30,000	Dec-21	Project expected to be completed by December 2021
30	BUNDANOON OVAL SYNTHETIC PITCH - WORLD CUP CRICKET LEGACY	30,000	10,000	15,000	-	-	-	5,000	30,000	Dec-21	Project expected to be completed by December 2021



Responsibility	Ledger Description	Amount for Carryover	Funding Source						Total Funding	Expected Completion	Purpose of and reason for carryover
			General Revenue	External Grants	Developer Contributions	SRV Reserve	Other Reserves	Other Contributions			
31	DESIGN DONKIN AVE PRESCHOOL STRUCTURAL WORKS	9,557	9,557	-	-	-	-	-	9,557	Dec-21	Continuation of design
32	CIVIC CENTRE LANDSCAPING DESIGN & CONSTRUCT	354,675	250,000	-	-	104,675	-	-	354,675	Dec-21	Design complete, construction to follow after completion of Matrix contract
33	GLOW WORM GLEN PEDESTRIAN BRIDGES	12,000	12,000	-	-	-	-	-	12,000	Dec-21	Project approved late 2020/21, delivery underway
34	BILL O'REILLEY PARK FURNITURE	20,000	20,000	-	-	-	-	-	20,000	Dec-21	Project approved late 2020/21, delivery underway
Total Infrastructure Services		5,710,119	788,407	1,772,985	120,000	3,018,727	-	10,000	5,710,119		
PROJECT DELIVERY											
35	BERRIMA RD BRIDGE OVERPASS	1,068,709	-	-	-	-	1,068,709	-	1,068,709	Oct-21	Delays associated with Endeavour Energy access tracks compliance
36	CIVIC CENTRE REFURBISHMENT	1,113,280	-	-	-	-	1,113,280	-	1,113,280	Oct-21	Construction delays
37	RETFORD PARK DETENSION BASIN DESIGN	142,063	-	-	142,063	-	-	-	142,063	Jun-22	Delays resulting from finalisation of protracted property acquisition
38	SRLX FACILITY UPGRADE	612,393	-	612,393	-	-	-	-	612,393	Jun-22	Multi year project schedule on track
39	CHURCH RD OVAL AMENITIES BUILDING UPGRADE (SRV)	141,712	-	-	-	1,712	-	140,000	141,712	Aug-21	Construction delays with builder
40	CHURCH RD OVAL AMENITIES BUILDING UPGRADE STAGE 2	123,313	-	51,313	-	72,000	-	-	123,313	Aug-21	Construction delays with builder
41	LACKEY PARK REGIONAL SPORTING HUB DESIGN	267,684	-	-	-	112,684	155,000	-	267,684	Jun-22	Multi year project. Delays incurred from feasibility study and Memorandum of Understanding
42	BOWRAL MEMORIAL HALL PROJECT MANAGER/SCOPING	511,369	-	511,369	-	-	-	-	511,369	Dec-22	Multi year project. Minor delays sustained from redesign
43	MT GIBRALTER TELECOM TOWER SECURITY UPGRADE	122,984	122,984	-	-	-	-	-	122,984	Dec-21	Multi year project. Delays due to environmental issues
44	BONG BONG COMMON STAGE 1A	409,566	-	109,566	-	300,000	-	-	409,566	Feb-22	Multi year project. Currently delayed due to heritage item
45	OLD SOUTH ROAD RENEWAL	575,657	-	575,657	-	-	-	-	575,657	Dec-21	Multi year project on track
46	BURRAWANG CREEK BRIDGE 2 BELMORE FALLS RD	1,756	-	1,756	-	-	-	-	1,756	Apr-22	Multi year project on track
47	DIAMOND FIELDS RD BRIDGE	13,631	-	13,631	-	-	-	-	13,631	Apr-22	Multi year project on track
48	MERRIGANG ST BRIDGE	13,232	-	13,232	-	-	-	-	13,232	Apr-22	Multi year project on track
49	RITTERS CREEK BRIDGE MERYLA RD	10,127	-	10,127	-	-	-	-	10,127	Apr-22	Multi year project on track
50	DESIGN OLD SOUTH RD BOWRAL ROAD REHABILITATION	40,000	-	-	-	40,000	-	-	40,000	Dec-21	Multi year project on track
51	MOSS VALE BYPASS PROJECT DEVELOPMENT	368,670	-	368,670	-	-	-	-	368,670	Jun-23	Multi year project on track
52	OLD SOUTH RD REHABILITATION (FLR GRANT)	4,845	-	4,845	-	-	-	-	4,845	Dec-21	Multi year project on track
53	VANDENBURGH RD RENEWAL & TABLE DRAIN WORK	117,104	-	117,104	-	-	-	-	117,104	Oct-21	Sealing works to be completed in warmer months. Additional drainage work required due to storm damage
54	3 RFS STATION WATER STORAGE TANKS	276,535	-	276,535	-	-	-	-	276,535	Jun-22	New project
55	SEYMOUR PARK PLAYGROUND RENEWAL	203,990	146,232	40,000	-	17,758	-	-	203,990	Sep-21	Project almost complete. Finalising defect rectification
56	GUNROCK CREEK BRIDGE CONSTRUCTION	20,000	-	-	-	-	20,000	-	20,000	Dec-21	Bridge construction complete. Seal required 6 months post completion
57	BUNDANOON CK BRIDGE RENEWAL MERYLA RD	20,000	-	-	-	-	20,000	-	20,000	Dec-21	Bridge construction complete. Seal required 6 months post completion
58	BONG BONG STREET REHAB & STREETSCAPE DESIGN	47,677	47,677	-	-	-	-	-	47,677	Aug-21	Project almost complete. Revote to adapt to Bowral Masterplan
59	DESIGN CHILDREN'S PLAYGROUND	19,786	4,096	-	-	15,690	-	-	19,786	Dec-21	Multi year project on track
Total Projects & Contracts		6,246,083	320,989	2,706,198	142,063	559,844	2,376,989	140,000	6,246,083		
Total Operations, Finance & Risk		12,262,488	1,315,132	4,486,683	262,063	3,648,571	2,400,039	150,000	12,262,488		
Corporate, Strategy & Development Services											
Tourism											
TOURISM & ECONOMIC DEVELOPMENT											



Responsibility	Ledger Description	Amount for Carryover	Funding Source						Total Funding	Expected Completion	Purpose of and reason for carryover
			General Revenue	External Grants	Developer Contributions	SRV Reserve	Other Reserves	Other Contributions			
60	SOUTHERN HIGHLANDS PRODUCE HUB FEASIBILITY STUDY	11,627	-	11,627	-	-	-	-	11,627	Aug-21	Project to be completed in first quarter of 2021/22 financial year
61	SOUTHERN HIGHLANDS BUSINESS EVENTS	10,000	-	10,000	-	-	-	-	10,000	Aug-21	Project to be completed in first quarter of 2021/22 financial year
62	SAVOUR THE UNEXPECTED	25,000	-	25,000	-	-	-	-	25,000	Aug-21	Project to be completed in first quarter of 2021/22 financial year
Total Tourism		46,627	-	46,627	-	-	-	-	46,627		
Corporate & Community Services											
CORPORATE & COMMUNITY SERVICES											
63	BF RECOVERY COMM ENGAGEMENT & COMM DEVELOP	8,628	-	8,628	-	-	-	-	8,628	Dec-21	Unspent funds to be used to further support social bushfire recovery via community engagement and community development initiatives. Program has been delayed by COVID-19.
64	LIVE & LOCAL - LIVE MUSIC DEVELOPMENT PROGRAM	4,545	4,545	-	-	-	-	-	4,545	Jan-22	This project has not yet started. This funding is to engage a Curator for Live Music mini events
65	BCRRF ADMINISTRATION OF SMALL GRANTS PROGRAM	6,651	-	6,651	-	-	-	-	6,651	Dec-21	Funds required to administer Small Grants program
66	BCRRF SMALL GRANTS PROGRAM FOR COMM RECOVERY	40,677	-	40,677	-	-	-	-	40,677	Dec-21	This Bushfire grant has provided funding to our Small Grants program. The remaining funds have been allocated to successful grant applicants that are yet to submit an invoice to Council
67	BCRRF SPECIALIST REBUILD SUPPORT	60,000	-	60,000	-	-	-	-	60,000	Jun-22	BCRRF Grant Specialist Rebuild Support project - waiting on Planning Dept to appoint consultants
68	BCRRF RECOVERY SERVICE SYSTEM & STAKEHOLDER MAPPING	13,360	-	13,360	-	-	-	-	13,360	Dec-21	BCRRF Recovery Service System and Stakeholder Mapping Project - remaining funds allocated to data entry of project information on to Council website
69	NAIDOC WEEK ACTIVITIES	3,000	-	3,000	-	-	-	-	3,000	Dec-21	Grant for NAIDOC Week provided prior to end of financial year for event that has been postponed until later this year due to COVID
70	SERVICE DELIVERY REVIEW PROGRAM	36,363	36,363	-	-	-	-	-	36,363	Nov-21	Funds required for the Corporate Relations Service Delivery Review scheduled to commence in early 2021/22 financial year
71	COMMUNITY SURVEY AND RESEARCH	16,973	16,973	-	-	-	-	-	16,973	Dec-21	Unspent funds required to support the review of Council's Integrated Planning and Reporting documents, in particular the Community Strategic Plan
Total Corporate & Community Services		190,197	57,881	132,316	-	-	-	-	190,197		
Information Services											
INFORMATION SERVICES											
72	MOSS VALE LIBRARY REFURBISHMENT PROJECT	19,863	-	19,863	-	-	-	-	19,863	Sep-21	Items that have been purchased for the Moss Vale Branch Library refurbishment project have been delayed due to COVID 19
73	MICROWAVE NETWORK UPGRADE	243,474	-	-	-	-	243,474	-	243,474	Aug-21	Delays due to bad weather, and also due to trying to get access to Telstra properties and equipment
Total Information Services		263,337	-	19,863	-	-	243,474	-	263,337		
Environment & Sustainability											
ENVIRONMENT & SUSTAINABILITY											
74	M/WMAC LED LIGHTING UPGRADE	23,000	-	-	-	-	23,000	-	23,000	Dec-21	To be completed this year Revolving Energy Fund project
75	CIVIC CENTRE SOLAR INSTALLATION	87,421	-	-	-	-	87,421	-	87,421	Oct-21	To be completed this year in line with Civic Centre refurbishment Revolving Energy Fund project
76	BUSHLAND RESTORATION AND WEED MANAGEMENT	14,321	-	-	-	-	14,321	-	14,321	Oct-21	Environment Levy Funded project. Contractor works commenced and will be completed in 2021/22 financial year
77	GREEN WEB STRATEGY	23,249	-	-	-	-	23,249	-	23,249	Nov-21	Environment Levy Funded project. Contractor works commenced and will be completed in 2021/22 financial year
78	SOS KOALA CONSERVATION GRANT PROJECT	136,495	-	136,495	-	-	-	-	136,495	Jun-22	SOS Grant project with DPIE continuing. Extension issued by DPIE to June 2022
79	COMMUNITY EDUCATION	31,067	-	-	-	-	31,067	-	31,067	Dec-21	Environment Levy Funded project. Contractor works commenced and will be completed in 2021/22 financial year
80	LANDCARE & BUSHCARE	1,950	-	-	-	-	1,950	-	1,950	Oct-21	Environment Levy Funded project. Contractor works commenced and will be completed in 2021/22 financial year
81	RURAL PARTNER PROGRAM	10,959	-	-	-	-	10,959	-	10,959	Aug-21	Environment Levy Funded project. The Rural Living Handbook printing contract.
82	URBAN SUSTAINABILITY PARTNER PROGRAM	60,872	-	-	-	-	60,872	-	60,872	Dec-21	Environment and Climate Change Strategy was commenced during 2020/21 but was unable to be completed due to organisational changes
83	BOUNDARY FENCING WELBY WEIR RESERVE	4,650	-	-	-	-	4,650	-	4,650	Aug-21	Environment Levy Funded project. Contractor works commenced and will be completed in 2021/22 financial year
Total Environment & Sustainability		393,984	-	136,495	-	-	257,489	-	393,984		
Planning Development & Regulatory Services											
PLANNING DEVELOPMENT & REGULATORY SERVICES											



Responsibility	Ledger Description	Amount for Carryover	Funding Source					Total Funding	Expected Completion	Purpose of and reason for carryover	
			General Revenue	External Grants	Developer Contributions	SRV Reserve	Other Reserves				Other Contributions
84	NEW ANIMAL SHELTER PRELIMINARY CONCEPT PLANS	50,000	50,000	-	-	-	-	-	50,000	Jul-21	Concept design for the Animal Shelter was completed in July 2021.
Total Planning Development & Regulatory Services		50,000	50,000	-	-	-	-	-	50,000		
Total Corporate, Strategy & Development Services		944,145	107,881	335,301	-	-	500,963	-	944,145		
Executive											
EXECUTIVE SERVICES											
85	COMMONWEALTH GOVERNMENT DISASTER GRANT GLOW WORM GLEN	25,000	-	25,000	-	-	-	-	25,000	Oct-21	Works to commence in September and will be completed by October.
86	COMMONWEALTH GOVERNMENT DISASTER GRANT MOUNTAIN BIKE TRACKS WINGELLO & BUNDANOON	25,000	-	25,000	-	-	-	-	25,000	Jun-22	Funds allocated towards repair of tracks in Wingello Forest by Forestry Corporation NSW. Works to be undertaken by Forestry Corporation NSW and volunteer stakeholder group. Works being prioritised by Forestry Corporation NSW.
87	COMMONWEALTH GOVERNMENT DISASTER GRANT RATE RELIEF FOR DESTROYED HOMES	25,714	-	25,714	-	-	-	-	25,714	Jun-22	Funds available for rate relief for property owners who had their property destroyed by the bushfires.
87	COMMONWEALTH GOVERNMENT DISASTER GRANT FLORA AND FAUNA	41,074	-	41,074	-	-	-	-	41,074	Jun-22	Funds needed for the ongoing implementation of scheduled seasonal works on fire affected reserves. Community landholder support and carer support programs are also ongoing.
88	COMMONWEALTH GOVERNMENT DISASTER GRANT BALMORAL RESERVE ASBESTOS REMOVAL	100,000	-	100,000	-	-	-	-	100,000	Sep-21	Asbestos has been removed and this job has been completed.
88	COMMONWEALTH GOVERNMENT DISASTER GRANT TREE CLEARANCE MURRIMBA RD WINGELLO	10,155	-	10,155	-	-	-	-	10,155	Dec-21	Tree clearing on Murrimba Road, Wingello will be completed by December 2021.
89	COMMONWEALTH GOVERNMENT DISASTER GRANT BALMORAL & HILLTOP VILLAGE SIGNS	6,522	-	6,522	-	-	-	-	6,522	Oct-21	Funds were only confirmed very late in 2020/21. The signs are completed but still need to be installed.
89	COMMONWEALTH GOVERNMENT DISASTER GRANT BUSHFIRE COMMUNITY RECOVERY ADMINISTRATION	10,000	-	10,000	-	-	-	-	10,000	Jun-22	Funds are required to provide administrative support for the social community recovery program which has been extended until end of June 2022.
90	COMMONWEALTH GOVERNMENT DISASTER GRANT PLANS OF MANAGEMENT FOR BUSHFIRE IMPACT AREAS	30,000	-	30,000	-	-	-	-	30,000	Mar-22	The consultant has been engaged and the preliminary project investigations were undertaken in June 2021. Plan of Management development is ongoing and expected to be completed in March 2022.
90	COMMONWEALTH GOVERNMENT DISASTER GRANT CASBURN PARK WINGELLO	21,010	-	21,010	-	-	-	-	21,010	Jun-22	Funds represent Council's co - contribution to Casburn Park Masterplan Stages 1-3. Approved grant funds from Bushfire Local Economic Recovery Fund.
Total Executive		294,475	-	294,475	-	-	-	-	294,475		
Total Executive		294,475	-	294,475	-	-	-	-	294,475		
Total General Fund		13,501,108	1,423,013	5,116,459	262,063	3,648,571	2,901,002	150,000	13,501,108		



Attachment 2

Wingecarribee Shire Council											
Budget Carryovers from 2020/21 to 2021/22											
Water Fund											
Responsibility	Ledger Description	Amount for Carryover	Funding Source					Total Funding	Expected Completion Date	Purpose of and reason for carryover	
			General Revenue	Grants	Developer Contributions	Other Reserves	Augmentation Reserve				Other Contributions
Operations, Finance & Risk											
Water - Project Delivery											
1	SYSTEM MASTER PLANNING - RETIC IMPROVEMENTS	163,602	-	-	-	-	163,602	-	163,602	Jul-22	Multi year project on track
2	NEW GENERATORS WINGECARRIBEE WTP'S & WPS	419,351	-	-	-	-	419,351	-	419,351	Dec-21	Multi year project on track
3	CRITICAL MAIN UPGRADE BUNDANOON RD & SCHOOL LANE	589,339	-	-	589,339	-	-	-	589,339	Dec-21	Tenders received in late 2020/21. Construction works commencing in 2021/22
4	QUEEN STREET WATER SUPPLY CONSTRUCTION	253,243	-	-	253,243	-	-	-	253,243	Oct-21	Project delayed due to changing approach resulting from network constraints.
5	MASTER PLAN WEST BOWRAL TRANSFER DUPLICATION	1,061,191	-	-	861,191	-	200,000	-	1,061,191	Mar-22	Multi year project on track
6	DESIGN WWTP & BWTP MAJOR IMPROVEMENTS	200,000	-	-	-	-	200,000	-	200,000	Jun-25	Multi year project on track
Total Water Project Delivery		2,686,726	-	-	1,703,773	-	982,953	-	2,686,726		
Water - Operations											
7	WATER NETWORK MONITORING	145,813	-	-	-	-	145,813	-	145,813	Jun-22	Revote required to purchase additional bulk water loggers. Telstra proof of concept currently underway
8	VALVES, PRV'S & HYDRANTS	83,148	-	-	-	-	83,148	-	83,148	Oct-21	Revote required for completion of valve renewals at Oxley Drive reservoir
9	WATERMAIN RETICULATION RENEWALS	1,040,605	-	-	690,605	-	350,000	-	1,040,605	Dec-21	Revote required to complete programmed works at Gullies Road Bundanoon and Elizabeth Street Moss Vale
10	CRITICAL MAIN UPGRADES - THROSBY STREET	573,182	-	-	431,182	-	142,000	-	573,182	Jul-21	Works almost complete
11	WELBY RESERVOIR COMPONENT RENEWAL	12,800	-	-	-	-	12,800	-	12,800	Jun-22	Completion of works commenced in 2020/21, delayed due to lack of resources
12	WATER FILLING STATIONS MANAGEMENT SYSTEMS	253,846	-	-	-	-	253,846	-	253,846	Dec-21	Delay of the Payment Gateway solution has delayed the implementation of the first seven water filling stations
13	WTP REPLACE PNEUMATIC CONTROL FILTER VALVES	45,795	-	-	-	-	45,795	-	45,795	Jun-22	Completion of works commenced in 2020/21 to replace pneumatic controllers at Bundanoon WTP
14	RESERVOIRS LEAK REPAIRS OXLEY DR & WILLOW VALE	201,963	-	-	201,963	-	-	-	201,963	Aug-21	These works were planned for the winter of 2021 (when demand as low). Work will continue till August 2021
15	MEDWAY DAM POWER SUPPLY MODIFICATIONS	64,038	-	-	-	-	64,038	-	64,038	Jun-22	Continuation of disconnection of high voltage power supply at Medway Dam
16	SAFETY BUOYS BUNDANOON & MEDWAY DAMS	50,000	-	-	-	-	50,000	-	50,000	Jun-22	Project not completed due to lack of resources
17	AMS DEVELOPMENT & IMPLEMENTATION	44,000	44,000	-	-	-	-	-	44,000	Dec-21	Works expected to be completed Dec - 21
Total Water Operations		2,515,190	44,000	-	1,323,750	-	1,147,440	-	2,515,190		
Total Water Fund		5,201,916	44,000	-	3,027,523	-	2,130,393	-	5,201,916		



Attachment 3

Wingecarribee Shire Council Budget Carryovers from 2020/21 to 2021/22 Sewer Fund											
Responsibility Ledger Description	Amount for Carryover	Funding Source						Total Funding	Expected Completion Date	Purpose of and reason for carryover	
		General Revenue	Grants	Developer Contributions	Other Reserves	Augmentation Reserve	Other Contributions				
Operations, Finance & Risk											
Sewer - Project Delivery											
1	DESIGN SPS BU7 CONTAINMENT OPTIONS	273,852	-	-	-	-	273,852	-	273,852	Sep-21	Multi year project on track
2	SPS DOUGLAS RD MV 15 ACCESS RD & SERVICES	76,217	-	-	4,217	-	72,000	-	76,217	Oct-21	Project complete. Revote due to awaiting final seal post winter
Total Sewer Project Delivery		350,069	-	-	4,217	-	345,852	-	350,069		
Sewer - Operations											
3	TELEMETRY UPGRADES & RENEWALS	2,971,600	-	-	632,199	-	2,339,401	-	2,971,600	Jun-22	Revote required for major capital works upgrade of sewer pump station electrical controls and SCADA telemetry system
4	SEWER MAIN RENEWALS	629,991	-	-	629,991	-	-	-	629,991	Jun-22	Multi year project on track
5	SEWER MAN HOLE RENEWALS	250,685	-	-	250,685	-	-	-	250,685	Jun-22	Multi year project on track
6	STP CITECT TO SCADA UPGRADES	114,063	-	-	114,063	-	-	-	114,063	Dec-21	Revote required to complete upgrade of citect at Robertson STP
7	BERRIMA STP SEPTIC RECEIVAL SYSTEM UPGRADE	180,474	-	-	180,474	-	-	-	180,474	Jun-22	Delay in supply of equipment being shipped from Italy
8	MOSS VALE STP AERATION PROJECT	238,587	-	-	-	-	238,587	-	238,587	Jun-22	Approved late in 2020/21. Specification complete for procurement in 2021/22
9	CRITICAL MAIN UPGRADES - THROSBY STREET	97,555	-	-	97,555	-	-	-	97,555	Sep-21	Project almost complete. Final mains testing required in 2021/22
10	AMS - DEVELOPMENT & IMPLEMENTATION	35,000	35,000	-	-	-	-	-	35,000	Dec-21	Works expected to be completed Dec 2021
Total Sewer Operations		4,517,955	35,000	-	1,904,967	-	2,577,988	-	4,517,955		
Total Sewer Fund		4,868,024	35,000	-	1,909,184	-	2,923,840	-	4,868,024		

9.9 Investment Report - July 2021

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

PURPOSE

The purpose of this report is to present Council's Investment Portfolio held at 31 July 2021.

RECOMMENDATION

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

REPORT

In accordance with section 212 of the *Local Government (General) Regulation 2005*, the Responsible Accounting Officer must provide Council with a written report setting out details of all money that Council has invested under section 625 of the *Local Government Act 1993*.

This report provides details of Council's Investment Portfolio as at 31 July 2021.

Attachment 1 to this report provides Council's Investment Portfolio, detailing investments held and a summary of the portfolio by the institution invested with and their credit rating.

In accordance with section 212(1)(b) of the *Local Government (General) Regulation 2005*, the investments listed in **Attachment 1** have been made in accordance with:

- The *Local Government Act 1993*
- The *Local Government (General) Regulation 2005*,
- The Ministerial Investment Order 2011, and
- Council's Investment Policy.

Interest earned from investments totalled \$87,357.86 for one (1) month to 31 July 2021.

ATTACHMENTS

1. Investment Report Summary as at 31 July 2021



Wingecarribee Shire Council Investment Report Summary

For the period ending 31 July 2021

List of Investments

Council's investment portfolio as at 31 July 2021 consists of the following investments:

INVESTMENT PORTFOLIO AS AT 31 July 2021						
Institution	Type	Amount	Interest Rate	Investment Term - Days	Maturity Date	% Investment Portfolio
NAB	Term Deposit	5,000,000	0.85%	364	6/08/2021	2.73%
CBA	Term Deposit	3,000,000	0.37%	172	17/08/2021	1.64%
NAB	Term Deposit	5,000,000	0.80%	365	26/08/2021	2.73%
NAB	Term Deposit	5,000,000	0.80%	364	27/08/2021	2.73%
BOQ	Term Deposit	5,000,000	0.75%	364	27/08/2021	2.73%
MyState	Term Deposit	5,000,000	0.85%	364	3/09/2021	2.73%
BOQ	Term Deposit	5,000,000	0.75%	364	3/09/2021	2.73%
NAB	Term Deposit	3,000,000	0.73%	365	21/09/2021	1.64%
BDCU	Term Deposit	5,000,000	0.85%	365	24/09/2021	2.73%
BDCU	Term Deposit	5,000,000	0.85%	365	26/09/2021	2.73%
MyState	Term Deposit	5,000,000	0.80%	365	28/09/2021	2.73%
Auswide	Term Deposit	3,000,000	0.50%	300	6/10/2021	1.64%
AMP	Term Deposit	2,500,000	0.75%	330	19/10/2021	1.37%
AMP	Term Deposit	2,500,000	0.75%	343	2/11/2021	1.37%
AMP	Term Deposit	2,500,000	0.75%	332	12/11/2021	1.37%
Auswide	Term Deposit	5,000,000	0.50%	280	26/11/2021	2.73%
BOQ	Term Deposit	5,000,000	0.40%	189	3/12/2021	2.73%
AMP	Term Deposit	2,500,000	0.75%	365	15/12/2021	1.37%
NAB	Term Deposit	3,000,000	0.40%	320	21/12/2021	1.64%
Auswide	Term Deposit	5,000,000	0.50%	364	7/01/2022	2.73%
CBA	Term Deposit	5,000,000	0.34%	240	21/01/2022	2.73%
ME	Term Deposit	5,000,000	0.45%	329	28/01/2022	2.73%
CBA	Term Deposit	2,000,000	0.40%	330	11/02/2022	1.09%
CBA	Term Deposit	2,000,000	0.41%	364	18/02/2022	1.09%
CBA	Term Deposit	5,000,000	0.42%	365	23/02/2022	2.73%
ME	Term Deposit	4,000,000	0.45%	330	3/03/2022	2.19%
ME	Term Deposit	3,000,000	0.45%	365	18/03/2022	1.64%
CBA	Term Deposit	3,000,000	0.43%	365	31/03/2022	1.64%
ME	Term Deposit	2,000,000	0.45%	365	31/03/2022	1.09%
CBA	Term Deposit	5,000,000	0.38%	304	7/04/2022	2.73%
Macquarie	Term Deposit	1,000,000	0.40%	350	14/04/2022	0.55%
BOQ	Term Deposit	5,000,000	0.40%	271	26/04/2022	2.73%
ME	Term Deposit	3,000,000	0.45%	365	29/04/2022	1.64%
ME	Term Deposit	4,000,000	0.50%	365	5/05/2022	2.19%
CBA	Term Deposit	5,000,000	0.43%	330	11/05/2022	2.73%
BDCU	Term Deposit	5,000,000	0.50%	364	20/05/2022	2.73%
BDCU	Term Deposit	5,000,000	0.50%	364	27/05/2022	2.73%
CBA	Term Deposit	10,000,000	0.42%	365	23/06/2022	5.47%
CBA	Term Deposit	10,000,000	0.43%	364	1/07/2022	5.47%
ME	Term Deposit	5,000,000	0.50%	365	12/07/2022	2.73%
NAB	Term Deposit	5,000,000	0.37%	365	29/07/2022	2.73%
NAB	Call Account	1,532,181	0.00%	NA	NA	0.84%
BDCU	Call Account	5,329,337	0.15%	NA	NA	2.91%
Total Investments		\$182,861,518				100.00%

Institution Legend		
AMP - AMP Limited	CBA - Commonwealth Bank of Australia	MyState - MyState Bank
ANZ - Australia & New Zealand Banking Group	CUA - Credit Union Australia	NAB - National Australia Bank
Auswide - Auswide Bank	IMB - IMB Bank	Newcastle - Newcastle Permanent Building Society
BOQ - Bank of Queensland	ING - ING Direct	St George - St George Bank
BDCU - BDCU Alliance Bank	Macquarie - Macquarie Bank Limited	WBC - Westpac Banking Corporation
Bendigo - Bendigo & Adelaide Bank	ME - Members Equity Bank	Rural - Rural Bank



Wingecarribee Shire Council Investment Report Summary

For the period ending 31 July 2021

Policy Compliance

Council's Investment Policy provides clear direction for the diversification of Council's investment portfolio. This ensures credit and diversification risk is managed in accordance with the adopted risk management framework, as outlined in Council's Policy.

Individual Institution Limits

A summary of investments placed by institution is as follows:

Institution	S&P Short Term Rating	Maximum %	Actual %	Invested \$	Supports Fossil Fuels	Policy Compliance
NAB	A1+	40%	15.06%	27,532,181	YES	YES
CBA	A1+	40%	27.34%	50,000,000	YES	YES
Macquarie	A1	25%	0.55%	1,000,000	YES	YES
AMP	A2	15%	5.47%	10,000,000	YES	YES
BOQ	A2	15%	10.94%	20,000,000	NO	YES
BDCU	A2	15%	13.85%	25,329,337	NO	YES
ME	A2	15%	14.22%	26,000,000	NO	YES
MyState	A2	15%	5.47%	10,000,000	NO	YES
Auswide	A2	15%	7.10%	13,000,000	NO	YES
Total			100.00%	182,861,518		

Portfolio Credit Limits

A summary of investments placed by credit limit is as follows:

S&P Short Term Rating	Maximum %	Actual %	Invested \$	Policy Compliance
A1+	100%	42.40%	77,532,181	YES
A1	80%	0.55%	1,000,000	YES
A2	60%	57.05%	104,329,337	YES
A3	20%	0.00%	0	YES
Govt	25%	0.00%	0	YES
Total		100.00%	182,861,518	



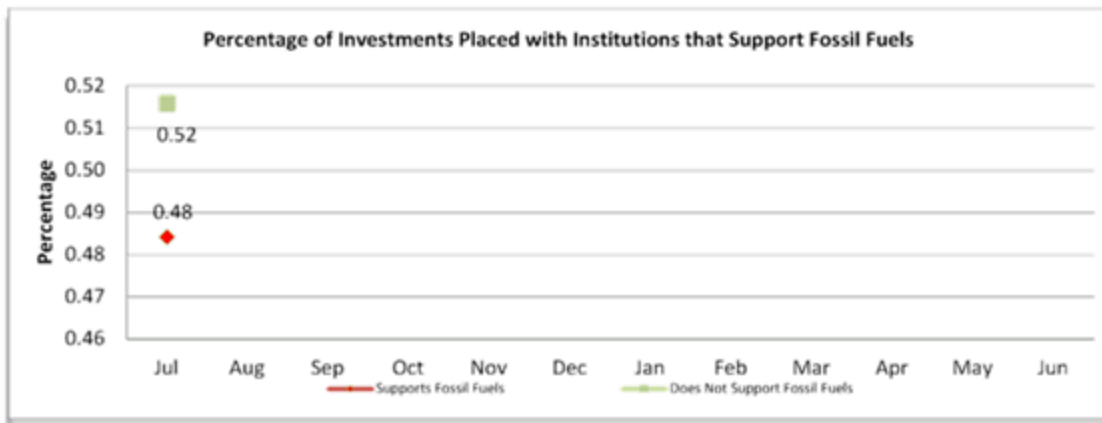
Wingecarribee Shire Council Investment Report Summary

For the period ending 31 July 2021

Non-Fossil Fuel Investment Preferecing

Council's adopted Investment Policy states a preference for placing funds with institutions that do not support the fossil fuel industry. The chart below identifies Council's percentage of investments placed with institutions that do not support the fossil fuel industry.

As investments mature Council will actively seek investments with institutions that do not support the fossil fuel industry, on the basis that they offer equivalent returns and are compliant with legislation and the objectives and parameters of the Investment Policy.



Term to Maturity

Investments have been placed giving due consideration to Council's liquidity requirements. Sufficient Working Capital is available to ensure Council continues to meet its ongoing cash flow requirements for operational and capital expenditure.





Wingecarribee Shire Council Investment Report Summary

For the period ending 31 July 2021

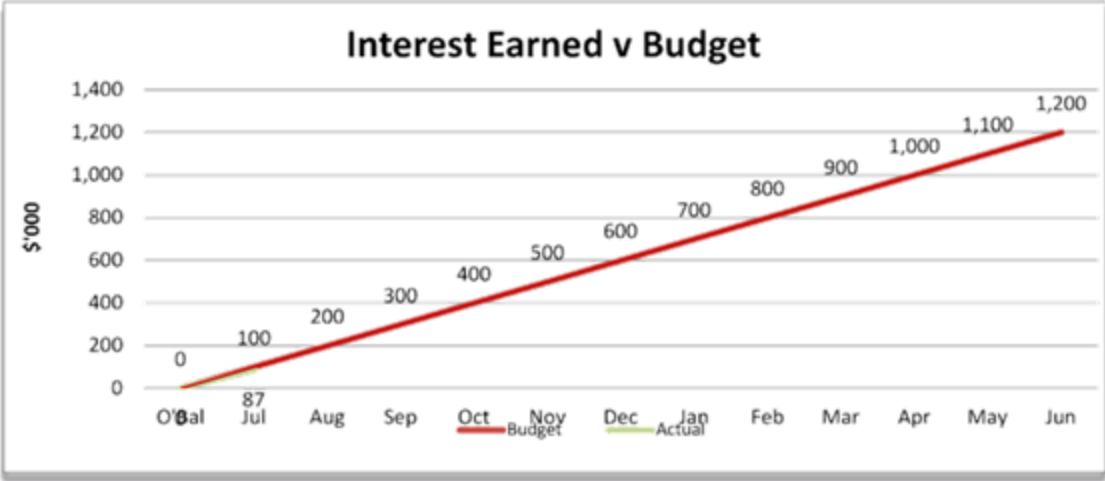
Portfolio Performance

Council's investment balance at the end of July 2021 was \$182.862 million. This has decreased by \$5.327 million since the end of June 2021. The decrease in investments is a result of operational and capital expenditure payments during July and the absence of rates and water instalments during the month.



Interest Revenue

Due to decreasing interest rates being offered by financial institutions in this protracted low interest rate environment, Council's rate of return on investments is diminishing. Council continues to seek the best available returns while managing the investment portfolio in accordance with Council's investment policy.





Wingecarribee Shire Council Investment Report Summary

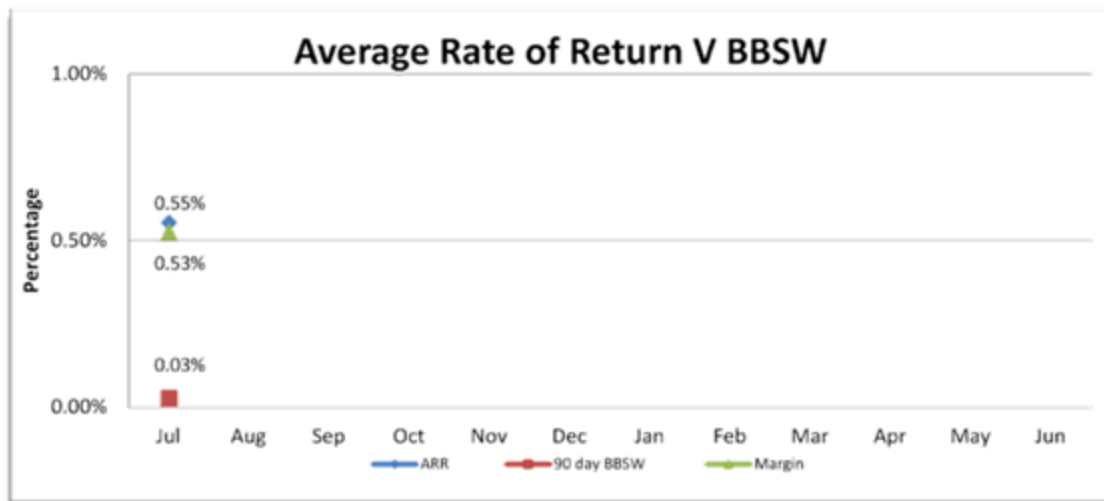
For the period ending 31 July 2021

Performance against Benchmark

Council's investment portfolio is benchmarked against the 90 day Bank Bill Swap Rate (BBSW).

The average rate of return (ARR) achieved for July 2021 was 0.55% which is 0.07% lower than June 2021. The BBSW remained steady at 0.03%.

The margin above BBSW was 0.53% for July 2021 which shows Council continues to secure favourable interest rates on term deposits.



9.10 Rates and Charges Write-off for the 2020/21 Financial Year

Report Author: Coordinator Revenue
Authoriser: Chief Financial Officer

PURPOSE

The purpose of this report is to advise Council of the 2020/21 Rates and Charges to be written off as permitted under the *Local Government Act 1993*. It is a requirement under the Act that the General Manager must advise Council of all Rates and Charges that are written off.

RECOMMENDATION

THAT

1. Council write off rates and charges in relation to Section 595 of the *Local Government Act* for Postponed Rates totalling \$19,263.12 for the 2020/21 financial year.
2. Council write off rates and charges in relation to Section 583 of the *Local Government Act* for Pension Rebates totalling \$1,637,653.59 for the 2020/21 financial year.
3. Council write off minor interest accrual balances in accordance with Clause 131 of the *Local Government (General) Regulation 2005* totalling \$325.42 for the 2020/21 financial year.
4. Council write off water supply charges in accordance with Section 558 of the *Local Government Act 1993* for *special allowances* totalling \$28,413.48 for the 2020/21 financial year.
5. Council write off water supply charges in accordance with the Adopted Water Determination Policy totalling \$62,817.80 for the 2020/21 financial year.
6. Council write off water supply charges in accordance with the Adopted Low Water Pressure Supply Rebate Policy totalling \$895.50 for the 2020/21 financial year.
7. Council write off water supply charges for residents who are undergoing Home Haemodialysis totalling \$1,412.69 for the 2020/21 financial year.
8. Council write off sundry debtors which can no longer be recovered under Council's adopted Debt Recovery Policy totalling \$1,846.82 for the 2020/21 financial year.

REPORT

BACKGROUND

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

REPORT

The amounts to be written off in respect of the 2020/21 financial year are set out below and with explanation.

Postponed Rates

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

Section 585 of the *Local Government Act 1993* details the circumstances which principally apply where there exists a parcel of land on which there is a single dwelling house, used or occupied as such, which is zoned or otherwise designated for a different use under an environmental planning instrument. In short this applies to land where its value for rating purposes differs from its permitted use because of its zoning under a planning instrument.

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

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

A list of all the properties with rates postponed from the rating year commencing 1 July 2015 is provided in **Attachment 1**.

Council must therefore process a write-off in accordance with the above section of the Act to the value of \$19,263.12.

It is important to note that the *Local Government Amendment Act 2021*, which amends the *Local Government Act 1993* was passed by the NSW Parliament on 13 May 2021 and assented to on 24 May 2021. It provides for immediate and future changes to the NSW rating system after the review undertaken by the Independent Pricing and Regulatory Tribunal.

Included within the Amendment Act are changes to the specific legislative provisions for postponed rates, which are aimed at better targeting the postponement of rates to specific types of ratepayers. These changes are not yet effective, as they will be introduced by Proclamation.

Pension Rebates

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

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

General Rates & Domestic Waste Charges - 50% of levy up to a maximum of \$250.00
 Water Charges - \$87.50
 Sewer Charges - \$87.50

The total amount of pension rebates provided in the 2020/21 financial year was \$1,637,653.59 as set out in the table below.

Charge	Pension Rebate	OLG Claim
Rates & Domestic Waste Charges	\$992,889.13	\$546,089.02
Water	\$112,579.11	\$61,918.50
Sewerage	\$101,256.36	\$55,691.00
Period 1/7/20 – 31/8/20 (claimed)	\$1,206,724.60	\$663,698.52
Rates & Domestic Waste Charges	\$14,168.91	\$7,792.90
Water	\$219,108.69	\$120,509.78
Sewerage	\$197,651.39	\$108,708.26
Period 1/9/20 – 30/6/21 (to be claimed)	\$430,928.99	\$237,010.94
Total - 2020/21 Financial Year	\$1,637,653.59	\$900,709.46

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

The total amount claimable from the Office of Local Government relating to the 2020/21 financial year is \$900,709.46 as set out in the table above.

The cost to Council in subsidising pensioner rates and charges during the 2020/21 financial year was \$736,944.13.

Accrued Interest

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

AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 08 September 2021

REPORT GENERAL MANAGER



Throughout the 2020/21 financial year accrued interest has been written off that would have been uneconomical to recover and/or based on legal advice that Council would not be able to recover the debt.

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

Rates and Charges	\$173.14
Water	\$71.52
Sewer	\$80.76
Total	\$325.42

Water Determinations – Policy Approved Adjustments

Council's Water Determination Policy provides an adjustment to the owner of a property in situations where excessive water consumption has been incurred due to circumstances beyond the owners control such as undetected water leaks.

Total amounts written off relating to Water Determinations for the 2020/21 financial year was \$62,817.80.

Low Water Pressure – Policy Approved Adjustments

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

The total amount written off relating to Low Water Pressure for the 2020/21 financial year was \$895.50.

Special Allowances – Hospitals

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

The total amount written off relating to Special Allowances for the 2020/21 financial year was \$28,413.48.

Special Allowances – Dialysis Machine Patients

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

The total amount written off relating to Dialysis Machines Patients for the 2020/21 financial year was \$1,412.69.

Sundry Debtor Write Offs

In preparation of Council's end of financial year audit, debtor balances totalling \$1,846.82 have been identified as being unrecoverable through Council's debt recovery procedures.

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

COMMUNICATION AND CONSULTATION

Community Engagement

Not required.

Internal Communication and Consultation

Not required.

External Communication and Consultation

Not required.

SUSTAINABILITY ASSESSMENT

- **Environment**

There are no environmental issues in relation to this report.

- **Social**

There are no social issues in relation to this report.

- **Broader Economic Implications**

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

- **Culture**

There are no cultural issues in relation to this report.

- **Governance**

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

COUNCIL BUDGET IMPLICATIONS

In accordance with the relevant sections of the *Local Government Act 1993*, the total amount to be written off for the 2020/21 financial year is \$1,752,628.42.

The majority of this relates to pensioner rebates, 55% of which is recovered from the Office of Local Government.

AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 08 September 2021

REPORT GENERAL MANAGER



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

RELATED COUNCIL POLICY

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

CONCLUSION

This report advises Council of the rates, charges and sundry debtors which are to be written off as at 30 June 2021 as permitted under the *Local Government Act 1993*. The total value of rates, charges and sundry debtors to be written off for the 2020/21 financial year is \$1,752,628.42.

ATTACHMENTS

1. Attachment 1 - Postponed Rates and Charges
2. Attachment 2 - Sundry Debtors



ATTACHMENT 1

POSTPONED RATES AND CHARGES
WRITE OFF RELATING TO 2015/16 RATING YEAR

Property Number	Property Description	Locality	Ordinary Rates	Interest	Amount
222800	Lot 1 DP 359315 - (Bowral Street)	Bowral	-\$297.15	-\$87.09	-\$384.24
634600	Lot 42 DP 713927 (Holly Road)	Burradoo	-\$793.87	-\$232.73	-\$1,026.60
700800	Lot 11 DP 9299 - (Old Hume Highway)	Mittagong	-\$511.68	-\$150.06	-\$661.74
995900	Lot 1 DP 527527 - (Yean Street)	Burradoo	-\$4,612.40	-\$1,499.93	-\$6,112.33
1017100	Lot 4 DP 550314 & Lot 5 DP 550314 - Myrtle Street	Bowral	-\$975.70	-\$317.29	-\$1,292.99
1095600	Lot 1 DP 600476 - (Osborne Road)	Burradoo	-\$2,088.89	-\$679.12	-\$2,768.01
1102900	Lot 1 DP 785250 & Lot 2 DP 785250 - (Osborne Road)	Burradoo	-\$4,745.45	-\$1,543.00	-\$6,288.45
1750260	Lot 17 DP 1088152 - (Sunninghill Avenue)	Burradoo	-\$549.94	-\$178.82	-\$728.76
					-\$19,263.12



ATTACHMENT 2

**DEBTOR ACCOUNT - WRITE OFFS
RELATING TO 2020/21 FINANCIAL YEAR**

Debtor No	Description	Comments	Amount
2 Various	Various Accounts	Below debt recovery threshold as per Council's Debt Recovery Policy	\$76.27
10479	Commercial Waste	Business Closed	\$105.76
13291	Commercial Waste	Business Closed	\$150.29
10778	Foodshop Inspection	Business Closed	\$179.40
11950	Foodshop Inspection	Business Closed	\$179.40
13753	Foodshop Inspection	Business Closed	\$179.40
13718	Foodshop Inspection	Business Closed	\$216.50
13313	Foodshop Inspection/Legal Costs	Business Closed	\$759.80
			\$1,846.82

10 CORPORATE STRATEGY AND DEVELOPMENT SERVICES

10.1 Christmas in the Highlands 2021

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

PURPOSE

The purpose of this report is to outline Council's plans to create a festive atmosphere across the Southern Highlands, this includes supporting businesses as well as the community in celebrating Christmas their towns and villages during December 2021.

RECOMMENDATION

THAT

1. Council note the planned activities for Shire-wide Christmas celebrations
2. Council approve, in principle, the extension of trading hours to business including but not limited to retail stores, cafes and restaurants
3. Council approve additional outdoor dining locations (permit system) for suitable premises involved in the Christmas celebrations programme, having consideration for safety and accessibility and offer blanket 'area-based' time extension exemptions for existing permits
4. Council approve the display of Christmas decorations on the exterior of shop windows and under awnings having consideration for safety and accessibility; wherever an owner has not expressly been disallowed installation of decorations
5. Council permit exclusive use of Corbett Gardens for a 'festival of lights' event on two consecutive evenings, dates to be advised for 2021, 2022 and 2023
6. Council permit community gatherings for celebrating Christmas in the halls and grounds of community villages having regard to facilities bookings, risk assessment, Covid safety planning; and meeting conditions relevant under the Wingecarribee Shire Local Environmental Plan

REPORT

BACKGROUND

Christmas in the Highlands has been supported over the years with local retailers building on events such as Festive Forage in Moss Vale and Festival of Lights in Bowral. Council has provided Christmas trees in Mittagong and Bowral, decorated the clock in Moss Vale, and had banners and flags through the three towns as well as a family friendly community event for the past two years. It is noted that the banners and flags are no longer in suitable condition for further installations and alternative materials and concepts are being explored.

At the Council meeting held on 23 June 2021 the Interim Administrator announced a reallocation of discretionary funds towards Shire-wide Christmas celebrations for either



infrastructure or community led activities. These funds are in addition to the funds already allocated annually to Christmas and aims to expand celebrations of Christmas across the Shire, particularly in villages.

REPORT

Council staff in consultation with business representatives have developed the following plan to create a festive atmosphere across the Shire, support the business community and encourage a sense of belonging and place in towns and villages.

2021 Christmas in Wingecarribee Shire

This plan includes several components outlined below:

- Development of a Christmas brand for use on flags, posters, flyers, advertisements, social media and brand element 'kit of parts' such as logos, file types and imagery; for business and community marketing;
- Three 6.5 metre Christmas trees to be installed in Mittagong at the Welcome Centre, Moss Vale in front of the Civic Centre; and Bowral in Corbett Plaza (with surveillance camera). A family friendly community 'lighting' event is to be held at each site in partnership with the local businesses and community groups;
- Christmas flags to be designed, printed and installed on flag poles throughout Mittagong and at the entrance to Bowral at the Ted Springett Memorial area; Design and installation for banners on Endeavour Energy poles in Bowral and Moss Vale could be considered in future years;
- Council permit retail shops to display Christmas decorations on the exterior of shop windows and under awnings;
- Council support the 'Festival of Lights' community planned Christmas event in Corbett Gardens to be held over two consecutive evenings and to ensure the event builds each year, to extend this support to include 2022 and 2023 Festival of Light Christmas events;
- In support of 'twilight' trading initiatives, Council approves a Shire-wide extension of trading hours. Additional outdoor dining (and blanket time extensions for existing outdoor dining permits) in suitable locations is approved in order to encourage participation by cafes and restaurants, provide refreshment for 'twilight' shoppers and contribute to a festivity on the street and improve public safety simultaneously;
- Funding to be provided for village associations (beyond the main street business areas) across the Shire to put towards community led Christmas festivities including those on Council owned / managed land; Total of \$22,500 will be made available with \$2,500 going to the larger villages and \$1,000 to smaller villages. These funds will be distributed through an Expression of Interest submitted from Village Associations to Council;
- In addition to the plans proposed, Council will continue to support Christmas in the community through the Mayoral Giving Tree and the donation of dessert by Council staff to the Community Christmas dinner coordinated by local community and church based groups which caters for 300 people.

COMMUNICATION AND CONSULTATION

Community Engagement

Please refer to consideration below.

Internal Communication and Consultation

The development of this project is being undertaken by Corporate and Community, and Infrastructure Services Branches in consultation with officers in the areas of Planning,

Compliance, Assets and Tourism. It is envisaged that the development will continue until the physical commencement of some of the tasks and that this project should be a regular feature of the Council calendar each year to provide for festive fun for our community.

A key area under investigation is whether the future use of council land that is bushfire prone land will be possible where it is currently not due to current legislation (Clauses within Wingecarribee Local Environmental Plan 2010).

External Communication and Consultation

A Christmas planning working group has met three times since Christmas 2020, to agree on an approach to business support and community involvement in the towns and villages across the Shire. The working group is facilitated by the Southern Highlands Chamber of Commerce and Industry and includes Council officers, business representatives from Bowral, Moss Vale and Mittagong. With funding announced, future meetings will include the smaller town businesses and village communities.

SUSTAINABILITY ASSESSMENT

- **Environment**

The use of sustainable decorations wherever practicable has been considered and waste creation will be minimised.

- **Social**

To improve and enhance the wellbeing of the community of the shire by providing opportunities to celebrate Christmas.

- **Broader Economic Implications**

To improve Christmas trading further to extended period of Covid 19 Trading restrictions.

- **Culture**

There are no culture issues in relation to this report.

- **Governance**

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

An amount of \$80,000 from a discretionary fund has been added to funds previously agreed in Council's budget. The total amount allocated is \$103,000.

RELATED COUNCIL POLICY

Nil



CONCLUSION

This report provides an overview of Council's plans to create a festive atmosphere across the Southern Highlands, this includes supporting businesses as well as the community in celebrating Christmas in towns and villages during December 2021. Support will be provided via additional funding allocation and a range of approvals and permits.

ATTACHMENTS

There are no attachments to this report.

10.2 COVID Related Implications for Council's Children's Services

Report Author: Family Day Care Childrens Services Co-ordinator
Authoriser: Group Manager Corporate and Community

PURPOSE

The purpose of this report is to present to Council a range of actions to support families who use Wingecarribee Out of School Hours Service and Family Day Care Service who are impacted by the most recent COVID restrictions impacting regional NSW.

RECOMMENDATION

THAT

1. Council waive the child care “gap fees” from 23 August 2021 until the lockdown ceases or otherwise advised by the DESE, for children not attending Wingecarribee Out of School Hours Service (WOOSH) under the conditions outlined by the Department of Education, Skills and Employment (DESE),
2. Council undertake a 28-day public notification period in relation to waiving the “gap fee” for children not attending the Out of School Hours Service, in accordance with Section 356 of *Local Government Act 1993*
3. Council notes that Wingecarribee Out of School Hours Care, if still in lockdown, will operate a reduced September/ October vacation care program offering 12-15 child care places to essential workers and those families who cannot work from home.

REPORT

BACKGROUND

On the 16 August 2021, the NSW Government extended the lockdown of Greater Sydney to include all regional areas of NSW, initially up until the 28 August but more recently extended to 10 September, at a minimum. This included the closure of all local schools and a request to families by the NSW Premier and NSW Chief Medical Officer to refrain from sending children to child care unless there was genuine need.

As a result, there has been a significant reduction in children attending the Children's Services provided by Wingecarribee Shire Council, in particular the Out of School Hours Service.

REPORT

The Department of Education, Skills and Employment (DESE) has advised that Children's Services in Commonwealth declared COVID – 19 hotspots can waive gap fees for families who keep their children at home where the following applies:

- The Commonwealth hotspot runs for more than seven days. If this applies, gap fees can be waived from day eight of the hotspot declaration. (The gap fee is the contribution a parent makes towards their child care fees. It is the gap between the Service fee and the family's Child Care Subsidy (CCS) entitlement. Under "normal" circumstances this is a condition of being eligible for CCS)
- The Commonwealth hotspot runs for seven days or fewer, but the state or territory government has limited who can access child care. This could include limiting access to only vulnerable children, children whose parents can't work from home, or the children of essential workers.
- Services directed to close by a local authority because of COVID-19 can also waive gap fees until 31 December 2021.

DESE has confirmed that services that choose to waive gap fees will continue to receive Child Care Subsidy (CCS) for those children not attending, but still enrolled in the service.

The Commonwealth has declared all of NSW hotspot. As the lockdown has extended in Regional NSW this now provides Council the option to waive the gap fee for children not attending care and apply for Business Continuity Payments (BCP).

Council is not obligated to waive the gap fee, however in acknowledging that both Federal and State Governments are requesting parents to keep their children away from school and child care, waiving the gap fee will potentially:

- Encourage families to keep their children enrolled in the Service
- Ensure that the Service is still generating some income in the form of Child Care Subsidy from children not attending by reducing booking cancellations
- Encourage families to keep their children home from the Services unless they have no other option thereby increasing safety for all attendees and staff.

As such is it recommended that Council waive the gap fee for its Out of School Service back dated to 23 August 2021.

Business Continuity Payments (BCP) For Children's Services

DESE announced on 23 August 2021 that eligible child care services will get BCP which will be backdated to Monday 23 August 2021.

The following conditions apply to receive the BCP payment:

- Having reasonable expectation attendance will drop below 50%.
- Not accessing other Commonwealth funded business supports
- Waiving gap fees for all families whose children are not attending.
- Maintaining staffing levels
- Agreeing to a fee freeze for the duration of the BCP

Out of School Service

In the first week of the regional lockdown (16- 20 August) the Before and After school care service experienced a 60% drop in attendance, this trend has followed in subsequent weeks. Under the BCP criteria the Service will get separate fortnightly payments of 40% of

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pre-lockdown revenue calculated to the hourly cap based on attendances in the reference week of 17-30 May 2021.

As Council is not currently waiving the gap fee it is unclear if Council will receive the BCP and staff are currently seeking clarification. Regardless of whether Council received the BCP it is recommended that Council waive the gap fee back dated to 23 August 2021.

Family Day Care

Whilst the Family Day Care Service will be eligible this report does not seek to gain approval for the BCP payment for the Family Day Care Service at this stage. The financial operation of the Family Day Care Services has not been impacted and attendance rates across the Service have not dropped below 50%. Service fees and levies are being maintained. Individual contracted Family Day Educators who have been impacted by the regional lockdown are investigating small business grants and other government relief packages.

Vacation Care for September School Holidays

Vacation Care is scheduled to run from 20 September until 1 October. If the current COVID 19 lockdown continues into the school holiday's it is proposed that Vacation Care be run at a limited capacity, reducing the number of enrolments to between 12-15. Places will only be available to currently enrolled families requiring vacation care because they cannot work from home. This will ensure that essential workers still have access to child care during school holidays.

If Wingecarribee Shire comes out of lockdown after 10 September staff will re-evaluate their capacity, including staffing levels, to increase the enrolment for Vacation Care.

COMMUNICATION AND CONSULTATION

Community Engagement

Staff have been communicating with enrolled families, staff and contracted Family Day Care Educators about the impacts of the regional lockdown and its effects on the operation of the Service. Service staff have responded to families who have specific requests or clarification in regard to how the lockdown impacts on them and their child care arrangements.

Internal Communication and Consultation

Executive.

External Communication and Consultation

External consultation and clarification has been sought from both NSW Family Day Care Association and Network of Community Activities, peak bodies supporting the Family Day care and Out of School Hours Services in New South Wales.

If Council agrees to waive the gap fee, a 28-day public notification period will be undertaken in relation to waiving the "gap fee" for children not attending the Out of School Hours Service, in accordance with Section 356 of *Local Government Act 1993*.

SUSTAINABILITY ASSESSMENT

- **Environment**

There are no environmental issues in relation to this report.

- **Social**

The support measures outlined within this report are aimed to support the families currently enrolled with Councils Children's Services who may have been affected by the lockdown and stay at home orders. The measures aim to support the Services to remain viable and operational and to ensure their availability to the community and enrolled families when the lockdown concludes.

- **Broader Economic Implications**

The support measures outlined in this report are aimed to assist enrolled families during the COVID Pandemic by reducing fees for children not attending care it does not have broader implication for the community. • **Culture**

There are no cultural issues in relation to this report.

- **Governance**

Council is required to undertake a 28-day public notification period in relation to waiving the "gap fee" for children not attending the Out of School Hours Service, in accordance with Section 356 of *Local Government Act 1993*

COUNCIL BUDGET IMPLICATIONS

Financial Impact of Waiving the Gap Fee Without the Business Continuity Payment – Before and After School Care

The gap fees Council would potentially forego, by waiving the fees for non-attendance are difficult to determine as family's gap fees are dependent on the amount of Child Care Subsidy (CCS) each family receives. This not only differs for each family, based on their income, but can also differ from week to week.

Based on week beginning 16 August 2021 (and indicative to ongoing trend), the first week of regional lockdown the Service experienced a 60% drop in attendance in the Before and After School program.

- Total fees charged for the week - \$9,618
- Child Care Subsidy payment received - \$5,562
- Gap fee from parents - \$4,056
- Estimated loss of waiving the gap fee for non-attendance - \$2,433 per week

Financial Impact of Waiving the Gap Fee with the BCP payment

To be eligible for BCP payments Services must be waiving the gap fee. As Council cannot waive the gap fee until after it meets the requirements of section 356 of the *Local Government Act 1993*, including 28 days of public consultation there is the real possibility

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that Council is not currently eligible to apply for the BCP payment. Staff are currently seeking clarification from DESE

However, if eligible under the BCP criteria the Service will get separate fortnightly payments of 40% of pre-lockdown revenue calculated to the hourly cap based on attendances in the reference week of 17-30 May 2021.

Children's Services currently has a reserve of approx. \$523,000 as at 30 June 2021.

RELATED COUNCIL POLICY

Nil

CONCLUSION

This report outlines to Council issues affecting Councils Children's Services and the impact that this is having on families. The report identifies ways to support families during the regional lockdown and measures in place by DESE to support financial viability of the Early Childhood sector during lockdown periods.

ATTACHMENTS

There are no attachments to this report.

10.3 Community Research Results - Recommended Actions

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

PURPOSE

The purpose of this report is to outline recommended improvement actions regarding Council's level of communications, provision of information and opportunities to participate in decision making, following Community Research undertaken in February 2021.

RECOMMENDATION

1. **THAT the community research recommended improvement actions be endorsed for implementation and**
2. **THAT an update be provided to the community on actions in response of the results of the most recent community survey.**

REPORT

BACKGROUND

At the 20 May 2021 meeting of Council considered a report on the 2021 Community Research results. Generally, the report found a continued decline in satisfaction with Council across a number of areas. The key findings as shown in the 2021 survey report were:

- 65% of residents are at least somewhat satisfied with the performance of Council in the last 12 months
- 68% of residents are at least somewhat satisfied with Council's level of communication with the community
- 25% of residents rate Council's image within the community as good to excellent
- 55% of residents are at least somewhat satisfied with the overall performance of Councillors
- Overall satisfaction with the performance of Council is shown as a declining trend, with the highest score of 85% in 2010 decreasing to 65% in 2021.

The report highlighted that the five main drivers of overall satisfaction with Council have been identified as:

- Performance of Councillors
- Council's level of communication
- Council provision of information to residents
- Opportunities to participate in decision making
- Enforcement of development and building regulations

This means that if Council can improve satisfaction in the areas above then it is likely that Council's overall satisfaction will also improve. Based on this the Council report from 20 May 2021 outlined improvements to enforcement of development and building regulations would

be considered together with the findings of the Interim Administrators review of planning, development and compliance. The report also committed to establish a cross functional project team to address satisfaction with communication, information provision and participation in decision making.

REPORT

An internal cross functional project team was established in May 2021. A range of improvement actions have been recommended in response to three of the five key drivers of overall community satisfaction:

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

Action 1: Undertake Corporate Relations Service Delivery Review as part of Council's Service Delivery Review Program.

The scope is as follow:

- Undertake a further review of the Communication Strategy (together with the Community Engagement Strategy) and provide recommendations.
- Review, undertake a community engagement process to check against community expectations and provide recommendations on Council's communication and engagement channels, including digital and social media.
- Undertake comparative analysis to review resourcing (human and financial) levels across each sub service and provide recommendations on Council's capacity to deliver priorities and strategic directions.
- Evaluate current capacity to provide a focus on reputation management and public relations, in response to Council being placed into Administration in March 2021 and community research results

The Corporate Relations service includes the following sub services:

- Civic Receptions
- Communication
- Community Engagement
- Events Coordination (major and community)
- Social Media

Target Completion Date: November 2021

Expected Outcomes: Service improvement recommendations (as per review scope) assessed for implementation, in consultation with Executive and staff.

Community Research Key Drivers Impacted: Level of communication, Provision of information to residents, Participation in decision making.

Action 2: Explore opportunities and develop approach for proactive communications and engagement

For example, this may include

1. New resident information
2. 'How to stay in touch' DL flyer inserted into Rates Notice

3. Educational group tours of some Council facilities e.g. water sewer treatment plants
4. Online mapping of scheduled works

Target Completion Date: Ongoing

Expected Outcomes: 1. Provide information on Council services and facilities and general information about living in the Southern Highlands. 2. Current communication and engagement channels distributed to ratepayers. 3. Providing education and exposure of Councils Water and Sewer Services 4. Provide online visual tool for identification and information about works being conducted by Council around the Shire.

Community Research Key Drivers Impacted: Level of communication, Provision of information to residents.

Action 3: Explore opportunities for utilisation of place making approach

- Conduct a place-based pilot with Robertson community and report back to Council
- Review and consider reinvigorating Our Village, Our Future (OVOF) program which is designed to bring communities in the Shire together to build skills, share resources and plan for future of their village.

Target Completion Date: June 2022

Expected Outcomes: Trial conducted. Outcomes and learnings used to assess appropriateness of place making approach. Provide recommendations on suitability of OVOF program for further implementation across the Shire.

Community Research Key Drivers: Participation in Decision Making.

Action 4: Assess opportunities for Council to obtain other types of data to improve decision making

- Including 2021 Liveability Census by Place Score and intercept and post transaction surveys.

Target Completion Date: June 2022

Expected Outcomes: Executive provided with recommendations on future community research that will provide a positive frame to talk to the community about priorities and support a focus on wellbeing. Provide feedback to Management and Executive.

Community Research Key Drivers: Informed Decisions

Action 5: Increase awareness of community engagement channels.

- Utilise the Community Strategic Plan review process to rebuild trust with the community and increase community understanding of Council's community engagement framework.

Target Completion Date: June 2021

Expected Outcomes: Improved trust and relationship with community and other stakeholders. Participants understand channels and opportunities for future participation.

Community Research Key Drivers: Participation in decision making, Provision of information to residents

Action 6: Re-establish role of Council ambassadors.

- Re-establish the role of Councillors and Executive as ambassadors for the organisation to the community, other levels of government and stakeholders such as investors and visitors to the region. The initial messaging should focus on rebuilding Council's reputation then progress to building and consolidating Council's brand.

Target Date: February 2022

Expected Outcomes: Improved trust and relationship with community and other stakeholders.

Community Research Key Drivers: Level of communication

Action 7: Assess opportunities to improve amenity in towns and villages.

- Assess opportunities, develop program outline and report to Executive on capacity to replicate low cost/high visual impact works undertaken at Hill Top (e.g. painting bus shelters, planting street trees, provision of bins) in other towns and villages.

Target Completion Date: December 2021

Expected Outcomes: Reframe investment in towns and villages to see facilitate positive visual change to build community pride. Provide leverage and opportunity to implement Street Tree Master Plan and Implementation Plan. Increase in council's visual presence in the community (whilst undertaking work and through renewed/new asset).

Community Research Key Drivers: Level of communication, Participation in decision making

Action 8: Assess opportunities to reframe delivery of customer in operational areas, for example:

- Review customer-centric model utilised by Open Space, Recreation and Buildings and assess opportunities within other areas of Council.
- Review customer service approach and resourcing across the organisation in the restructure.

Target Date: June 2022

Expected Outcomes: Opportunities identified to use customer-centric model in other branches of council for Executive consideration.

Community Research Key Drivers: Level of communication, Provision of information to residents

Action 9: Continue to ensure the use of plain English in communications:

- For example, review of planning notification content.

Target Completion Date: December 2021

Expected Outcomes: Planning notifications are simplified and use plain English, where possible.

Community Research Key Drivers: Provision of information to residents, Level of communication

Action 10: Continue implementation of Digital Strategy to improve customer experience and service delivery and enable further business insights.

- Implementation of a Customer Relationship Management (CRM) System

Target Date: December 2021

- Scoping of Works Management and Scheduling Systems

Target Date: March 2022

Expected Outcomes: Improved efficiency and effectiveness of communications with customers and community. Increased mobility and responsiveness of work teams. Reduction in paper reliance and use.

Community Research Key Drivers: Provision of information to residents, Level of communication

Action 11: Identify and act on opportunities to increase collaboration across the organisation and increase sharing and utilisation of resources

For example, events management

- Develop a procedure/checklist for event planning e.g. where to get ideas, who to contact, insurance, eventbrite, resources (spare tents, chair tables), signage.
- Develop a chart of what people do in Council, where they can help, main areas of work.
- Create a list of shared resources that people can loan out for an event or workshop e.g. Return and Earn Bins for events, community catering trailer.

Target Date: December 2021

Expected Outcomes: Improved event planning, resource sharing and utilisation across Council.

Community Research Key Drivers: Provision of information to residents, Level of communication.

During the period of administration, a range of reviews have been undertaken, the recommendations of these reviews, strategic priorities of the General Manager and incoming elected representatives, together with the organisational realignment will begin to refocus the organisation. This will provide a basis for rebuilding relationships and trust as well as improving community satisfaction and pride.

The Executive will assess what actions can be undertaken within current resources and ensure consistency of outcomes across multiple projects.

COMMUNICATION AND CONSULTATION

Community Engagement

The project plan is developed from the findings of detailed community consultation.

Internal Communication and Consultation

An internal cross functional project team with representation from the following areas developed the recommendations as outlined in this report:

- Community Engagement
- Corporate Performance

- Media and Communications
- Open Space, Recreation and Buildings
- Resource Recovery
- Strategic Planning
- Water and Sewer

External Communication and Consultation

Each project and action will be reviewed to determine communication and consultation requirements.

SUSTAINABILITY ASSESSMENT

- **Environment**

Each project and action will be reviewed to determine environmental issues.

- **Social**

Each project and action will be reviewed to determine social impacts.

- **Broader Economic Implications**

A number of projects will support economic development within the shire, these will be responded to in more detail individually.

- **Culture**

There are no cultural issues in relation to this report.

- **Governance**

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

Each project will be reviewed to determine budget implications and the appropriate action initiated.

RELATED COUNCIL POLICY

There are no policy implications from this report.

CONCLUSION

This report recommends a series of actions, specifically in response to the communication, information and participation in decision making 2021 results. These actions are to be considered together with strategic priorities of the new General Manager and incoming elected representatives, an organisational restructure and responding to recommendations number the independent reviews, providing guidance and direction for a refocused organisation.

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ATTACHMENTS

There are no attachments to this report.

10.4 Southern Highlands Innovation Park - Infrastructure Planning and Delivery

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

PURPOSE

The purpose of this report is to provide Council and the broader community with a detailed overview of the Southern Highlands Innovation Park (formerly known as the Moss Vale Enterprise Corridor), the Moss Vale Bypass and the Berrima Road Deviation project; and to outline a process for improved strategic infrastructure planning and delivery for the Shire.

RECOMMENDATION

- 1. THAT Council note the update report on the Southern Highlands Innovation Park, the Moss Vale Bypass and the Berrima Road Deviation project.**
- 2. THAT Council develop a priority infrastructure program that aligns with the strategic priorities of Council and the community.**
- 3. THAT Council progress the detailed design of priority infrastructure works inclusive of the Moss Vale Bypass to ensure key projects are 'investment ready'.**
- 4. THAT Council proactively work with State and Federal Governments to plan, fund and deliver key enabling infrastructure and essential services to meet the needs of our growing communities.**
- 5. THAT Council continues to develop and implement best practice Project Management Frameworks to ensure that lessons learnt are captured and identified opportunities for improvement are implemented continually.**

REPORT

BACKGROUND

At the Council Meeting of 11 August, 2021 it was resolved that:

- 1. A further detailed report be presented to Council to provide the community with surety in relation to these matters*
- 2. This report to include history and mapping proposed routes to highlight connectivity, time lines and detailed impact on Argyle Street, especially for heavy vehicles using the Illawarra Highway*
- 3. Transport for NSW be contacted to ascertain the scope of its Moss Vale Movement and Place study to determine if it includes a strategic assessment of the Illawarra Highway and if Council staff can assist them in this work.*

This report responds to item 1 above by providing a detailed report in relation to the Southern Highlands Innovation Park, the Moss Vale Bypass and the Berrima Road

Deviation projects. Further, this report includes an overview of the history and forward plans for the projects in response to item 2 above.

The *Southern Highlands Innovation Park (SHIP)* is a regionally significant employment precinct comprising some 1,023 hectares of industrial zoned land between Moss Vale and New Berrima (see **Figure 1**). The precinct is strategically located within close proximity to Sydney, Canberra, Wollongong and the new Western Sydney Airport and Aerotropolis, and provides a unique opportunity to attract sustainable and innovative industries and become a major employer and economic driver for the Shire and the broader region.

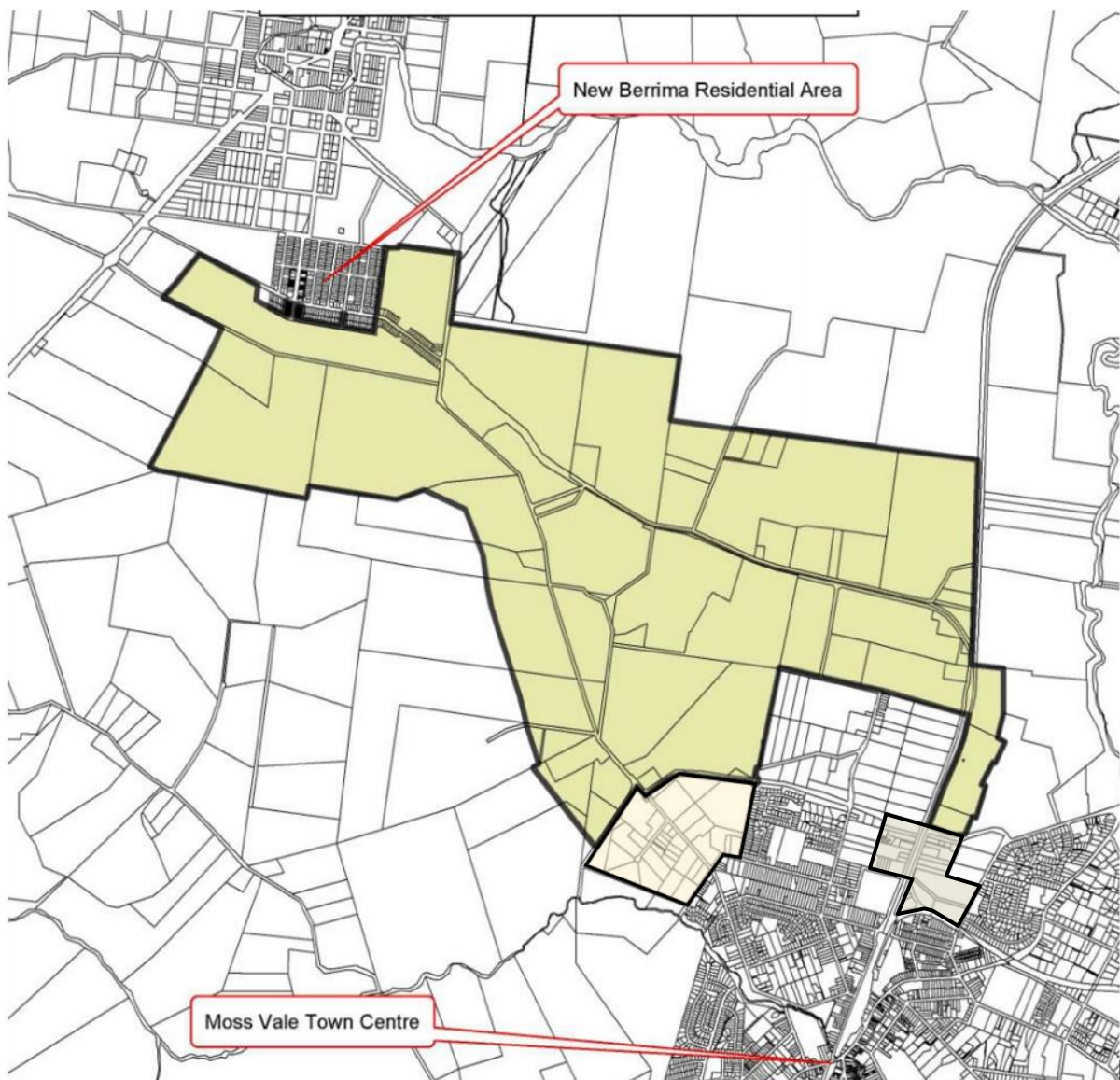


Figure 1 – Southern Highlands Innovation Park

The SHIP (formerly known as the *Moss Vale Enterprise Corridor*) was initially identified by Council as a major employment precinct in 2008 with the adoption of the *Moss Vale Enterprise Corridor Development Control Plan (DCP)* in August of that year. At that time, the precinct was intended to be developed as a sustainable employment area for the region emphasising light and general industrial development, accommodating business park commercial development and larger scale freight storage and distribution operations associated with existing rail infrastructure and a possible intermodal freight terminal.



The precinct was formally rezoned to a mix of industrial zones as part of the adoption of *Wingecarribee Local Environmental Plan 2010 (WLEP)*, and despite being identified as a local and regionally significant employment zone since 2008, the precinct has remained largely undeveloped.

In 2013, Council adopted the *Section 94 Developer Contributions Plan for The Moss Vale Enterprise Corridor 2013 to 2050* which identified the major transport infrastructure needs to support the development of the precinct. This includes the Moss Vale Bypass Stages 1, 2 and 3, and the Berrima Road Deviation (known in the Section 94 Plan as the Berrima Road Blue Circle Railway Overpass) as well as other key transport infrastructure needs.

In 2020, Council adopted both the Wingecarribee Local Strategic Planning Statement and Southern Highlands Destination Strategy, which recognise and re-emphasises the importance of the precinct as a regionally significant employment precinct. The adopted strategies commit Council to working with State and Federal Government to secure funding for key enabling infrastructure to unlock the development potential of the SHIP.

Work has recently commenced on a Master Plan and Infrastructure Servicing Strategy for the SHIP, which will provide a vision and strategic direction for the precinct and certainty to both industry and Government in the provision of key enabling infrastructure to unlock the development potential of the regionally significant employment precinct.

This report provides a detailed overview of the SHIP, the Moss Vale Bypass and Berrima Road Deviation project, and outlines a process for improved strategic infrastructure planning and delivery for Moss Vale and the Shire as a whole.

REPORT

Southern Highlands Innovation Park Master Plan

As outlined above, despite being identified as a major employment precinct since 2008, the SHIP has remained largely undeveloped, with the exception of a number of key industries within the precinct.

Council has recently commenced work on a Master Plan and Infrastructure Servicing Strategy for the SHIP, which will provide a vision and strategic direction for the Precinct and certainty to both industry and Government in the provision of key enabling infrastructure to unlock the development potential of the SHIP.

The Master Plan will be completed in Stages, with Stage 1 being a 'reframe' of the vision and strategic direction for the Precinct. The SHIP has the potential to leverage off new and emerging employment centres (such as the new Western Sydney International Airport and the Aerotropolis) and off new and emerging transport corridors (such as the M9 Outer Sydney Orbital and a refocus on rail freight logistics) to provide a complementary employment base of regional significance.

The first stage of the master planning process will include a high level land use and competitor analysis and feasibility model, to ensure that the Master Plan capitalises on the Shire's competitive and comparative advantages to recognise the potential of the precinct.

The following stage(s) will include a detailed Master Plan, Servicing Strategy and viability analysis, as well as detailed funding, governance and delivery strategies to provide certainty to both industry and Government in the delivery of key enabling infrastructure to unlock this regionally significant employment precinct.

The Master Plan and Servicing Strategy will be developed in consultation with industry, Government and community stakeholders throughout all stages of the process.

Southern Highlands Innovation Park Transport Infrastructure Plan

In 2013, Council adopted the Moss Vale Enterprise Corridor Section 94 Contributions Plan which includes an overall transport infrastructure plan for the precinct. The Plan identifies the transport infrastructure upgrades that are required to support development within the precinct including significant road works, land acquisition, new bridges and rail crossings and the proposed Moss Vale Bypass as shown in **Figure 2** below.

The Transport Infrastructure Plan aims to provide efficient access to and from the precinct for heavy vehicles, to support new development while reducing the impacts on existing communities and transport networks. The Moss Vale Bypass stages 1, 2 and 3 (shown in orange in **Figure 2**) and the Berrima Road Deviation (shown in red) are critical enabling infrastructure projects to unlock the development potential of the precinct and to reduce the impacts of new development on the surrounding transport network.

The Berrima Road Deviation project removes the level crossing of the private rail siding on Berrima Road, which currently acts as a significant barrier to traffic flow between the SHIP and the Hume Highway. In the longer term a proposed New Berrima Bypass will link with the Berrima Road Deviation to significantly improve access to and from the Highway.

The Moss Vale Bypass, planned to be delivered in three (3) stages, will provide an alternate route (or Bypass) to Argyle Street in the Moss Vale town centre and will provide heavy vehicle access to and from the precinct for vehicles heading east along the Illawarra Highway towards Robertson and north along Moss Vale Road towards Bowral.

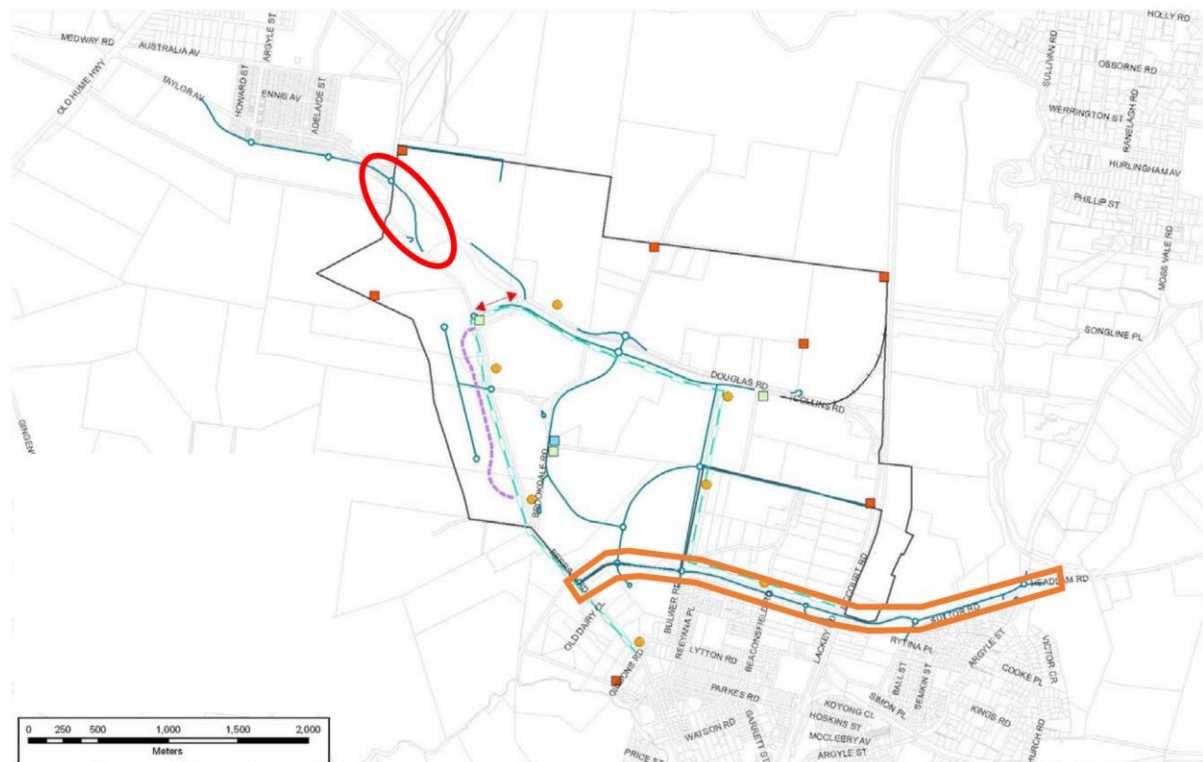


Figure 2 – Transport Plan (Berrima Road Deviation shown red, Moss Vale Bypass shown orange)

Berrima Road Deviation

The Berrima Road Deviation project (alternatively known as the Berrima Rail Overpass) provides a new road link at New Berrima, a grade separated rail crossing and associated earthworks and embankments as shown in **Figure 3** below.

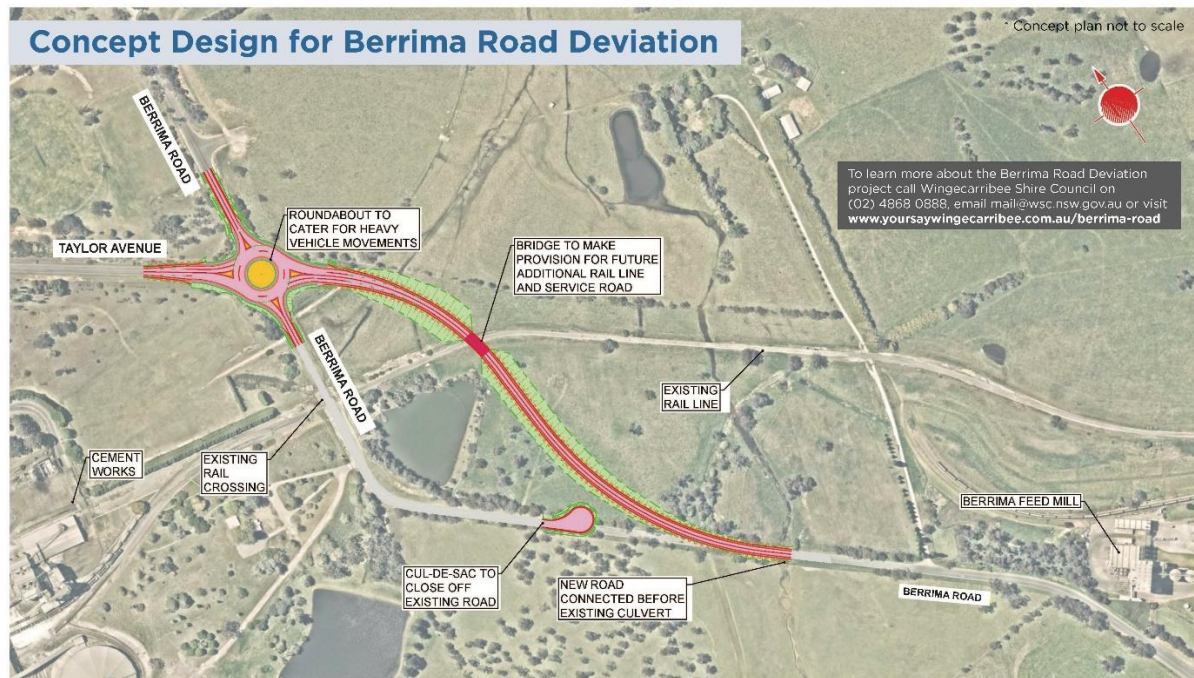


Figure 3 – Berrima Road Deviation Concept Design

The project will remove the level crossing of the private rail siding on Berrima Road, which currently acts as a significant barrier to traffic flow between the SHIP and the Hume Highway. The existing intersection at Berrima Road and Taylor Avenue will be upgraded to improve the efficiency of the intersection, and in the longer term, a proposed New Berrima Bypass will link with the Berrima Road Deviation to significantly improve access to and from the Highway.

The Berrima Road Deviation project was awarded grant funding under the National Stronger Regions Fund in 2014, however, after a number of significant setbacks, Council was unable to deliver the project and the grant funding was ultimately returned. A detailed report on the project shortfalls was presented to Council in 2019 with the details outlined below.

Project History

In November 2014, Council submitted a grant application under the National Stronger Regions Fund to the Federal Department of Infrastructure and Regional Development. The grant application was based on a total estimated project cost of \$9.205M in 2014 with Council contributing 50% of the estimated project cost, being \$4.603M.

The grant application was ultimately successful, and Council entered into a Funding Agreement in May 2016. Under the funding agreement Council was required to commence construction within 12 months of signing the agreement.

The initial project estimate used for the grant application was based on a cost estimate developed by Quantity Surveyors Altus Page Kirkland in 2010 of approximately \$7.87M. The 2010 cost estimate was subsequently indexed by approximately 4.00% per annum to provide the \$9.2M figure in 2014 dollars, which was used in the National Stronger Regions Fund grant application.

It is important to note that the 2010 cost estimates, that were ultimately used in the grant application, were based on concept level designs only, and were indexed through to 2014 rather than updating the estimate to reflect current costs.



Project Design

Following the successful grant application, Council engaged Opus International to provide detailed design services for the project in August 2016.

The detailed design was intended to be completed by the end of 2016, however, significant delays were encountered with the delivery of the project design. Council were provided with a variety of reasons for the delays, but ultimately it became apparent that the delays were due to staffing instability resulting from a takeover of Opus International by WSP.

By early 2018, WSP had completed the takeover of Opus International, however by that time the entire project design team had left the organisation. WSP staff reviewed the Opus International design and identified a number of significant deficiencies in the proposed design. WSP then undertook a full and comprehensive redesign of the project to ensure compliance with the relevant standards. This work was undertaken at no additional cost to Council but resulted in further delays in the provision of the full detailed design for the project.

While the project design was undertaken by an external consultant, Council has an obligation to appropriately manage contractors to ensure they deliver projects in accordance with an agreed scope of works and timeframe. The errors made in managing the design of the Berrima Road Deviation have served as a lesson for future projects and Council has made significant improvements to its project management framework to ensure that projects, both design and construction, are better managed in the future.

Bulk Earthworks

Following significant delays in the detailed design process, Council instructed the WSP design team to develop a bulk earthworks design package to allow Council to commence earthworks on the project within the timeframes outlined in the grant Funding Agreement.

A bulk earthworks contract was competitively tendered and awarded to Stefanutti Constructions Pty Ltd with works commencing in October 2017.

The bulk earthworks plan included a northern and southern embankment (either side of the rail crossing), that were to be developed over private land under a licence agreement and transferred to Council as part of a land swap following the completion of the project.

The northern road embankment area is significantly impacted by high voltage power lines, and electrical services relocation works are required to be carried out before construction can commence on this section of the road embankment. Therefore, work initially commenced on the southern embankment to avoid the existing electrical services across the northern part of the site.

Construction of the southern embankment has been completed and the contractor disestablished the site until work is able to commence on the northern embankment.

As part of the bulk earthworks project, Council has utilised stockpiled material that was stored at sites on Berrima Road and in Braemar. The project has allowed Council to reuse approximately 65,000m³ of material which provided a significant cost saving on the project.

Similarly, Council intends to utilise an estimated 3,000m³ of spoil material from the Kirkham Road South project as part of the northern embankment construction, which will provide further cost savings on the project.

Electrical Relocations

The initial concept designs for the Berrima Road Deviation project, on which the grant application was based, did not consider Endeavor Energy's requirements associated with the relocation of the high voltage electrical services, which provide a critical link to the adjoining Cement Works.

As part of the detailed design process, Council worked with an electrical designer to develop plans for the relocation of the high voltage power lines on the northern portion of the site.

The electrical design process, including negotiations with Endeavor Energy, has been complicated and protracted, leading to significant delays and a substantial increase in the cost estimate for the electrical services relocation work from \$160K in 2010 to some \$1.259M in 2019.

The extensive delays in the detailed design process, as well as obtaining approvals for the electrical relocation, ultimately resulted in Council not being able to meet the project timeframes agreed to under the Funding Agreement. The delays have also significantly affected the project costs with escalation costs for civil infrastructure works estimated at 6.5% to 8.0% per annum.

Project Budget

The successful grant application under the National Stronger Regions Fund was based on a total estimated project cost of \$9.205M in 2014 with 50% of the project cost to be funded by Council. As outlined above, the grant application was based on a 2010 cost estimate, with costs escalated to 2014 values.

In March 2016, Council further engaged engineering design company Parsons Brinkerhoff to prepare a cost estimate for a concept design of the project (excluding the electrical relocation) which was calculated to be \$7.75M with a target accuracy of +/- 25%.

Throughout the detailed design work undertaken by Opus International, Council was not made aware of any substantial concerns regarding the available budget for the project of \$9.2M. However, in August 2018, Council received a draft cost estimate from WSP based on the completed project tender design which outlined potential and significant increases in the project cost estimate.

The designers were requested to undertake a review of the estimate based on the level of funding available (\$9.2M) and to re-consider the contingency amount of 22% which was considered high for a completed design. The consultants were also requested to investigate options to further reduce the project estimate by changing the roundabout at Taylor Avenue to a T-intersection to reduce the scale of pavement works for the project.

In December of 2018, Council received revised cost estimates from WSP which highlighted significant increases to the project cost estimate. The revised estimates, including property costs, project management, contingencies and the already expended \$2.18M were as follows:

- Roundabout option - \$15.15M
- T-intersection option - \$14.37M

The revised project estimates resulted in a funding shortfall of \$5.95M for the roundabout option, and \$5.17M for the T-intersection option.

Two significant factors contributed to the project cost increases, including the additional requirements for the relocation of the high voltage electricity services across the site and the result of cost escalation over time.

The significant funding shortfall and the failure to meet the timeframes outlined in Funding Agreement ultimately resulted in Council not proceeding with the project and returning the grant funding.

Project Development Framework Shortcomings

There appear to be a number of factors that led to Council not proceeding with the Berrima Road Deviation project and returning the grant funding, however, the key issue centres around Council committing to grant funding and deadlines prior to completing the detailed design of the project, and identifying and addressing risks to inform the project scope and cost estimate. This ultimately resulted in significant time and cost blow outs. These factors are set out below:

- Differences between the concept design and detailed design
- Significant time taken to obtain service authority approvals
- Additional time resulted in price rises for key project aspects
- Additional property acquisitions due to detailed design
- Additional service authority costs based on detailed design
- The grant conditions were based on a fixed cost and time for construction

To address the shortcomings of the Berrima Road Deviation Project, Council has made significant changes to its project delivery model, improving its project management framework, and progressing the design of priority infrastructure projects throughout the Shire.

Council is committed to improving its infrastructure planning and delivery processes, and the current Project Delivery team are already applying the lessons learned from this project to the Moss Vale Bypass and the future progression of the Berrima Road Deviation, which will lead to significantly improved infrastructure outcomes for the community.

Moss Vale Bypass

The Moss Vale Bypass is proposed to be advanced in three (3) stages, and will provide an alternate route (or Bypass) to Argyle Street in the Moss Vale town centre as shown in **Figure 4**.

Stage 1 will be constructed between Suttor Road and Beaconsfield Road and includes a new bridge crossing of the main southern railway and connection to Lackey Road.

Stage 2 will bypass Suttor Road connecting the over-bridge to Moss Vale Road, with Suttor Road reverting back to a local access road.

Stage 3 of the bypass will connect Stage 1 to Berrima Road as shown in **Figure 4**.

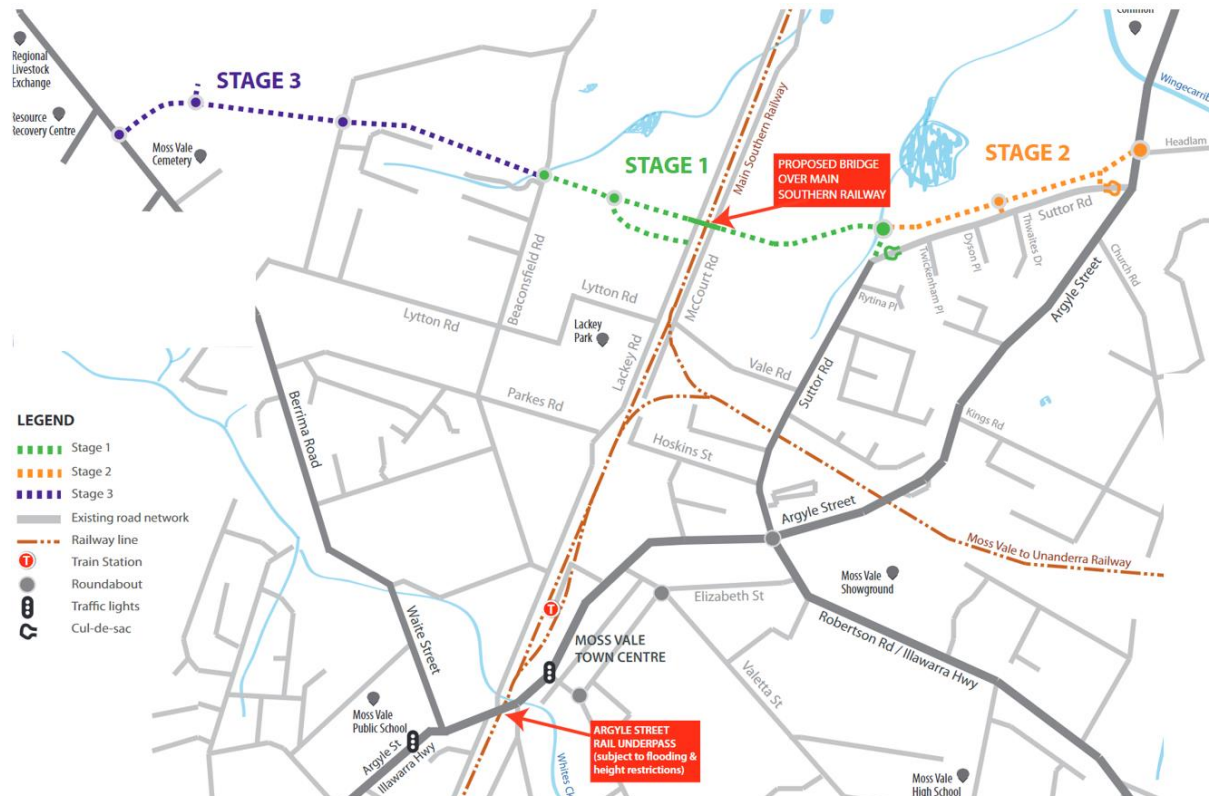


Figure 4 – Moss Vale Bypass

The existing transport network in Moss Vale is significantly congested and the Moss Vale Bypass is considered a critical piece of enabling infrastructure to unlock the development potential of the SHIP and free up congestion on Argyle Street.

The project provides significant benefits to the local transport network including, but not limited to:

- Supporting heavy vehicle movements between Moss Vale Road, the Illawarra Highway (via Suttor Road) and the Hume Highway
- Distributing traffic across the network, particularly away from the congested sections of Argyle Street and freeing up capacity on Argyle Street
- Providing a crossing of the main southern railway that is not height restricted or subject to flooding
- Providing a shared path along the route of the Moss Vale Bypass which will connect Berrima Road to the Bong Bong Cycle track and the interconnecting streets

Council, with the support of both State Members, Wendy Tuckerman MP and Nathaniel Smith MP, have secured \$2.4m from the NSW Government to develop the design and business case for the Moss Vale Bypass.

This design process will ensure that the scope of Stage 1 is fully understood, risks are mitigated and that informed cost estimates are prepared. Council will then be in a strong position to seek funding opportunities for this project, confident that the project is deliverable and “investment ready”.

While the Moss Vale Bypass is a critical piece of infrastructure for the Moss Vale transport network, it is not expected to solve all the traffic problems in Moss Vale and surrounds.



Council will need to continue to partner with Transport for NSW to plan and deliver solutions for the Moss Vale town centre.

As part of the Moss Vale Bypass Design – Stage 1, Council will be reviewing the suitability of interconnecting roads for the expected traffic volumes. This will inform Council planning to ensure that, where appropriate, road upgrades or load restrictions can be enacted during the project development.

It should also be noted that Council is working closely with Transport for NSW to develop the Moss Vale Movement and Place study which will consider all modes of transport in and around the Moss Vale town centre. In this regard, Council is actively pursuing the opportunity to explore a potential southern bypass of Moss Vale as a long-term infrastructure project.

Strategic Infrastructure Planning and Delivery

The Berrima Road Deviation project is only one example of the shortcomings in Council's strategic and infrastructure planning processes over an extended period of time.

A failure to take a strategic approach to plan for population growth and essential infrastructure has resulted in significant limitations in our ageing infrastructure networks, which will continue to impact on new development and our existing communities.

All three (3) of our major Sewerage Treatment Plants are operating at or above capacity, our major employment precinct is severely limited by infrastructure availability, trunk stormwater drainage is insufficient in our towns and villages, and a number of Council infrastructure projects, such as the Station Street upgrade, have significantly exceeded the project cost estimates.

There is a clear need to refocus the organisation to develop and deliver clearer strategic priorities for the Shire, and to improve our strategic infrastructure planning and delivery processes.

The recently adopted Wingecarribee Local Strategic Planning Statement and Local Housing Strategy provide an important framework for the future of the Shire, and will ensure that Council, Government and service providers can make informed decisions about the infrastructure and services needed to meet the needs of our growing communities.

The proposed restructure of Council and the establishment of a Strategic Outcomes Department that reports directly to the General Manager will allow Council to refocus on the strategic priorities of the organisation and the community.

It is recommended that Council also develop a priority infrastructure program that aligns with the strategic priorities, and where possible, progress the detailed design of priority infrastructure works to ensure key projects are 'investment ready'.

Further, it is recommended that Council proactively work with State and Federal Governments to plan, fund and deliver key enabling infrastructure and essential services to meet the needs of our growing communities.

COMMUNICATION AND CONSULTATION

Community Engagement

The development of strategic priorities and a priority infrastructure program will be directly informed by consultation with Government, industry and the community.



Council will continue to engage the community during the preparation of the SHIP Master Plan and the development of the Moss Vale Bypass and Berrima Road Deviation Projects.

There are resources available on the www.yoursaywingecarribee.com.au website. The community is encouraged to review this information and get in touch with Council either through the “ask a question” function or via Council’s Contact Centre.

Internal Communication and Consultation

A priority infrastructure program will need to consider all the infrastructure that is required to support our growing communities and will be developed through a ‘whole of Council’ approach to ensure the program is robust and deliverable.

The Moss Vale Bypass and Berrima Road Deviation projects have been developed over a number of years with input from Council’s Assets, Project Delivery, Infrastructure Services, Strategic Planning, Property and Finance teams as well as the Executive team.

The delivery of these projects will require the ongoing support and input of all Council staff.

External Communication and Consultation

Council has worked closely with the NSW Government including Local Members, Wendy Tuckerman MP and Nathaniel Smith MP and contacts at Transport for NSW and Department of Regional NSW to fund and develop these projects.

SUSTAINABILITY ASSESSMENT

- **Environment**

The environmental issues in relation to this report are assessed in accordance with the Environmental Planning and Assessment Act 1979 and other relevant legislation.

- **Social**

These projects are important in their role of supporting employment creation, management of traffic and improved amenity for the community. Council’s management of significant capital projects impacts the community’s confidence in Council’s ability to provide community services.

- **Broader Economic Implications**

The development of an ‘investment ready’ Priority Infrastructure Program will significantly increase Council’s ability to deliver key enabling infrastructure projects, to unlock development potential and support our growing communities.

These projects will support wider economic development particularly in the Southern Highlands Innovation Park, but also by providing better connections between the Illawarra, Southern Highlands Towns and Villages and the Hume Highway. Improving the way Council manages these projects will support this economic growth and community confidence in the region.

- **Culture**

There are no cultural issues in relation to this report.

- **Governance**

The restructure of Council and the establishment of a Strategic Outcomes Department that reports directly to the General Manager will allow Council to refocus on the strategic priorities of the organisation and the community.

Similarly, an improved Project Management Framework will continue to ensure that projects are managed appropriately and allow Council to deliver infrastructure in an efficient and effective manner.

COUNCIL BUDGET IMPLICATIONS

The development of an 'Investment Ready' priority infrastructure program will have significant impact on Council's budget. In the short to medium term, Council will need to allocate resources to progress priority infrastructure projects through the detailed design process.

In the longer term, improved infrastructure planning and delivery processes will allow Council to make informed investment decisions in relation to the provision of infrastructure and ensure that infrastructure is delivered in an efficient manner into the future.

Council has obtained \$2.4M funding from the State Government to develop designs and inform the budget position for future grants related to construction funding. Via support from the State Members, the State Government has committed to supporting the Moss Vale Bypass.

RELATED COUNCIL POLICY

Not applicable in the context of this report.

CONCLUSION

As outlined in the body of this report, there were a number of significant shortcomings in Council's handling of the Berrima Road Deviation Project.

Similarly, a failure to take a strategic approach to planning for population growth and essential infrastructure has resulted in significant limitations in our ageing infrastructure networks, which will continue to impact on new development and our existing communities throughout the Shire.

There is a clear need to refocus the organisation to develop and deliver clearer strategic priorities for the Shire, and to improve our strategic infrastructure planning and delivery processes.

The restructure of Council and the establishment of a Strategic Outcomes Department that reports directly to the General Manager will allow Council to refocus on the strategic priorities of the organisation and the community.

It is recommended that Council also develop a priority infrastructure program that aligns with the strategic priorities, and where possible, progress the detailed design of priority infrastructure works to ensure key projects are 'investment ready'.

This report provides Council and the community the strategic approach toward addressing traffic concerns in Moss Vale and the much-needed infrastructure to support the Southern Highlands Innovation Park.

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ATTACHMENTS

1. Berrima Road Deviation - Project Update(Item 12.2 of Ordinary Council Meeting 10, April 2019)
2. Moss Vale Bypass Concept Design with Stages
3. Berrima Rad Overpass Concept Design



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12.2 Berrima Road Deviation - Project Update

Reference: 7810/28
 Report Author: Manager Project Delivery
 Authoriser: Deputy General Manager Operations, Finance and Risk
 Link to Community
 Strategic Plan: Work in partnership to ensure a safe road network

PURPOSE

The purpose of this report is to provide Council with an update on the project delivery and funding challenges with respect to the Berrima Road Deviation project.

RECOMMENDATION

1. **THAT** Council note the contents of this report.
2. **THAT** Council undertake the necessary works to make the project “shovel ready” for future grant applications. This will include finalising the relocation of existing services, property acquisitions and topsoil and seed the constructed road embankment with an estimated total cost \$4.4M for the revised project scope.
3. **THAT** Council advise the Department of Infrastructure, Regional Development and Cities that due to a significant number of issues Council will not be able to complete the approved works by the 31 March 2020 deadline and will therefore have to let the funding agreement lapse.

REPORT

BACKGROUND

The required upgrade of the Berrima Rail crossing has been considered for some years as part of the Moss Vale Enterprise Corridor with Council applying for a series of grants from State and Federal Government from 2008 to 2011, all of which were unsuccessful.

The project is intended to divert Berrima Road away from the existing level crossing near Boral Cement Works to a bridge over the train line further east. The existing T-junction intersection at Berrima Road and Taylor Avenue will be replaced with a B-triple truck capacity roundabout and approximately 600m of new road constructed to remove a sharp bend.

In November 2014 Council submitted an application under the National Stronger Regions Fund to the Federal Department of Infrastructure and Regional Development. The application stated a total estimate project cost of \$9.205M in 2015 dollars with Council contributing \$4.603M.

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The application was successful with Council entering into a Funding Agreement in May 2016. Under the funding agreement Council was required to commence construction within 12 months of signing the agreement.

REPORT

The initial project estimate used for the grant application was based on an estimate developed by Quantity Surveyors, Altus Page Kirkland, for works associated with the development of the Moss Vale Enterprise Corridor. The works were estimated in 2010 at approximately \$7.87M.

This Altus Page Kirkland (2010) figure was subsequently escalated at approximately 4.00% per annum to provide the \$9.2M figure in 2014 dollars, which was then used in the 2014 National Stronger Regions Fund grant application.

Project Design

Council engaged Opus International to provide detailed design services for the project in August 2016. The detailed design was intended to be completed by the end of 2016. It is important to note that it is not uncommon for detailed design for large scale infrastructure projects to commence only once project funding has been secured.

Ongoing delays were encountered with the delivery of the project design. Council were provided with a variety of reasons for the delays, but ultimately it became apparent that the resulting delays were due to staffing instability as a result of a takeover of Opus International. Ultimately, WSP took over Opus in early 2018, but in the meantime, the entire project design team had left the organisation.

WSP staff reviewed the Opus International design and identified a number of significant deficiencies in the proposed design. WSP then undertook a full and comprehensive redesign of the project to ensure compliance with the various standards. This work was undertaken at no additional cost to Council but resulted in a further delay in the provision of the full detailed design for the project.

Bulk Earthworks

Once Council officers became aware that the detailed design would not be completed in time to meet the funding deed construction commencement timing, WSP design team were then instructed to develop a bulk earthworks package which would allow work to commence on the project within the timeline required under the grant provisions.

The bulk earthworks contract was competitively tendered and awarded to Stefanutti Constructions Pty Ltd with works commencing in October 2017. Work commenced on the southern road embankment to avoid the northern end of the site which is constrained by existing high voltage electrical services across the site.

The construction of the southern embankment has been completed and the contractor has disestablished the site until it is possible to start work on the northern embankment.

As part of the bulk earthworks project, Council has utilised stockpiled material that was stored at sites on Berrima Road and in Braemar. The project has allowed Council to reuse



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approximately 65,000m³ of material as well as rehabilitating the two spoil sites for potential future uses.

It is estimated that the potential cost of disposal of this volume of material @ \$100/tonne (Council's Resource Recovery Centre disposal fees are currently \$414.60/tonne plus transport for inert waste), represents a potential saving to Council of \$11.7M.

Further, to import and place this volume of quarried material for the road embankments is estimated as \$108/m³, whereas the material from the spoil sites has been tested, transported and placed for \$49/m³. This represents a potential saving of \$3.8M to the project.

In addition, Council intends to utilise an estimated 3,000m³ of spoil material from the Kirkham Road South project as part of the northern embankment construction, which represents a further potential saving of \$1.25M, based on a tendered disposal cost of \$1.34M.

Electrical Relocations

Council has been working closely with a suitably qualified electrical designer to develop plans for the relocation of the high voltage power lines on the northern end of the site.

The development of the designs has been protracted; involving negotiations with Endeavour Energy to determine the scope of works. The energy supply services are critical links to the Cement Works so have been carefully considered by Endeavour Energy.

Incorporating the requirements of Endeavour Energy into the design of the high voltage electrical service relocations has resulted in a significant increase to the cost estimate for the works. The original 2010 estimate for the electrical relocation work was only \$160k to simply relocate the power lines underground, but the latest estimate is \$1.259M including a 30% contingency.

The ongoing delays related to obtaining approvals for the electrical relocations has ultimately resulted in Council not being able to meet the project timeframes under the National Stronger Regions Fund funding agreement. The extensive delays have also significantly affected the project costs with escalation costs for civil infrastructure works estimated at 6.5% to 8.0% per annum.

Once Council obtains the required design approvals, it will then be necessary to tender the relocation works, the contractor must then negotiate an approval for the required power outage from Endeavour Energy before the works can be carried out. The electrical relocation works must be carried out before it is possible to commence the construction of the northern road embankment.

Subject to confirmation by Endeavour Energy, the work to undertake the connections for the relocation works may be limited to the two week shutdown period, which usually occurs around the Christmas/New Year period, to minimise impacts on the Cement Works. This will, in turn, further delay the opportunity for Council to commence the bulk earthworks for the northern embankment, and in turn, further delaying the completion of the project.



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Project Budget

The original project budget was prepared by Quantity Surveyors Altus Page Kirkland. The project estimate was developed in relation to works associated with the Moss Vale Enterprise Corridor development and was estimated at approximately \$7.87M. This figure was used in an unsuccessful application to the Federal Government National Stronger Regions Fund in 2011.

This figure was escalated to \$9.2M for the funding application under the National Stronger Regions Fund submitted by Council in November 2014.

Council further engaged engineering design company Parsons Brinkerhoff to prepare an estimate for a concept design of the project in March 2016. This estimate was calculated to be \$7.75M, but excluded the electrical relocations and had a target accuracy of +/- 25%.

Throughout the detailed design work undertaken by Opus International, Council was not made aware of any substantial concerns regarding the available budget for the project; which was estimated at \$9.2M in the original engagement for the design development.

In August 2018, Council became aware of a potential (and substantial) increase in the project estimates. WSP, who had since taken over the design of the project provided Council with a draft estimate based on the completed project tender design. The estimate was prepared by a third party, Macdonald International Engineers, who are approved by RMS to developed estimates for RMS projects.

The designers were requested to undertake a review of the estimate based on the level of funding available to deliver the project (\$9.2M) and to also re-consider the contingency amount which was considered high for a completed design at 22%. The consultants were also requested to investigate options to also further reduce the project estimate by changing the roundabout to a T-intersection to reduce the scale of pavement works for the project.

Council received revised estimates from WSP on 7 December 2018.

The revised estimates for the remaining works were as follows (including 19% contingency):

- \$12.27M for the roundabout; or
- \$11.49M for a T-intersection;

In addition, there are additional costs including:

- Property Costs (estimated) - \$280,000
- Outstanding design fees - \$84,000;
- Fee contingencies - \$35,000;
- Project Management - \$300,000;

Therefore, the total estimate to complete the outstanding works for the project is:

- \$12.97M for the roundabout; or
- \$12.19M for the T-intersection;

Given the revised estimate provided by WSP, if Council were to deliver the project based on the original scope (roundabout option), noting that expenditure to date is \$2.18m, the funding shortfall for the project is estimated as \$5.95M, with a total project cost of \$15.15m.



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Two significant factors have contributed to project cost increases; firstly the project scope for the relocation of the high voltage electricity services across the site has significantly been altered. It is apparent that the original estimates were simply based on a rate to put the services underground at an estimated cost of \$160,000 in 2010. But following development of the detailed design for the works in 2017, in consultation with Endeavour Energy, these works are currently estimated at \$1.26M (including 30% contingency), with a reinstatement of overhead high voltage power lines required.

The majority of the remaining additional cost is largely attributable to cost escalation over the ensuing period since the funding application was submitted. Based on a construction cost escalation factor of 6%, a \$9.205M project costing from 2014 would require cost escalation increases to \$13.06M or an additional \$3.85M for the project to be delivered during 2020.

Project Way Forward

Due to ongoing delays in obtaining the necessary design approvals for the relocation of the high voltage power lines, Council is unable to complete the project works to satisfy the timeframes of the funding agreement with the grant programme required to close at the end of June 2020, requiring final works and claims for funding to be submitted by the end of March 2020.

It is therefore recommended that the works on the site are reduced to enable the project to be in a position to be "shovel ready" for any future grant funding opportunity.

It is recommended the Council undertake the following works:

- Negotiate with the relevant property owner in relation to the proposed land swap;
- Complete the property acquisition from the relevant adjacent property owner;
- Complete the service relocations for electrical, Telstra, and Jemena;
- Topsoil and seed the southern embankment to protect it for the future;
- Pay remaining consultants fees;

Based on current estimates these works could be completed for approximately \$2.2M. Current expenditure for the project to date is approximately \$2.2M which would bring the total cost to \$4.4M.

This would leave Council with a "shovel ready" project with land acquisitions complete and external impediments removed to leaving a grassed mound until the future completion of the project can be undertaken and a simpler and shovel ready project to deliver for future grant funding when available.

Managing Future Funding Applications for Infrastructure Projects

The development of this project has highlighted the difficulties for Council to deliver grant funded projects when only high level planning has been used as the basis of a funding application. Significant work has recently been undertaken by Council officers to develop a risk assessment framework in relation to project scoping and budget development for all future projects.

In reality the ability to satisfactorily undertake adequate scoping and budget development for large infrastructure projects, such as Berrima Road, represents a significant cost to Council,



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as it can really only be achieved by undertaking full detailed design in consultation with the various external agencies that may impact the project.

For example, the proposed Moss Vale Bypass will involve collaboration and negotiation with a number of external agencies including;

- Australian Rail Track Corporation;
- APA Group (Gas pipeline);
- Telstra;
- Jemena;
- Endeavour Energy;

In the case of the Berrima Road Deviation project, the design development costs have been in the vicinity of \$500,000. This represents a significant cost to Council for a project that, if a grant application had not been successful, may have remain unfunded for a number of years before a funding opportunity became available.

This will remain challenging for Council, however where the level of risk (financial and operational) is considered too high, Council officers will advise Council of this risk and any mitigating strategies which could be employed to reduce risk (and the associated cost).

Moving forward, Council officers will identify any additional budget funding required for large scale infrastructure projects to ensure that cost escalation is considered as part of the annual budget process. While this will be challenging, it is one of the key contributing factors to the current budget situation for this project.

Council has also made approaches to State Government agencies about the possibility of obtaining funding for design development for significant projects, but this is generally not supported. The Safe & Secure Water Program does provide funding for project designs and Council currently has applications in place for the design of the upgrades of the Moss Vale and Bowral Sewage Treatment Plants.

IMPACT ON COUNCIL'S FIT FOR THE FUTURE IMPROVEMENT PLAN

This report does not require a decision of Council which would have an impact on its Improvement Plan.

Any decision to proceed with the project without the funding secured under the National Stronger Regions Fund would require Council to review its options under its adopted Long Term Financial Plan.

COMMUNICATION AND CONSULTATION

Community Engagement

Council has issued a number community engagement updates in relation to the project via the YourSayWingecarribee website and community updates.

Internal Communication and Consultation

Executive

Project Delivery



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Assets

Infrastructure Services

Chief Financial Officer

External Communication and Consultation

Discussions have been held with:

- The Federal Government funding body;
- Design consultant;
- High voltage electrical design consultant;
- Endeavour Energy
- Boral and Austral (adjoining property owners);

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**

Delays in delivering this project may partly-contribute to the lack of activity within the Moss Vale Enterprise Corridor, however there are other more significant factors which are also contributing to this.

• **Culture**

There are no cultural issues in relation to this report.

• **Governance**

This report outlines the conditions and timeframes of the Funding Agreement which must be adhered to in delivering this project.

COUNCIL BUDGET IMPLICATIONS

Council has allocated \$4.6M from internal cash reserves to provide matched funding for this project.

Based on current estimates, the additional work required to complete the necessary land acquisitions, utility relocations and site finalisation could be completed for approximately \$2.2M. Current expenditure for the project to date is approximately \$2.2M which would bring the total cost to \$4.4M.



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RELATED COUNCIL POLICY

Nil

OPTIONS

The options available to Council are:

Option 1

Abandon the project in its current state and provide the minimal work required to topsoil and seed the constructed road embankment. Estimated total cost \$2.25M.

Option 2

Undertake works to make the project "shovel ready" for future grant applications. This will include finalising the relocation of existing services, property acquisitions and topsoil and seed the constructed road embankment. Estimated total cost \$4.4M.

Option 3

Continue to develop the project to completion at the risk of losing the Federal Government funding for the project. Estimated total (potential) cost \$15.2M.

Option 2 is the recommended option to this report.

CONCLUSION

It is acknowledged that the outcome in relation to this project is not what Council was expecting and whilst there are good and valid reasons for the delays in relation to external approvals, property matters etc. which have been outlined in the report, project scoping and the grant application completed and submitted in 2014 for the project have been found wanting.

The forward commitment to Council is that the organisation has been on a continuous improvement path for project scoping within the organisation, particularly over the past 2 years. There has been and continues to be much greater collaboration between the Assets team (who have project scoping and budget development responsibility) and the various Project delivery areas of Council (infrastructure Services – day labour projects), Water and Sewer Operations and Project Delivery Team (outsourced contracted works).

Project scoping now involves a multiple level sign off with much more robust risk assessment processes that identify and plan for environmental, heritage, planning, regulatory, external agency approval and most importantly the impact of time delays on project costs. Where ever practical council staff will be presenting a capital works programme with a two stage approach, investigation and detailed design in year 1 with a detailed project costing developed, with project delivery in year two or a future year with appropriate cost escalation factors built in. A similar approach is preferred for significant grant applications; however government policy does not currently favour this approach with very few opportunities to receive funding to get projects "shovel ready" prior to a grant application being made.

It is proposed therefore that a different approach is used when future grant opportunities present themselves, particularly with large infrastructure projects in excess of \$1M dollars



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where very limited investigation or design work has been undertaken to inform project estimates.

Experience has shown that even after using professional quantity surveyors project costings are being underestimated, particularly when projects are not "shovel ready", therefore in future significant contingencies (40% to 50%) will be included where a project is not "shovel ready" if a grant application is to proceed. The impact of external agency requirements for projects will not be possible to accurately assess without detailed designs and appropriate approvals.

This approach whilst more robust may be challenged by funding agencies and will require a considered and defensible response, and may result in a lower success rate for grant projects that are not shovel ready where a smaller contingency is achievable. It is also highlighted that the use of Benefit Cost ratios (BCR) is now a major determining factor in assessment of applications by funding authorities and the inclusion of larger contingencies which detrimentally impact the BCR of projects being considered for funding.

In summary, the following strategies are being utilised going forward to ensure consistent delivery of well scoped, adequately funded fit for purpose projects delivered on time, within budget and to agreed quality:

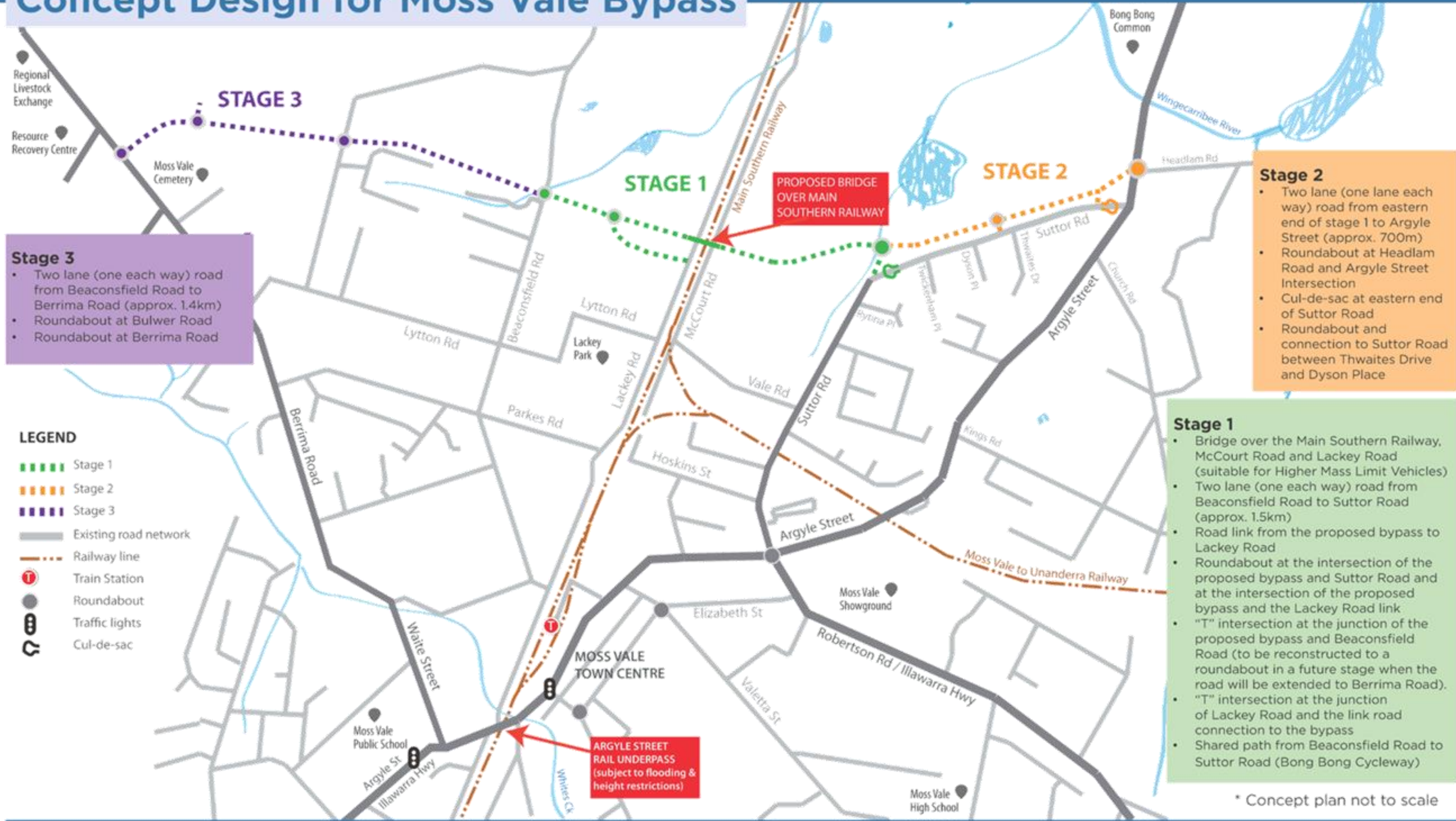
- (a) Significant improvements around identifying project "risk factors" and ensuring that project scope and budget adequately mitigate those risk factors
- (b) A collaborative project scoping and sign off process involving the assets team and the relevant project delivery team.
- (c) A preference for a two (2) staged approach to significant capital works projects with an investigation and design project to bring projects to a shovel ready status – year (1), followed by a project delivery phase in year (2).

ATTACHMENTS

There are no attachments to this report.



Concept Design for Moss Vale Bypass



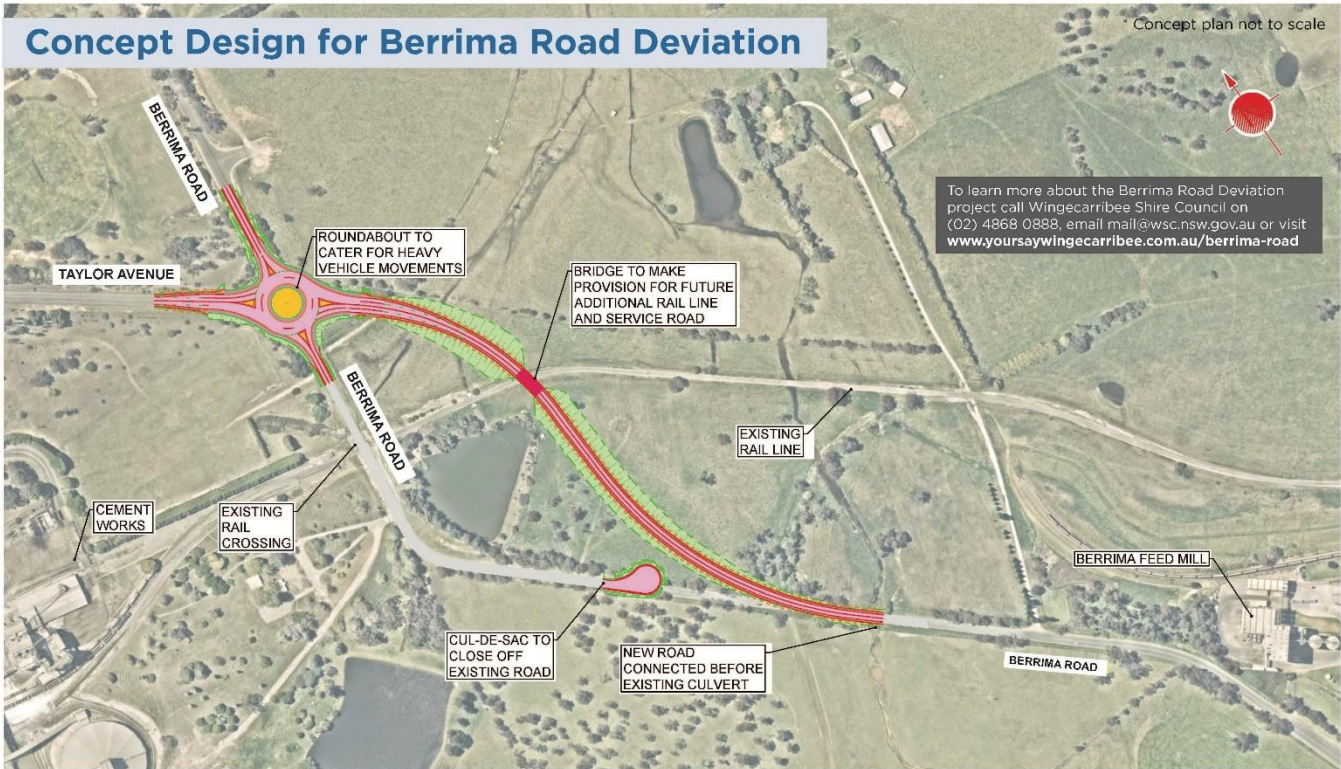
Environmental impacts

Specialist advice will be sought and further investigations undertaken to avoid, minimise and mitigate environmental impacts to the fullest extent possible. The following environmental constraints have been identified and will be considered during the detailed design phase:

- Biodiversity
- Traffic, access and transport
- Geology, soils and groundwater (including site contamination)
- Aboriginal heritage
- Noise and vibration
- Surface waters and flooding
- Landscape character and visual impacts
- European heritage




Learn more at www.yoursaywingecarribee.com.au



Environmental impacts

The following environmental constraints have been identified and will be considered during the detailed design phase:

- Biodiversity
- Aboriginal Heritage
- Surface Waters and Flooding
- Traffic, Access and Transport
- Noise and Vibration
- Landscape character and visual impacts
- Geology, Soils and Groundwater (including site contamination)

Specialist advice will be sought and further investigations undertaken to avoid, minimise and mitigate environmental impacts to the fullest extent possible. Read the Preliminary Environmental Investigation at www.yoursaywingecarribee.com.au/berrima-road



10.5 Black Summer Bushfire Recovery Grant Proposals

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

PURPOSE

To seek Council support of proposed Wingecarribee Recovery Projects for the Black Summer Bushfire Recovery (BSBR) grant program following community consultation.

RECOMMENDATION

THAT the following grant applications be prepared and submitted by Council to Black Summer Bushfire Recovery grant program:

1. Jordan's Crossing Bundanoon, off-leash dog park
2. Water storage tanks at RFS stations at Canyonleigh, Bullio, High Range/Joadja, Penrose project
3. Walking trails of the Wingecarribee Shire, signage improvements project
4. Resilience Officer

AND THAT Council support Hill Top Community Association application to BSBR.

REPORT

BACKGROUND

The BSBR grant opportunity opened on 22 July 2021. BSBR supports the recovery and resilience of communities impacted by the 2019-20 Bushfires. The program is open to community organisations, businesses and local councils. Projects need to clearly address community recovery and resilience needs in the area of social recovery and resilience, economic recovery and resilience and/or recovery and resilience of the built environment.

Wingecarribee Shire is eligible for Category 2 funding based on the burn scar of the area. The funding envelope for Category 2 is up to \$1.6 million per LGA.

The Federal Government has extended the closing date for the BSBR Grants to 6 October 2021, giving communities more time to apply.

REPORT

A total of 12 projects were identified by Council that support the built and social recovery and resilience needs.

- Jordan's Crossing, Bundanoon - Fenced off-leash dog area est.\$200,000
- Water storage tanks at RFS stations at Canyonleigh, Bullio, High Range/Joadja, Penrose, est.\$500,000

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- Bundanoon Soldiers' Memorial Hall - Roof and stormwater drainage renewal, est.\$200,000
- Walking trails of the Wingecarribee Shire - signage improvements est.\$330,000
- Waratah Park, Hill Top - Play-space renewal, est.\$500,000
- Bill O'Reilly Oval, Wingello - amenities building design and construct, est.\$800,000
- Hill Top Village Park - Improvements and public toilets, est.\$400,000 (not including a playground)
- Boronia Park, Hill Top - amenities building design and construct est.\$1 million
- Balmoral - New guardrail installation est.\$420,000
- Penrose - CBD improvements including bus stop, footpath and parking upgrades est.\$930,000
- Penrose Oval, Penrose - Playspace and public toilet renewal masterplan and construct, est. \$500,000
- Resilience Officer 2 years full time project officer at Council to work with the Northern and Southern Villages in Prevention, Preparedness, Response and Resilience in Community Recovery. This position would also support implementing the recommendations of the Bushfire Response and Recovery Review.

Community Consultation was undertaken to determine community support for the proposed projects and to provide the community with an opportunity to seek support from Council in submitting their own funding applications.

The survey received a total of 62 responses. Residents had the opportunity to inform Council of the top two projects of the built environment and how these projects would benefit community.

The top 5 projects recommended by community for the built environment were as follows:

1. Jordan's Crossing, Bundanoon - Fenced off-leash dog area est.\$200,000
2. Water storage tanks at RFS stations at Canyonleigh, Bullio, High Range/Joadja, Penrose, est.\$500,000
3. Bundanoon Soldiers' Memorial Hall - Roof and stormwater drainage renewal, est.\$200,000
4. Walking trails of the Wingecarribee Shire - signage improvements est.\$330,000
5. Waratah Park, Hill Top - Play-space renewal, est.\$500,000

It is important to note that there was a strong response by Balmoral residents concerning the lack of built projects proposed in the Balmoral area. The Balmoral Village Strategic Plan put to Council by the community is referenced.

Council will continue to work with Balmoral residents on the following projects:

Water Tank – The installation of an additional water storage tank at the Balmoral RFS Station is currently in progress and expected to be delivered this financial year. The tank will supply a 100kl back-up water source for the RFS to use during fire emergencies. It is designed to be supplied by a bore and the necessary licenses have been applied for. Once



the licenses are approved, the installation of the bore and the water tank will commence. The project is estimated to cost \$100,000.

Environmental assessment of Balmoral Reserve (opposite Balmoral Hall) – Council acknowledges the community’s proposal for a community park to be developed at the Balmoral Reserve, but is aware of the presence and potential habitat of endangered ecological species on site. An ecological assessment is being undertaken to determine whether or not there are areas of the site which are able to be developed into parkland sensitively. The ecological assessment is expected to be completed by October 2021. The results will provide input to the Plan of Management development.

Community feedback on the proposal for the Resilience Officer were positive and demonstrated support for the role. Additional suggestions were made by community:

- Focus on local social events to connect individuals and communities
- Harnessing the learnings from the community and listening to long-time residents to garner valuable information to build on recovery and maintain long term resilience
- Harvesting community connectors
- Preparedness activities and program of recovery activities utilising resources within affected communities
- Health and wellbeing projects.

Hilltop Community Association indicated they are applying to BSBR and has written to Council seeking support of their project to enhance the Village Park facilities including installation of a fence, playground equipment, signage and covered seating/BBQ area.

This meets report addresses recommendation 42 from the Bushfire Response and Recovery Review which states *‘that Wingecarribee Shire Council is proactive and supports applications for the Black Summer Bushfire Recovery Grants Program’*.

COMMUNICATION AND CONSULTATION

Community Engagement

Survey distributed through Your Say Wingecarribee (yoursaywingecarribee.com.au) with the 12 BSBR potential projects listed and opportunity for community to provide additional feedback. Recommended BSBR projects was based on the projects that received the most favourable feedback in ascending order.

Internal Communication and Consultation

Internal communication and consultation were undertaken by a working group. It was agreed upon that there be no more than one project applied for in each fire impacted location, this is the reasoning behind not continuing with the application for Bundanoon Soldiers Memorial Hall.

External Communication and Consultation

Opportunities for residents to participate in the survey were promoted via Your Say Wingecarribee Bushfire Recovery page, emails to impacted residents, posts on Council’s Facebook page, Councils Weekly community update, and directly emailed to community associations in bushfire impacted areas.

SUSTAINABILITY ASSESSMENT

- **Environment**

Three projects have been proposed for the BSBR funds. These projects reflect recovery and resilience of the built environment with significant positive impact on the local environment.

- **Social**

The Resilience Officer role aims to ensure that community have access to supports and resources to help them feel safe and build on community connection and social capital.

- **Broader Economic Implications**

Improvements to the signage on Walking Tracks across the Shire are anticipated to have a positive impact on tourism.

- **Culture**

There are no cultural issues in relation to this report.

- **Governance**

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

There are no direct budget implications as a result of this report. The proposed projects will be undertaken utilising grant funding if they are approved.

RELATED COUNCIL POLICY

There is no related Council Policy.

CONCLUSION

This report recommends that Council submit four funding applications for the Black Summer Bushfire Recovery (BSBR) grant program following community consultation as well as support Hilltop Community Association with their funding application.

ATTACHMENTS

There are no attachments to this report.

10.6 Delivery Program 2017-2022 Bi-Annual Progress Report, 1 January - 30 June 2021

Report Author: Corporate Strategy and Governance Officer
Authoriser: Group Manager Corporate and Community

PURPOSE

This report presents the Delivery Program 2017-2022 Bi-Annual Progress Report for the period from 1 January to 30 June 2021.

RECOMMENDATION

THAT Council receives and notes the Delivery Program 2017-2021 Bi-Annual Progress Report, 1 January to 30 June 2021.

REPORT

BACKGROUND

Under the *Local Government Act 1993* and the Integrated Planning and Reporting (IP&R) Framework, Council must have a Delivery Program detailing the principal activities it will undertake. The Delivery Program outlines where Council will take ownership of the goals and strategies of the Community Strategic Plan, *Wingecarribee 2031*, within its area of responsibility and with regard to its available resources.

In response to the COVID-19 pandemic, the NSW Government determined that the existing Delivery Program for each council will apply for a further one year until 30 June 2022, maintaining the key themes and any activities not yet completed. The Delivery Program 2017-2022 Bi-Annual Progress Report, 1 January to 30 June 2021 (**Attachment 1**), outlines Council's performance towards achieving the objectives of the Delivery Program. The Delivery Program is supported by Council's Operational Plan 2021/22, which outlines the 203 projects, programs and activities (referred to as annual deliverables) that Council undertakes during the financial year to address the objectives of the Delivery Program.

This bi-annual report on Council's progress towards achieving the actions of the Delivery Program will inform Council's Annual Report 2020/21, which is required to be presented to the NSW Government and published on Council's website by 30 November 2021.

REPORT

The Delivery Program 2017-2022 Bi-Annual Progress Report, 1 January to 30 June 2021, provides an overview of the progress made towards achieving the objectives set out in the Delivery Program. They are reported under the themes of Leadership, People, Places, Environment and Economy as set out in *Wingecarribee 2031*. This report shows that at the end of June 2021, 95 of the 100 objectives set out in the Delivery Program 2017-2022 were 'on-track'. Five objectives were classified as 'needs attention' and no objectives were classified as 'on hold', 'critical' or 'delayed'.

Highlights from this reporting period include:

- A greater focus has been placed on ensuring openness and transparency to restore public confidence in Council. As a part of this process there has been an increase in information released on Council's website and released through a variety of

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communication channels to ensure understanding and awareness of Council decisions.

- A review was commenced on how Council can attract and, more importantly, retain staff, and the current system used to manage recruitment and on boarding. It is expected that this review will be completed and implementation commenced by the end of October 2021.
- Completion of the purchase of land for the new animal shelter took place in May 2021. Council has prepared draft concept plans.
- The Social Recovery Subcommittee held a number of events during the reporting period to support bushfire impacted communities, events included a Pop-Up Drive In movies, community recovery concert, skateboarding workshops, wellbeing workshops and 'Stories that Heal Us' workshops.
- Council has purchased a more comprehensive suite of data information tools from .id Profile. The tools are available on Council's website and will be of significant benefit to the Wingecarribee community in assessing changing profile and ability to prioritise services.
- As a part of Council's 'Create & Celebrate' youth program a music festival called the 'Fools Festival' brought together over 700 young people from schools across the Shire. The event was supported by 30 service providers in sharing service information and interactive activities.
- Council recently adopted the Wingecarribee Local Strategic Planning Statement (LSPS) and Local Housing Strategy which provide a long-term land use planning framework for the Shire which aims to, among other things, retain the character of the Shire's towns and villages.
- Council has been awarded \$2.8 million for the redevelopment of the Bowral Memorial Hall through the Commonwealth Government's Building Better Regions Fund Infrastructure Projects Stream Round 4. Following additional consultation Council has addressed key stakeholder concerns by altering the stage design to provide a permanent sound shell for the concert hall.
- Southern Highlands Koala Conservation Project (SHKCP) is achieving significant results in koala habitat restoration, facilitating conservation across private land, improving fire planning in key koala habitat, and developing new koala monitoring tools which will help Council's across the State.
- In March, Council resolved to establish a Local Planning Panel for the Shire and appointed an Interim Advisory Planning Assessment Panel to make recommendations on development applications, all planning proposals and other planning matters. An interim Planning Panel was established during the reporting period and the Local Planning Panel was formally constituted on 1 July. This a step forward for Council regarding ensuring the independence and integrity of the assessment process.
- Earth Hour - Council co-hosted the fourth annual Earth Hour event with the Southern Highlands Botanic Gardens. Earth Hour 2021 - Sculptures in the Garden with eight stallholders showcasing sustainable living practices such as cycling, thrift shopping and electric cars.
- The 2021-22 *Southern Highlands Escape* – our new annual publication has been expanded to include tourism, lifestyle and business services. The new style

incorporates consumer information with the addition of living in the Southern Highlands, making it a publication catering to visitors and locals.

Full details of Council's progress and are outlined at **Attachment 1**.

COMMUNICATION AND CONSULTATION

Community Engagement

Nil.

Internal Communication and Consultation

All Council branches were consulted in preparing this bi-annual progress report for the Delivery Program 2017-2022.

External Communication and Consultation

Nil.

SUSTAINABILITY ASSESSMENT

- **Environment**

There are no environmental issues in relation to this report.

- **Social**

There are no social issues in relation to this report.

- **Broader Economic Implications**

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

- **Culture**

There are no cultural issues in relation to this report.

- **Governance**

The *Local Government Act 1993* and the IP&R Framework require Council to report on its progress towards achieving its Delivery Program every six months. This report fulfils that requirement

COUNCIL BUDGET IMPLICATIONS

There are no budget implications associated with this report.

RELATED COUNCIL POLICY

Nil.

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CONCLUSION

This report provides an overview of Council's progress towards achieving its Delivery Program 2017-2022 and demonstrates that Council is generally progressing well towards achieving the actions set out therein. The report has been prepared following input and assistance from all branches within Council.

ATTACHMENTS

1. Delivery Program Progress Report - 1 January to 30 June 2021



Progress Report

1 January 2021 to 30 June 2021





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Introduction

This Bi-Annual Delivery Program Progress Report is for the period 1 January 2021 to 30 June 2021. It reports Wingecarribee Shire Council's progress towards achieving the 100 objectives of the Delivery Program 2017-22.

At the end of June 2021, of the 100 objectives 95 were 'on-track', 5 were classified as 'needs attention', while none were 'on-hold', considered 'critical' or 'delayed'. Each objective is assigned a coloured circle to signify overall progress, as per the below key:

-  = On track (green)
-  = Needs attention (amber)
-  = Critical (red)
-  = On-hold (grey)
-  = Delayed (purple)

Integrated Planning and Reporting

Under section 404(5) of the *Local Government Act 1993* and the NSW Integrated Planning and Reporting Framework, Council requires a report on progress towards achieving its Delivery Program every six months. The **Delivery Program 2017-22** outlines the activities Council will undertake to achieve the objectives established in the Community Strategic Plan within the resources available under the Resourcing Strategy. The diagram below provides an overview of Council's Integrated Planning and Reporting Framework.





Leadership

Wingecarribee 2031 outlines the following **Leadership** Community Goals

- 1.1 Our Council has the trust of the community and well-informed decisions are made to ensure long term sustainability of our Shire
- 1.2 Council communicates and engages with the community in a diverse, open and inclusive way
- 1.3 Developing community leadership, strong networks and shared responsibility for the Shire promotes and enhances community capacity

The **Delivery Program 2017-22** includes 23 actions to assist in the achievement of the **Leadership** strategies. The progress for these actions for the January to June 2021 reporting period is outlined below.

DP01 Develop and implement an elected-member professional development program

The NSW Local Government Election was scheduled to take place on 4 September 2021, however in July 2021 the NSW Government announced that as a result of COVID-19 (Delta Variant) the election would be postponed to 4 December 2021.

To support residents interested in standing for Council, three candidate information sessions facilitated by Local Government NSW, two sessions were held along with a forum delivered by the Australian Local Government Women's Association NSW Branch to encourage women to stand for Local Government elections provided an overview of the role and responsibilities of a councillor and key information about local government.

An Induction Program has been developed which provides a range of topics to enable Councillors to be effective in their roles including:

- Governance framework
- Roles and responsibility
- Legislative frameworks
- Strategic planning and policies
- Relationship building

The Induction Program will be supplemented with an ongoing professional development program, for the new Council as well as individual learning and development plans. ensure that Councillors acquire and maintain the skills to perform the role of a councillor.



DP02 Strengthen Council's Integrated Planning and Reporting and Governance Frameworks

Council developed and publicly exhibited the draft Operational Plan and Budget Council also held drop-in sessions in Mittagong, Moss Vale, Hill Top, Robertson, Bundanoon and Yerrinbool in May and June 2021. Following the consideration of submissions received from the community, the Operational Plan and Budget was adopted by Council in June 2021.

A review of Council's policy register was undertaken during the reporting period and identified the need to repeal a number of redundant policies. At its ordinary meeting of 10 February 2021, Council repealed 10 policies, reasons for repeal included being replaced by other documents, legislative changes and technology advancements.

Continual review of the policy register ensures that Council's policy positions remains current and remains consistent with legislation and industry best practice.

Following the suspension of Council and the appointment of an Interim Administrator, the Code of Meeting Practice was revised. The new Code reflects a commitment to becoming a paperless office and improves transparency and openness with respect to pre-meeting briefing sessions, workshops and other information sessions

DP03 Improve community understanding and awareness of Council decisions

In 2021 greater focus has been placed on ensuring openness and transparency to restore public confidence in Council. As a part of this process there has been an increase in information released on Council's website and released through a variety of communication channels to ensure understanding and awareness of Council decisions.

As outlined in DP02 amendments to Council's Code of Meeting Practice were made to improve transparency and openness with respect to pre-meeting briefing sessions, workshops and other information sessions, this will ensure greater understanding and awareness of Council decisions.

DP04 Develop and maintain an engaged and safe workforce

During the reporting period work has continued on enhancing WHS related procedures and two WHS safety committee meetings have taken place to ensure that Council operates a safe and effective workplace for all staff.

WHS Induction and Traffic Management

Full implementation of the training on approved procedures has been delayed. One on one training has been provided when requested and the procedure and associated forms placed on Council's intranet.



Managing the Risk of Falls from Height

Initial consultation for this procedure has closed and WHS staff have begun to review this feedback and update the consultation record.

Hazardous Manual Tasks

The Hazardous Manual Task procedure is progressing with the first draft close to being completed after which it will undergo internal consultation.

Health Monitoring

The draft procedure is currently being reviewed and finalised by key staff after which it will undergo internal consultation.

DP05 Manage Council's WHS risk management profile to ensure risks are mitigated

This Program was impacted by the COVID-19 lock down, with significant resources diverted to implementing and managing COVID Safe work plans.

A review of Council's Business Continuity Plan was undertaken with a desktop training exercise for key staff completed this year.

Council's Risk Register has been and will continue to be reviewed to ensure the identified risks are reflective of the risks facing and will assist Council in developing ways to mitigate that risk.

DP06 Develop and Maintain Council's Organisational Development Programs

Council is currently reviewing the operations of the Organisational Development branch including the systems and methods which are currently being used.

The current focus is on improving organisational culture. This will see a review completed of how Council attract and more importantly retain staff, and the current system used to manage recruitment and on boarding. It is expected that this review will be completed and implementation commencing by the end of October 2021.

DP07 Implement actions from Council's Fit for The Future Improvement Program

Council's Long-Term Financial Plan has been updated as part of the 2021/22 Budget. This Plan monitors performance against industry set benchmarks. The review found that Council is continuing to meet all industry benchmarks with the exception of the Infrastructure Renewal Ratio. This ratio measures Council's performance in renewing assets at the same rate that they are depreciating.



While the Long-Term Financial Plan includes a significant increase in infrastructure renewal works funded through the approved special rate variation, depreciation forecasts have increased due to additional assets Council has received through urban development. To address this issue Council will review its depreciation methodology as part of the next review of its Strategic Asset Management Plan to ensure that the calculation of depreciation expenditure reflects current industry practices.

DP08 Ensure Council's financial systems, procedures and practices are in line with industry best practice and compliant with applicable legislation 

The preparation of the 2019/20 Financial Statements have commenced with significant changes to the presentation of the Annual Financial Statements prescribed through the Local Government Code of Accounting Practice and Reporting. The interim audit was conducted by the NSW Audit Office in June 2021.


The March Review of the 2020/21 Budget was presented to Council on 12 May 2021. The result presented was a balanced budget. The 2021/22 Operational Plan and Budget including the Revenue Policy was adopted by Council on 23 June 2021.

A review of Council's finances was conducted by Finch Consulting with their report tabled at the Council Meeting on 12 May 2021. The report included eleven (11) recommendations and Management has accepted the recommendations in totality.

DP09 Manage Council's Fleet to ensure to all plant and equipment is appropriately utilised, fit for purpose and cost effective 

Council's Fleet team continues to complete maintenance schedules in line with manufacturer specifications, ensuring the safety and reliability of Council's plant and fleet. Council's Plant Replacement Program is on track to be delivered within budget and agreed timeframes and in line with operational specifications.

The completion of proactive maintenance schedules across Council's plant and equipment ensures that core services such as road maintenance and construction, the mowing of parks and passive recreation areas, and the provision of water and sewer services can be delivered without significant disruption caused through plant or equipment failure.

DP10 Council's property activities and dealings are undertaken within the community's best interests and within legislative requirements 

Council's property portfolio continues to be managed appropriately and in compliance with legislative requirements.



The management of the property portfolio includes the timely reporting to Council on property matters for formal approval. The second half of the 2020/21 financial year saw the reporting of a number of property matters including:


- Lease from Australian Rail Track Corporation for Willow Vale shared pathway.
- Various acquisition matters.
- Application to be appointed as Reserve Trust Manager for Crown land at Hampden Park Robertson.
- Application for transfer of Crown Road at Wingello.
- Applications for road closure at Robertson (being the Robertson RFS site).
- Proposed sale of Council property at Colo Vale.
- Classification of the new Renwick Community Centre.

Exchange of contracts for the sale of Council owned land at Colo Vale (being the site of the old RFS shed) took place in June 2021 with settlement due in August 2021.

Completion of the purchase of land for the new animal shelter took place in May 2021.

Native title assessment continues to be undertaken by Council's Property Officers in accordance with the requirements of the Crown Land Management Act 2016.

DP11 Procurement activities are undertaken to achieve best value while underpinned by a robust ethical framework which enables local supplier participation



Council continues to manage its procurement activities to ensure compliance with the *Local Government Act 1993*, Regulations and Office of Local Government Tendering Guidelines. Tenders are reported to Council in a timely manner.

Some of the significant procurement activities commenced during the second half of 2020/21 include:

- Wombeyan Caves Road restoration works
- Water assets emergency generators
- Moss Vale bypass design - stage 1
- Legal services panel
- West Bowral trunk main duplication
- Old South Road water main extension
- Cleaning of Council's Civic Centre, Moss Vale
- Bong Bong Common construction - stage 1
- Mittagong Memorial Hall structural repair.

DP12 Develop and implement enhanced asset management practices



Council's asset management practices were reviewed during the reporting period as part of Council's end of Financial year auditing process. Improvements to Council's re-valuation processes were



identified and have been implemented over the course of the 2020/21 financial year.

A condition and asset data collection survey of Council's parks and open space assets has been completed. The data has been updated into Council's asset management system and was used for revaluation as part of the end of financial year reporting process.

Suitably qualified contractors were engaged to complete sewer and stormwater CCTV condition inspections. Eight kilometres of stormwater mains have been inspected and cleaned. The sewer CCTV cleaning and inspection contract has also completed with approximately 28 kilometres of mains to be condition assessed.

An Asset Management Maturity Assessment, using the Institute of Public Works Engineering Australasia assessment tool was completed with eleven (11) elements reviewed. The results are being reviewed and any refinement of the assessment ratings will be undertaken.

DP13 Develop and implement Business Transformation Program



Council continues to work towards the implementation of its five (5) year ICT strategic plan, as a part of the digital transformation program.

A record management system was launched to the organisation in March 2021. This system, in addition to staff education, will ensure that Council is able to meet its obligations under the NSW State Records Act 1998.

Council will commence the roll out of Customer Request Management system, which will be a staged roll out over the next 12 months. This system will ensure that all requests coming into Council are captured and the community and customers of Council will be able to track the progress of their requests in real time through the Council's website.

Electronic Plan stamping for consents has recently been introduced to improve the ease with which consents can be managed and issued. This forms part of our paper lite / less approach to consents and aligns with the need for paperless approach due to Covid-19 impacts.

Mobility will continue to be a large focus of Council's transformation journey to enable staff to have access to all Councils systems in real time from anywhere. This will ensure that work is being conducted effectively and that updates are available to Customers on their requests as they happen.

DP14 Enhance customer interaction with Council



Council has launched more online services to allow customers to be able to interact with Council from anywhere at any time. The focus has been on online fillable forms, which allows customers to lodge several requests with Council without the need to print and manually submit these requests.

Over the coming months Council will be introducing further enhancements with the introduction of the Customer Relationship Management system which will allow customers to lodge online requests and



monitor their progress in real time.

DP15 Deliver an Information and Communication Technology service that meets Council's business delivery requirements 

Council pivoted its IT systems to ensure that it could maintain service delivery, whilst complying with Public Health Orders to continue to offer a high level of customer service and interaction during the current phase of the pandemic.

Council has now delivered a new disaster recovery solution, which improves Council's ability to recover should there be either an IT infrastructure equipment failure, or a disaster recovery situation.

In order to improve staff productivity and enable faster interaction with customers, Council has commenced work on inter office network upgrade which will be completed the next six months.

DP16 Deliver Corporate Systems that meet Council's business delivery requirements 

To ensure a faster delivery of service to the community, Council has implemented an Electronic Document Management system. Over 5,000 documents a week are managed by the system which will result in improved customer service, information provision and transparency. This project will ensure that Council complies with requirements under the State Records Act.

In addition to the above, Council has completed phase one of its new website project, which was launched in February 2021 and has received over 1.1 million hits since going live, an increase of 160%. Further enhancements in online services will be released regularly over the coming 18 months allowing residents and customers to transact with Council at any time that is convenient to them

Council has commenced the implementation of its new Customer Relationship Management (CRM) System which will capture and track all incoming correspondence to Council and will enable Council to monitor compliance with agreed response times. Customers and residents will be able to track their requests in real time, enabling greater transparency on interactions with Council.

DP17 Ensure Council services are delivered efficiently and effectively 

Council's Service Delivery Review Program remained ongoing during the reporting period, enabling identification of service improvements.

A review of the Community Wellbeing service was completed during the reporting period. Recommendations have been used to inform a review of the Community Development team structure, guide development of strategic priorities and enhance functionality within the team and across council.

**10.6 Delivery Program 2017-2022 Bi-Annual Progress Report, 1
January - 30 June 2021****ATTACHMENT 1 Delivery Program Progress Report - 1 January to
30 June 2021**

The 2021 Community Research results showed an ongoing trend in declining satisfaction with Council's level of communication, information provision and opportunities to participate in decision making. As a result, Council's Corporate Relations service was identified for review, which includes the following functions:

- Communications
- Community engagement
- Civic receptions
- Events coordination.

A consultancy firm has been engaged to facilitate the review, with completion due by end September 2021.

DP18 Identify opportunities for regional collaboration

Council continues to participate in the Canberra Region Joint Organisation meetings including General Manager Advisory Committee Meetings and the various Professional Working Groups allowing council to explore opportunities for collaboration on regional strategic priorities

Council is also continuing to work with other adjoining councils and councils within our region which were affected by the 2019/20 summer bushfires to deliver recovery initiatives to the affected communities. In collaboration with Bega Valley Shire Council, Wingecarribee Shire Council was successful with the joint project called 'Community Connectors Program' under the Bushfire Community Recovery and Resilience Fund Stream Two (BCRRF2). Council has begun early planning on deliverables of this project. A more detailed report on the project will be included in the next reporting period.

DP19 Provide quality, timely and accessible information to the community

Council continues to provide quality, timely and accessible information to the community. News items are distributed via a range of mediums. The variety of communications channels employed by Council and the number of messages issued in the reporting period demonstrate Council's commitment to improving community engagement and open and transparent communications.

These items are promptly issued via a range of channels including media releases, quarterly publications of Wingecarribee Today, radio and television interviews, staff and electronic newsletters, the online digital Media Centre and via our social media platforms including Facebook and Twitter accounts. These sites are monitored by staff with feedback provided as soon as possible.

During the reporting period 90 media releases were issued and 127 posts issued on Facebook with an average reach of 2,362. This led to 10,799 'link clicks' on Facebook and 613 'shares' which resulted in 1,045 new Facebook followers. A total of 8,070 followers were subsequently recorded as of 30 June 2021. For the same period 72 Tweets were issued resulting in 40 new Twitter followers.

Council's weekly e-newsletter which was launched in late 2020, continues to increase the number of

**10.6 Delivery Program 2017-2022 Bi-Annual Progress Report, 1
January - 30 June 2021****ATTACHMENT 1 Delivery Program Progress Report - 1 January to
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subscribers. At the end of the six-month period 24 weekly e-newsletters were issued to over 2,500 subscribers with an average 'open rate' of 45.1%. These joined other regular electronic newsletters issued from various Council departments including the Community Engagement, Environment, Tourism and Arts and Culture teams.

DP20 Implement an effective Community Engagement Framework

The Community Engagement Strategy was updated in June 2021 following legislative changes to the Environmental Planning and Assessment Act 1979 (EPA Act) and Environmental Planning and Assessment Regulation 2000 (EPA Regulation).

The Community Engagement Strategy has been an appropriate guide for ensuring consultation could continue while complying with the fluctuating restrictions imposed by the COVID-19 pandemic.

The online consultation hub at www.yoursaywingecarribee.com.au continued to offer a covid-safe method for idea sharing and the capture of feedback about proposals, strategies and plans.

The following consultations were undertaken:

- Produce Hub Feasibility Study survey
- Bowral Main Street Improvements
- Environment and Climate Change survey, workshops and discussion forum
- Communications Strategy - public exhibition
- Masterplan for Casburn Park, Wingello - public exhibition
- Re-exhibition of Local Strategic Planning Statement and Local Housing Strategy
- Sport and Recreation Survey
- Destination Southern Highlands Fees and Charges - public exhibition
- Code of Meeting Practice amendments - public exhibition
- Operational Plan 2021/22 including Budget, Revenue Policy and Fees and Charges - public exhibition
- Amended Expenses and Facilities for the Mayor and Councillors Policy - public exhibition
- Planning Proposal to amend secondary dwelling provisions in rural zones
- Planning Matters - public exhibitions
- Leases, licences and other property related matters

9993 unique online consultation visitors were recorded during the reporting period. 5832 of the visitors took action to explore the detail of specific consultations and 747 actively participated in the online platform by completing surveys and submission forms, contributing to forum topics or sharing information in mapping tools.

DP21 Support Council committees and working groups

At the Extraordinary Council meeting on 17 March 2021, Council dissolved the Finance Committee, and all financial reports are now considered at the Ordinary Meetings of Council. The consideration of financial reports in Ordinary Meeting of Council aims to improve openness and transparency of Council



A review of the Charter and Membership of the Audit, Risk and Improvement Committee was undertaken with a revised Audit, Risk and Improvement Committee Terms of Reference being adopted at the Ordinary Council meeting on 21 April 2021. The review was undertaken to ensure the Committee reflects best practice and complies with foreshadowed legislative changes relating to audit, risk and improvement committees. At the Council meeting the existing Audit, Risk and Improvement Committee was dissolved and subsequently Council called for expressions of interest from suitably qualified individuals to nominate as independent external committee members.

DP22 Actively build capacity for community participation in leadership including mentoring and support



Information about business support services and initiatives are regularly communicated to the leadership teams of the three business Chambers and other peak business bodies to assist them in building capacity within their organisations for the benefit of the local economy.

DP23 Develop partnerships and networking with community, government and business



A number of initiatives relating to bushfire recovery were supported during the reporting period.

Community Recovery Concert hosted by Council was supported by the Rural Fire Service, Recovery Support Service and Red Cross.

Recovery & Regenerate Fun Day & BBQ was a partnership between Council, Community Recovery Support Service, Southern Highlands Foundation and four local native nurseries. DP89, DP90 and DP99 provide more detail regarding business partnerships and networking.



People

Wingecarribee 2031 outlines the following **People** Community Goals

- 2.1 Our people have the opportunity for a happy and healthy lifestyle
- 2.2 We are an inclusive community which actively reduces barriers for participation in community life
- 2.3 Wingecarribee values and nurtures a diverse, creative and vibrant community

The **Delivery Program 2017-22** includes 19 actions to assist in the achievement of the **People** strategies. The progress for these actions for the January to June 2021 reporting period is outlined below.

DP24 Advocate for improved health services in the Shire

The COVID-19 pandemic and the impact of the 2019/2020 Black Summer bushfires have dominated the advocacy for improved health service provision in the Shire. This has led to funding being extended, especially to services that provide mental health supports to bushfire impacted residents. Council staff have been able to advocate local need through representation on several networks including the SouthWest Sydney Primary Health Network Community Advisory Committee, Regional Recovery Health and Wellbeing Committee, Mental Health Bushfire Recovery Steering Committee and the local Social Recovery Sub Committee.

Council provided *Bushfire Recovery Small Grants Program* to support locally led community recovery initiatives.

South West Sydney Primary Network consulted with Council staff in the design and scope of a non-clinical, community-based approach to support mental health and community wellbeing for bushfire affected communities in our Shire. The tender for this funding will be opened in July.

DP25 Partner with community-based organisations in provision of services

Council actively seeks to partner with services to provide events, workshops and deliver programs in the local community.

Youth Week is an example of a program of activities for young people that was developed and delivered in partnership with a range of community based organisations including Highlands Youth Service, Traxside Youth Health Service, PCYC, ReFrame, Southern Highlands Homelessness Service and TAFE.

Council partnered with Community Links Wellbeing and Wildflower Holistic Services to deliver three workshops for community *Stories to Heal Us - Transforming the human narrative through visual story telling*. These workshops targeted bushfire impacted residents in the Southern villages.



Council partnered with Southern Highlands Foundation to cover the cost of printing 2,000 copies of the PhotoVoice Book that captures through photographs the fire, recovery and resilience in our Shire

DP26 Partner with State and community organisations to provide a broad range of health and wellness programs to target specific needs of the community

Council convenes the Social Recovery Subcommittee which includes representatives from different State and Federal Government Departments, emergency relief agencies, volunteer organisations and community recovery providers. The Committee has supported a range of projects including:

- Re-Grow Wingecarribee - planting project that allows school aged children to contribute to their community's recovery, building resilience and promoting wellbeing
 - Stories to Heal Us - providing a creative space for residents to tell their story and begin to heal
 - Wellbeing workshops offered to Early Learning Centre staff at two centres.
 - Skateboarding workshops offered by Council in partnership with Totem Skating and Highlands Youth Services in Bundanoon
 - Pop-Up Drive-in Movies held over three nights supported by Moss Vale Rural Fire Service volunteers and a crew of dedicated community volunteers. Feedback was that parents enjoyed being able to spend time with their children and for some it was the first event out as a couple they had been able to enjoy in a long time.
-

DP27 Provide access to sport, recreation and leisure services

Open Space and Sports

Council continues to provide a high standard of maintenance programs for its open spaces, sportfields and recreational areas.

Maintenance programs have been scheduled and completed for community parks, playgrounds and cemeteries in line with agreed timeframes and schedules.

Mowing, landscaping and garden maintenance of sport fields, community parks and high-profile open space areas within the Local Government Area continue to ensure the public amenity of the Shire is of a high standard.

Outdoor Swimming Centres:

Bowral Swimming Pools have recently undergone refurbishment works to pool linings in preparation for the Saturday 9 October 2021 opening.

Minor maintenance works are complete at Bundanoon Pool in preparation for opening Saturday 13 November 2021.

In May 2021 the Mittagong Swimming Centre was impacted by a severe weather event and as a result was flooded. This took place after contractors commenced works to rectify damage caused by the December 2020 flood. As a result this facility will be closed for the upcoming season to enable a review of works to be undertaken,



Moss Vale War Memorial Aquatic Centre:

The Moss Vale War Memorial Aquatic Centre had 182,445 visits in the 2020/21 financial year compared to 152,085 the previous financial year. This is an increase of 30,360 visits. This is was a result of the 2019/20 financial year closures for a period of 83 days due to the NSW Public Health restrictions.

The Moss Vale Aquatic Centre has been focused on rebuilding the services on offer to members, and guests while maintaining COVID-19 safety in line with NSW Public Health restrictions. The aim for the duration of the 20/21 financial year was to ensure member and enrolment retention by allowing the community to feel safe when using the facility and services on offer. All services on offer at the Moss Vale Aquatic Centre have returned with varying and changing restrictions based on the NSW Health Orders set at the time.

The learn to swim program peaked with 221 swimming classes and 860 students participating during the financial year. The Moss Vale Aquatic Centre saw attendance reach 23,430 compared to 14,593 the previous year. Swimming classes have continued to diligently comply with a COVID- 19 safe curriculum. This year has seen the strongest enrolment of students in the seven years of the Moss Vale Aquatic Centre operations.

The Bluefit Health Club attracted 928 members and included 50 group fitness classes on the timetable within the year. Bluefit Health Club saw attendance reach 53,334 compared to 46,291 the same quarter the previous year.

**DP28 Partner with Police, business and community representatives
to implement the Community Safety Plan**

Council supported the Southern Highlands Domestic Violence Forum Expect Respect Golf Day which was well attended at its new venue, Moss Vale Golf Course. This event brought together business, community members and community organisations to raise awareness and funds. \$20,000 was raised which will go towards the delivery of healthy relationships workshops in schools, training facilitators in Love Bites and raising awareness of family and domestic violence in community.

Council officers participate in the Southern Highlands Domestic Violence Forum. The Forum meets on a monthly basis to plan and deliver programs and activities in line with the Strategic Plan that the Forum have developed.

**DP29 Partner with agencies to ensure emergency management
processes and procedures are in place**

LEMC meetings were held on 16 February and 18 May 2021 and we welcomed a new member from the Illawarra Aboriginal Land Council.

The LEMC Field Exercise took place on 19 April 2021 in conjunction with local industry at the BORAL Berrima Cement Works. While the exercise was executed successfully it was not without a number of areas identified for future training and response work. With the growing presence of industry in the Shire, we work to prepare for all kinds of hazards including those associated with local heavy



industry and this exercise has given our emergency management agencies locally, invaluable experience and exposure to different and credible hazards within our area. The exercise was the first that focused on both a multi-agency rescue response that also presented a serious threat to the local community.

The LEMC will be planning additional 'desktop' exercises within the confines of the current COVID-19 heightened threat environment to prepare for the start of the Storm and Bush Fire period later in the year.

Following the review of the Wingecarribee EMPLAN and multiple delays due to COVID-19 last year, our updated EMPLAN was finally able to be presented to the South East Region REMC meeting held in November 2020 where it was ratified and signed by the Committee. An updated copy is available for review on Council's website. It should be noted that the EMPLAN details Wingecarribee Shire's emergency management arrangements for the prevention of, preparation for, response to and recovery from identified locally occurring hazards in the Shire. As such, it contains confidential and sensitive information which has been removed from the publicly available version.

DP30 Implement public health and safety regulatory programs

Council has continued to implement public health and safety regulatory programs during the reporting period. The inspections check that food and drink premises are following proper food safety practises when storing, handling and preparing food and following acceptable cleaning and hygiene protocol in order to protect consumers from poor food handling practices and the potential spread of food-borne illness. Council has conducted in excess of 115 inspections relating to food premises and 72x COVID safety plan checks throughout the Shire. Staff continue to educate the community on food safety awareness including the Food Authority's 'Scores on Doors' program and providing COVID-19 safety material and information.

DP31 Assess the changing profile of the Shire and prioritise services accordingly

Council has purchased a more comprehensive suite of data information tools from .id Profile. The tools are available on Council's website and will be of significant benefit to the Wingecarribee community in assessing changing profile and ability to prioritise services. Additional data will be made available through Economy .id, Forecast .id and Atlas .id. This suite of tools will provide accurate, consistent and in-depth data allowing for more effective strategic decision making across Council.

DP32 Provide children services to support family life

The Department of Education (Early Childhood Directorate) undertook its assessment and rating process on Council's Out of School Hours service. The assessment and outcome found that the Service demonstrated Council's commitment to compliance with the national regulation and focus on embedding and providing safe and responsive education and care to the children and families who



use the Services.

Council has collaborated and partnered with "Community Links" to provide a suitable location to hold their Aboriginal Playgroup. In addition, staff have worked alongside "Beyou" and "Early Childhood Australia" to provide trauma training to local Early Childhood Services working with children who are suffering trauma from the bushfires and the effects of the pandemic. Both the playgroup and the trauma training were initiated after collaborating with community agencies on programs reflecting a need in the community.

DP33 Support agencies to implement community programs and initiatives



Council allocates funds to locally based community organisations through the annual Wingecarribee Community Assistance Scheme. These funds help to establish, improve, or enhance resources, services and facilities and access for all residents of the Wingecarribee Shire, by providing grants for capital works, equipment, programs, activities and events or facilities.

There are two types of funding available under the Community Assistance Scheme. These are:

- Donations of \$600 and
- Grants up to \$7,000

2021/2022 Community Assistance Scheme received 55 applications requesting a total of \$198,878 in funding. The allocation of the \$120,000 available through the Community Assistance Scheme will be announced by Council in July.

DP34 Provide companion animal services



Council has continued to provide companion animal services to the residents of the Shire through the successful operation of the Animal Shelter and the provision of ranger services.

Council staff continue to work alongside the volunteer organisation Friends of Wingecarribee Animal Shelter and receive community support for their work, reflecting the dedication of Council staff and volunteers to providing a high quality of care to the lost, stray and unwanted animals of the Shire.

Council continues to respond to community concerns about off leash dogs by increasing Ranger patrols of hotspot areas. Council also investigates dog attacks and issues fines and control orders where appropriate.

Council has approved funding for the construction of a new shelter. The land has been purchased and concept plans have been developed. The site is under review in terms of possible co-development, housing both the SES building and a more concise version of the animal shelter that will suit current needs. The plans are under external review by Architects.

In addition, there is a current review being undertaken by an external consultant as a resolution of Council to identify any gaps in the Statutory Provisions and Policies of the animal shelter.



The new temporary office at the shelter is in the final stages of construction and should be operational in the next 8 weeks.

DP35 Support initiatives which enhance opportunities for learning and skill development

Throughout this reporting period, local youth services were supported to implement training in barista and safe food handling to young people as part of NSW Youth Week. As a part of Council's Create and Celebrate program youth participants attended an on-stage workshop and developed skills in performing on stage. These training opportunities were provided through State Government Youth Opportunities funding.

Culture and Community Responsive Training was delivered in partnership with Ngaran Ngaran Culture Awareness in, providing valuable awareness training to local community members and services providers. This was the second of two training opportunities provided to community members.

Council staff have regular engagement with TAFE and University of Wollongong in facilitating the Careers Advisors group, promotion of courses and referral to initiatives that contribute to activation of the campus.

DP36 Provide a range of services and programs through Council Library service

Statistics in this quarter and in the comparison statistics (2019-2020 column) have been affected by the following major events.

- COVID-19 Safety Plan Restrictions Temporary closure of the Moss Vale Branch Library 2020-2021 as part of the Civic Centre Repair and Refurbishment project

OP085	2020-2021	2019-2020	% Change	Description
Library Loans	42,243	10,042	320.7%	Statistics continue to improve over the last three quarters as customers have increased access to facilities and services with borrowing and visiting routines being re-established
E-Book & E-Audio Loans	8,335	9,466	- 11.95%	eBook and eAudio loans continue to be popular. A slight drop due to people returning to visit Library branches and the takeover of a eResource company by another and the subsequent change in the App on the Library website
E-Magazine Loans	2,034	3,669	- 44.56%	Loans for e-magazines remain steady although affected by the takeover of a eResource company by another and the subsequent change in the App



				on the Library website
TOTAL Loans	52,612	23,177	127%	A good result considering the Library service has still not returned to pre COVID/building renovation conditions. Last year's results were dramatically affected by COVID-19 temporary restrictions and shut downs.
Visits	21,741	4,539	379%	The numbers of customers returning to the library is encouraging and is steadily increasing each quarter. Although it may take years for the library to re-establish pre COVID visitations, it will be helped with the reopening of the Moss Vale Branch Library
New members	312	110	183.6%	New member applications remain steady
Interlibrary Loans	44	0	100%	No substantial change to ILL's this quarter and it remains consistent since its reintroduction in January 2021

¹ Wireless sessions are preferred by clients as they are longer, they can use their own technology and they can choose where to sit within the library.

² This is a specialised collection of Australian short films, independent documentaries and art house titles and requires customers to data stream content.

Moss Vale Branch Library Refurbishment Major Project 20-21: The Moss Vale Branch Library refurbishment project has now been completed and is waiting on the Civic Centre Repair and Refurbishment project to be finalised. The Moss Vale Branch Library refurbishment project had achieved significant milestones in this quarter including:

- Installation of all Library Technology including self-checkouts, RFID returns, print management system, security gates (with people counting facility) Multifunction Copier, public and staff PC's
- Installation of the Tovertafel 2 (Magic Table 2) a specialised multimedia projector with games designed for people with alzheimers, mental disabilities and autism. This unit will also aid and increase motor and cognitive function in small children.
- Installation of the FUYLL Cell Tower 5, lockers for personal technology
- Installation of new HSC collection and expansion of Graphic Novel collection
- Purchase of new WiFi Transmitters and Internet Hub for the Library

Bowral Library Carpark

The Bowral Library carpark had new line marking organised and completed on the 19 May 2021. This included the relocation of Accessibility car parking spaces at the bottom of the ramp between the Wingecarribee Community Health Centre and the Bowral Branch Library. This will enable better access to all of the facilities in the Bendooley Precinct.

DP37 Implement sector plans that address key barriers to participation in community life



2021 Seniors Festival was delivered with funding provided NSW Government, Macarthur Disability Services and Council. There was a total of 57 community events provided for seniors in

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Wingecarribee. These events were designed to connect community, improve knowledge, provide information, improve health and wellbeing and increase awareness of local services for the active and less active members of or community.

As a part of Council's 'Create & Celebrate' program a music festival called the 'Fools Festival' brought together over 700 young people from schools across the Shire. The event was supported by 30 service providers in sharing service information and interactive activities. The importance of having local youth support services available was highlighted by the feedback from the suicide prevention service.

DP38 Develop and implement initiatives that support new residents participating in community life 

The Seniors Directory, Seniors Newsletter, Arts File website and Aboriginal Community email distribution list provided regular opportunities to promote local events and activities to different members of the community.

Council staff are reviewing information on its website to ensure that information provided is up to date, easy to access and promotes activities and events for community members.

DP39 Support intergenerational programs and projects 

Council staff have been working with local primary school students to connect to culture through intergenerational activities. The Bushtucker Garden project involved Council staff and an Aboriginal elder, Aunty Sharon working with Kangaloon Public School and Gib Gate School students to develop their bushtucker gardens in the school grounds. The program increases knowledge and awareness and creates opportunity for discussions between the students and the leaders of the program.

Council staff worked alongside Department of Planning, Industry and Environment, National Parks and Wildlife Services and the Gundungurra Aboriginal Heritage Association to collaboratively deliver the community planting days at the newly established Guula Ngurra National Park, Canyonleigh. School students connected with Aboriginal community, bush care groups and the Canyonleigh Rural Fire Service. Participants planted 1200 plants over 12 hectares of Koala Habitat in the paddocks of the old Tugalong Station to transform it into the new Guula Ngurra National Park. This project demonstrates a positive community of practice where all generations are working towards a common goal of developing a significant site.

DP40 Support and coordinate a diverse range of community festivals and celebrations 

Seniors Festival, Reconciliation Week and Youth Week all took place during this period. These key events profiled our local community and provided opportunities for people to connect and engage in diverse and accessible activities and events.



DP41 Promote and deliver initiatives which enhance community understanding of Aboriginal cultural heritage

Dhungung (Food) Share program provides fresh food boxes at the Wingecarribee Aboriginal Cultural centre for local Aboriginal families. The partnership between Council, OzHarvest, Red Cross and Highlands Community Centre provides flexible delivery of a food security program on a weekly basis to families in need.

Culture and Community Responsive Training was delivered in partnership with Ngaran Ngaran Culture Awareness. This provided awareness training to local community members and service providers, 26 local community members and service providers attended the one-day workshop.

DP42 Facilitate the promotion of community arts, emerging artists and cultural awareness and activities

Planning is underway for the 2021 Arts Trail which is scheduled to take place in over the first two weekends in November. Covid 19 restrictions are being considered as a part of this planning process.

Council has received funding from the Live Music Office to deliver a Live and Local project. This is a comprehensive capacity building program which seeks to strengthen the ecology of local grassroots live music communities. Planning is underway to deliver this later in the year in collaboration with the local music industry to activate local music opportunities.



Places

Wingecarribee 2031 outlines the following Places Community Goals

- 3.1 We have an integrated and efficient network of public transport and shared pathways
- 3.2 Wingecarribee has maintained a distinct character and separation of towns and villages
- 3.3 Our built environment creates vibrant and inviting public spaces
- 3.4 We have safe, maintained and effective assets and infrastructure

The **Delivery Program 2017-22** includes 23 actions to assist in the achievement of the **Places** strategies. The progress for these actions for the January to June 2021 reporting period is outlined below.

DP43 Undertake advocacy activities to further the development of an integrated public transport network

Council continues to participate in the Canberra Regional Joint Organisation - Infrastructure Delivery Working Group and advocate for transport improvements for the Shire. The development of a Road Transport Prospectus has been completed and includes details on the major roads projects within the Shire.

Council continues to work closely with Transport for NSW on numerous transport matters such as capital works projects, grants, transport modelling and road safety initiatives.

DP44 Provide infrastructure linkages between public transport hubs

The Draft Capital Works Program has been updated for the next four years. The road program includes the additional Blackspot, Safer Roads and Fixing Local Roads projects and considers links between transport hubs.

Project scopes have been completed in Council's project management system and each project has progressed through the approval process. The 4-year capital works program was adopted 23 June.

Council adopted the Recreational Walking Tracks Strategy during the reporting period. The adoption and implementation of the strategy will improve active transport links between hubs and some projects have been incorporated within the Draft Capital Works Program.

DP45 Promote public transport options and linkages across the Shire

Council actively supports improvements and utilisation of available public transport options through the provision of infrastructure services near or around public transport hubs, promotion through transport safety programs and education programs, via the Traffic Committee and through advertising and public awareness campaigns.



Council pursues opportunities during planning and infrastructure delivery phases to link transport networks including cycle ways, pedestrian footpaths, roads, railway services, and bus and taxi services.

Council works closely with other government departments to align to developing trends and advancements in transport technology and infrastructure.

DP46 Expand our network of footpaths and cycle ways to improve connectivity of the Shire



Council has approved \$500,000 in new footpaths in villages across the Shire as part of the 2021/22 capital works program.

A number of footpath maintenance, renewal and construction projects were completed and have progressed during the reporting period. These pathways improve connectivity within the Shire.

Staff have investigated numerous requests for additional pathways within the Shire and projects have been scoped and will be considered as part of the annual budget review process or grant offering.

The Recreational Walking Tracks Strategy has been adopted and will improve the promotion of active transport networks within the Shire. Implementation of the strategy has been considered as part of the annual capital works program review.

DP47 Partner with agencies to advocate for improved transport services



Council staff work closely with other levels of government, including Transport for NSW, the Department of Primary Industries, the Environment Protection Authority and Infrastructure NSW, to plan and provide necessary infrastructure for current and future needs.

Council continues to participate in the Canberra Region Joint Organisation and advocate for improved transport services for the region and the Shire.

DP48 Provide a rigorous planning assessment framework which reflects State legislation and Council's adopted land use strategy to ensure appropriate development outcomes



The WLEP 2010 and associated DCPs are now under review and relevant consultants being engaged and strategic consideration of community engagement in the strategic and statutory planning processes is underway.




Council has reviewed and updated its Housing Strategy and Local Planning Statement and remains on track to meeting strategic targets at both the State Government level and local level. A Climate Change Strategy is also being drafted for the area and numerous Wingecarribee Local Environmental Plan updates have been completed.

DP49 Review and prepare planning strategies, policies and studies that retain the character of the Shire's towns and villages 

Council recently adopted the Wingecarribee Local Strategic Planning Statement (LSPS) and Local Housing Strategy which provide a long-term land use planning framework for the Shire which aims to, among other things, retain the character of the Shire's towns and villages.


The Strategies provide an objective and evidence-based framework to ensure that growth is managed in a way that is consistent with the community's expectations.

Council has commenced a comprehensive review of its DCPs, which will include character statements and place-based development controls for the Shire's towns and villages. The updated planning framework will ensure that the unique characteristics of our towns and villages are protected and enhanced.

DP50 Implement initiatives that promote and protect cultural heritage 

Council continues to implement a range of initiatives to promote and protect cultural heritage, including the annual heritage grants scheme, biennial heritage awards and heritage advisory service which lead to improved development outcomes throughout the Shire and project and enhance the character of our towns and villages.

Council is in the process of undertaking a major review of Heritage listings within the Wingecarribee LEP including the review over 200 potential heritage items that were identified in the Wingecarribee Heritage Survey and deferred by Council in 2012. This project will ensure that significant properties are protected through the LEP for the current and future generations.

DP51 Implement a program of towns and village centre improvements 

The maintenance of Town and Village Centres has been completed to operational service standards. This includes street sweeping, litter bin collection, waste removal from illegal dumping, amenities cleaning, garden maintenance of car parks, roadside gardens and roundabouts.

Planning work has commenced on the development of the Winifred West Masterplan and



Council has been successful in obtaining grant funding from the Bushfire Local Economic Recovery Fund to undertake stages 1-3 of the Casburn Park Masterplan at Wingello.

DP52 Deliver the Urban Street Tree Implementation Plan



Council Tree Management Team have completed 74 street tree plantings to address customer enquiries and the outcomes detailed in the Wingecarribee Street Tree Implementation Plan and Street Tree Master Plan.

Street tree plantings were completed in the following locations:

- Green Vase Zelkova - Ginahgulla Drive, Bowral
- Japanese Maple - Derby St, Bowral
- Green Vase Zelkova - Sir James Fairfax Circuit, Bowral
- Chinese pistachio Capital Pear Tree - Roty Avenue, Renwick
- Flowering plum - Armstrong Crescent, Robertson
- Camellia - Young Road, Moss Vale
- Flowering Plum - Spencer St, Moss Vale
- Pin Oak - Foldgarth Way, Burradoo
- Bottle Brush - Fidelis St, Bundanoon
- Snow Pear - Parmenter Court, Bowral
- Various native trees - Sproules Lane, Glenquarry
- Chinese Elm - Thwaite Park, Moss Vale
- Flowering Cherry Tree - Wandevan Place, Mittagong
- Flowering Cherry Tree Purcell Street, Bowral
- Chinese Elm - Eloura Lane, Moss Vale
- Chinese Elm - George Cutter Pl, Renwick
- Oak Tree - Currockabilly Street, Welby
- Japanese Elm - Sir James Fairfax Dr, Bowral
- Plena Crabapple - Gordon Rd, Bowral
- Sweet Gum - Albert St, Mittagong

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- Argyle Apple - Huxley Street, Mittagong
- Brushbox & Bottle Brush Endeavour - West Parade, Hill Top
- October Glory - Balaclava St, Balaclava
- Japanese Maple - Arthur Street, Moss Vale
- Sweet Gum - Warwick Close, Bowral
- Tulip Tree - Carrisbrooke Row, Bowral
- Green Vase Zelkova - Ginahgulla Drive, Bowral
- Japanese Maple - Derby St, Bowral

DP53 Provide and maintain high quality community facilities across the Shire


Council staff are continuing to develop strategies and collect data for community and public facilities across the Shire. Information and data are fed into Council's Asset Management System, which provides information for prioritisation and verification for services delivered and the necessary work required to ensure ongoing quality service is provided for the community.

Council continues to manage community facilities in partnership with licensees and community groups, including collaborating with stakeholders during the COVID-19 pandemic.

DP54 Undertake the redevelopment of Bowral Memorial Hall


Council was successful in its application to the Commonwealth Government's Building Better Regions Fund Infrastructure Projects Stream Round 4. Council has been awarded \$2.8 million for the redevelopment of the Bowral Memorial Hall. The principal contractor has been engaged and site establishment is completed. Council has addressed key stakeholder concerns by altering the stage design to provide a permanent sound shell for the concert hall. The modified design requires section 4.55 modification of consent.

DP55 Effectively plan for and deliver on the diverse needs of people with a disability


In February Council launched the **See Me, Hear Me** Campaign, with business support. Postcards highlight stories of those in the community who are service users, service staff and the services available locally and is designed to support, promote and create awareness. Plans are underway to deliver the disABILITY AWAREness training for staff online. The training is designed to promote awareness of the barriers, both environmental and attitudinal, experienced by people with a disability and identify ways in which these barriers may be



overcome.

DP56 Ensure planning controls allow for diversity of housing choice



Council staff are currently implementing the priority actions within the Local Housing Strategy, including undertaking a review of medium density housing provisions to encourage a greater diversity of housing within the Shire.

Council are also in the process of establishing a Land and Housing Monitor which will allow Council to monitor and measure the success of the Housing Strategy in increasing housing diversity in the Shire, and where targets are not being met, Council will look at policy changes and / or incentives to ensure the local housing stock meets the needs of our community both now and in the future.

DP57 Partner with agencies to plan and deliver a program of road upgrades, renewals and maintenance



Council continues to undertake programmed and reactive maintenance on its roads networks with numerous roads serviced over the reporting period.

Capital Works design and construction projects have been delivered and commenced. Projects completed include: Sutton Forest Belanglo Road Gravel Road Resheeting; Fitzroy Falls Bodycotts Lane Gravel Road Resheeting; Wingello Pine Tree Road Gravel Road Resheeting; Sutton Forest Greenhills Road Gravel Road Resheeting (Drainage Works).

Council partners with Transport for NSW, other State Government authorities and community groups, and is actively involved in the Canberra Region Joint Organisation and its Infrastructure Working Group, to ensure the delivery of road upgrades, renewals and maintenance.

DP58 Implement a long-term solution for the use and disposal of roadside spoil



Council is continuing to progress investigation and approvals for potential sites within the Shire. Utilising approved materials for projects such as the Anembo Park regrading, and beautification works are nearing completion and present optimum alternatives for the reuse of materials.



DP59 Review and implement Water Master Plan

Council is delivering multiple water projects this financial year:

- Wingecarribee and Bundanoon Water Treatment Plant (WTP) Upgrade Options Assessment (65 per cent complete) - Final process review reports and option reports are in progress
- Design - Bundanoon Dam to Exeter Reservoir transfer mains and Werai Balance Tank and Pump Station (10 per cent complete). Asset sizing/optimisation is in progress, with the pipeline and pump duty identified.
- Design - Wingecarribee WTP to Oxley Drive transfer main (30 per cent complete). The design is in progress, and the survey and services locating underway.
- Design - West Bowral reservoir transfer main (30 per cent complete). The design is in progress and the preferred pipe alignment has been finalised. The Draft Review of Environmental Factors has been submitted, and the survey and services locations are complete.
- Design - Bowral to Moss Vale transfer main (10 per cent complete). The concept options report is complete, and a preferred concept has been identified. The preparation of procurement documentation is underway for the completion of the detailed design.
- Construction - New inlet control valves at four reservoirs (15 per cent complete). The preparation of procurement documentation is underway, incorporating the concept design and modelling.

DP60 Review and implement Sewage Treatment Plant Upgrade Strategy

Progress on the design phase at each plant is summarised below:

- Bowral STP Upgrade Detailed Design: 95 per cent complete. The design is expected to be completed in September 2021 and reviews are being undertaken by State Government authorities.
- Moss Vale STP Upgrade Detailed Design: The Principal Design Consultant has been engaged. The Basis of Design and concept layout for the main structures completed. The design of major structures is approximately 50 per cent complete all workshops now complete.
- Mittagong STP Upgrade Detailed Design: The procurement phase is now complete, and works are commencing on the detailed design.

DP61 Improve stormwater management across the Shire

Council staff are regularly reviewing and implementing floodplain management strategies, which guide and inform Council's floodplain management projects.

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Review of the Wingecarribee River Flood Study (90% complete). Works continuing into 21/22. Draft Flood Study completed in May 21 and circulated internally. Council report for public exhibition permission drafted. Public exhibition planned for November, then completion of final report in early 2022.

A number of capital works design and construction projects were delivered or have commenced during the reporting period. This included the practical completion of Glebe Street, Bowral Drainage Improvements, Bundanoon Penola Street Drainage Construction, and Moss Vale Dangar Street Culvert Renewal Stage 1.

Council is undertaking programmed and reactive maintenance on stormwater drainage networks.

Drainage maintenance customer requests are actioned within 14 days in accordance with key performance indicators to the effect that the request is inspected, made safe and where applicable maintenance programmed or a capital works request submitted for project scoping and prioritisation

DP62 Undertake drinking water quality management

Council has continued to work in line with its commitments under the adopted Drinking Water Management System (DWMS) and the Australian Drinking Water Guidelines (ADWG) in close consultation with NSW Health.

Both Wingecarribee and Bundanoon Water Treatment Plants have operated to a standard that exceeds the minimum criteria defined in Council's Drinking Water Management System and the Australian Drinking Water Guidelines (ADWG)

Raw water levels in the Wingecarribee Reservoir are stable and operating above 80 per cent and Bundanoon dam is currently at 100 per cent. Algal detection levels within the raw water remain below ADWG guideline levels for both dams.

Dam safety inspections at both Bundanoon and Medway dams being conducted as per Dam safety regulation requirements

An Internal review of Council's Drinking Water Management System (DWMS) structure and action programs is currently ongoing to ensure long term business needs are achieved. This is due for completion in the first quarter 21/22.

This period has seen significant progression on the implementation of staff skill competency, sampling/analysis and compliance programs within the water supply distribution network as part of Council's commitment within the adopted DWMS

DP63 Ensure the integrity of water and sewer infrastructure

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Council has continued to deliver operational planned and reactive maintenance and long-term capital programs of its water and sewer infrastructure.

Key programs of note that occurred in this period are as follows:

- Electrical and mechanical asset planned maintenance has continued as per asset specifications
- Seven of the new water distribution systems (urban filling stations) have now been installed Confirmation and customer communication regarding program implementation/roll out has been delayed to the first quarter of 2021/22
- The Electrical Panel installation project continues to progress with Star Electric at pump stations within the sewage network. This program is estimated to be completed by late 2021, in conjunction with the linked telemetry/Clear Scada system upgrades currently being delivered by Safegroup

ClearSCADA process management system upgrades have been completed at five STP's with the remaining Robertson STP to be completed in 21/22.

- Completion of 85% of the 20/21 water and sewer critical main upgrades program
- Completion of sewer manhole refurbishments/replacements program
- Two new pump stations at Moss Vale and Berrima have replaced older infrastructure to reduce the risk of overflow to the environment and provide increased reliability for operations. The period has seen 90% delivery of all customer requests received on Council's Conquest management system within 20/21
- A containment project at Robertson STP was completed to reduce the risk of a spill to the environment
- The internal CCTV program of the sewerage network has increased significantly identifying faulty assets prior to failure for repair and accurately documenting and cleaning the sewerage network.
- A preventative maintenance program has been developed for the sewerage network to reduce overflows and blockages through routine cleaning
- An operational preventative maintenance program was developed and implemented for routine tasks for the operators above the current inspections to increase the integrity of the STPs.

DP64 Ensure regulatory compliance of sewerage infrastructure

Positive communication has continued between Council and the Environment Protection Authority, WaterNSW and the Department of Environment and Industry (DPIE) – Water within this period with no reports of major risks. All reporting to all agencies is up to date.

Council has completed five of the six EPA annual returns for Mittagong, Bowral, Moss Vale, Berrima and Bundanoon licenced schemes during the period. There were only low risk (minor) non-compliances mainly due to the significantly increased rainfall within the period (65% more flows) which were unavoidable.

Backflow and trade waste management has been ongoing during the reporting period with

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safe work practices and some remote inspections being undertaken to ensure a COVID safe procedure for our staff and customers.

An external audit program has been developed to review the environmental compliance of the STP's on an annual basis, in order to drive best practice environmental management and continuous improvement.

All development and customer requirements have been managed accordingly during this reporting period with no known major outstanding issues following the storm events that occurred during the reporting period.

**DP65 Facilitate and advocate for enhanced access to
telecommunication networks**



Council staff are working closely on telecommunications opportunities for the region and have met with NBN regarding new developments in the Shire. Council continue to monitor any further government announcements and initiatives which may have implications for the Shire.



Environment

Wingecarribee 2031 outlines the following Environment Community Goals

- 4.1 Wingecarribee's distinct and diverse natural environment is protected and enhanced
- 4.2 Sustainable living practices are actively encouraged
- 4.3 Wingecarribee achieves continuous reduction in waste generation and disposal to landfill
- 4.4 Wingecarribee addresses, adapts, and builds resilience to climate change

The Delivery Program 2017-22 includes 23 actions to assist in the achievement of the Environment strategies. The progress for these actions for the January to June 2021 reporting period is outlined below.

DP66 Manage public natural assets



Council implements an active Bushcare program across 59 reserves and management sites. This program focuses on bush regeneration and control of environmental weeds at Council managed sites and is funded by the Environment Levy. COVID-19 protocols are currently in place for volunteers in Council's Community Bushcare and Rivercare Program. The Community Nursery continues to operate with volunteer support, with over 1322 plants despatched in the reporting period.

Threatened Species Recovery Projects

Council is working with the NSW Government on recovery projects for important Threatened Species in the Shire. These projects include:

- Southern Highlands Koala Conservation project
- Southern Highlands Glossy Black Cockatoo Conservation "*Glossies in the Mist*"
- *Eucalyptus macarthurii*
- *Persoonia glaucescens*
- *Phyllota humifusa*
- *Eucalyptus aquatica*.

The award-winning Southern Highlands Koala Conservation Project (SHKCP) is achieving significant results in koala habitat restoration, facilitating conservation across private land, improving fire planning in key koala habitat, and developing new koala monitoring tools which will help Council's across the State. The project is entering an extended period of project delivery under the NSW Government Saving Our Species Program. Southern Highlands Glossy Black Cockatoo Project - A draft feed / habitat map has been created for the Shire and is being used in the recovery actions in the SoS project. This map identifies appropriate areas for Glossy black cockatoo plantings and is being used for the 21/22 financial year habitat planting program.

The use of eDNA sampling of specific watercourses was trialled in March for the Southern Highlands Platypus Conservation Project. This is providing genetic monitoring for platypus in waterways where current data is minimal. This information informs future recovery programs and assists in managing the health of the platypus across the Shire. Rapid Assessment of Riparian Condition (RARC) training completed for Council staff. A planting guide for platypus habitat was developed, and this is being



used in on ground works in Council's Bushcare program.

Council implements integrated treatment of rabbits on Council land collaboratively with South East Local Land Services (SELLS) and adjoining private landholders. Recent control programs include roadsides in sections of Werai, Manchester Square, and Exeter. Preparation work has commenced on upcoming private / public land rabbit control actions in collaboration with SELLS.

Council continues to represent on the Southern Highlands /Taralga Wild Dog Working Group

The Welby Weir Reserve boundary protection (new fencing) project has been completed as part of the Green Web Project. New populations of threatened flora were detected and have been protected by the fence construction.

Council undertakes environmental assessments of the potential impact from Council works and identifies controls to minimise and mitigate environmental impacts. A scheduled review of Council's Part 5 Environmental Assessment Procedure has been completed to ensure currency.

Council continues to implement the flora and fauna bushfire recovery program. Bushfire affected reserves are being managed for weed infestations, monitoring has occurred on a monthly basis for regeneration and weed incursions and contractor weed control works are implemented as required.

The Private Land Conservation Bushfire Recovery website has been launched and enables fire affected properties to sign up to free enhanced versions of Councils Land for Wildlife (LFW) and Habitat for Wildlife Programs.

37 new LWF Property agreements have been completed for bushfire affected properties, conserving 1540 hectares of native vegetation.

DP67 Maintain and build high value environmental lands and corridors



Council's Private Land Biodiversity Conservation Strategic Plan continues to be implemented. Council encourages conservation on private land through a three-tiered program to support different types of landholders and conservation values. The three programs are open to the community are Land for Wildlife (for large landholders), Habitat and Wildlife, and Private Conservation Agreements.

The total number of active Land for Wildlife properties comprises: 167 properties, 6404 hectares of property, and 3686 hectares of conservation area.

Council works in a collaborative partnership with community groups, Government Agencies, and non-government organisations on the Wall to Wollondilly Project. The project focuses on a key corridor along the Wingecarribee River between its junction at the Wollondilly River and the wall at the Wingecarribee Reservoir. Current work being supported by Council, Local Land Services (LLS) and Greening Australia is focussing on the removal of the final major "willow choke" which is blocking access on the Wingecarribee River downstream of the Burradoo Rail Bridge. Once the willow choke is removed, access to the waterway for volunteers to assist with ongoing willow control will be possible.

Properties affected by the 2019-20 Bushfires remain eligible in 2021 for Council's Private Land Conservation Bushfire Recovery program. This program enables fire affected properties to sign up to free enhanced versions of Councils Land for Wildlife and Habitat for Wildlife Programs. 30 new properties have registered so far for the enhanced Land for Wildlife program, representing over 670



hectares of native vegetation.

Plans are progressing for large-scale habitat restoration on private lands in the Kangaloon area, and over 1500 koala feed trees have been supplied to the National Parks and Wildlife Service for community tree planting events at the Guula Ngurra National Park at Canyonleigh. Training assistance for local Aboriginal community members in acquiring certification (for example, Chemcert) to build capacity in implementing revegetation activities is being facilitated. A regular supply of Koala Feed Trees has been established and are available for purchase at Wariapendi Native Nursery, Colo Vale under an agreement with Council. All profit from the sale of these trees goes back to Koala carers. Over 1,000 Koala Trees have been provided free to properties registered with Council's Land for Wildlife Program.

Council has played a key role in supporting the NSW Biodiversity Conservation Trust (BCT) multi-million-dollar State Government investment in private land conservation in the Shire. The NSW Government has announced the successful private properties who will receive funding in-perpetuity for conserving and managing Koala Habitat on their properties. \$11.8 million has been awarded to five properties in the Shire.

DP68 Ensure the impacts of development on biodiversity are assessed, monitored and mitigated



Council continues to assess applications in accordance with section 4.15 of the *Environmental Planning and Assessment Act 1979*.

Council continues to request and require relevant specialist reports to support applications on environmentally sensitive land in regard to biodiversity (flora and fauna) and these are considered by in-house experts and external consultants throughout the rigorous assessment process.

The recent introduction of the Wingecarribee Local Planning Panel for certain types of development applications will also assist in managing the shires precious biodiversity due to the increased scrutiny of such applications due to the expertise of panel members (e.g., the Chair is a lawyer who specialises in planning law) and a rigorous assessment process undertaken by the panel.

Recent court proceedings have proven that Council will protect endangered species and ensure that relevant legislation (Koala habitat and Riparian corridors) is adhered to, and values are protected - the ongoing Frensham School matter being considered by the NSW Land and Environment Court is an example of this behaviour and better way of protecting local biodiversity.

DP69 Build community partnerships and education programs to reduce pollution



Council operates an investigation and enforcement program to respond to pollution and illegal dumping matters. An education program supports these functions and provide information and education for the community.

Operation Houdini was a major campaign organised jointly with NSW government stakeholders targeting illegal landfill operators specifically in the Wingecarribee Shire Local Government Area. This



has resulted in the interception of asbestos laden waste trucks heading into the Shire.

Pollution complaints for landfill have reduced, although land based asbestos complaints have increased, mostly due to bushfires and the clearing of land exposing historical dumping.

DP70 Reduce the impact from Council infrastructure and operations

Council undertakes Environmental Assessments on Council and activities and projects to assess and reduce the potential impact on the environment. Council utilises an adopted procedure and assessment tool for this function. Controls to minimise and mitigate environmental impacts are identified through this process. In-house training on this process is delivered to key groups.

Council works within the framework of an adopted Roadside Management Plan to manage the potential impact from regular Council activities along road corridors. A scheduled review of Council's Roadside Management Plan (RMP) was undertaken in April. Following an environmental incident which occurred during this period, changes were made to the environmental guidelines to remove ambiguity for staff.

DP71 Develop and implement policies that support health, environment and sustainability outcomes within Council and across the Shire

Council maintains policies and strategies that deliver positive outcomes for health, sustainability and the environment and these are periodically reviewed for consistency with legislation and community needs and expectations.

Environment and Climate Change Strategy is a key strategy that will provide a ten-year guide to deliver both environmental and climate change targets. This strategy is currently under development. During this period Council undertook the community consultation part of the process. The engagement was very successful with over 550 residents participating in online workshops, pop up stalls and surveys. The result of the consultation will feed directly into the next phase of the strategy development.

Council's Greenhouse Gas Reduction Plan is currently under development. This will be a Net Zero carbon roadmap for Council's operations. It will propose targets, key actions and implementation dates. This is due to be ready in the first half of the 21/22 year

A draft Biodiversity Offset Scheme policy has been prepared and is currently being considered across the organisation. This will focus on offsets of impacts from Council works and assist decision making, transparency reporting and flag early triggers.

The Backyard Burning Policy and the Asbestos Policy have been reviewed and readopted by Council. This compliments the Protection of the Environment (Clean Air) Regulation and aims to ensure clean air for the Shire's residents while balance waste disposal needs.



DP72 Implement planning controls that protect the Shire's natural resources 

Council's Strategic Land Use Planning staff continue to work with Council's Environment and Sustainability team to ensure the planning framework provides adequate protection for local natural resources.

Both the Local Housing Strategy and Local Strategic Planning Statement were developed through an evidence-based process which sought to, among other things, manage growth in a way that protects the Shire's natural resources. The new land use strategies will ensure that growth can be managed without impacting on important natural areas and waterways.

DP73 Advocate to State and Federal government to ensure planning controls, plans and proposals reflect community priorities 

Staff continue to stay up to date with proposed legislative changes to ensure planning controls reflect community priorities and to advocate to the State and Federal Government on behalf of the Wingecarribee Shire community.

Council has recently made representation on a number of proposed legislative changes in relation to agricultural lands, housing, employment lands and infrastructure funding to advocate on behalf of our community and ensure that Government considers and understands the impacts of legislative changes on the Wingecarribee Shire.

DP74 Develop partnerships with community and agencies to identify, update and maintain awareness of key natural resources 

Council publishes a number of webpages for the community that provide information and assistances on important environmental and sustainability matters. These webpages are regularly reviewed with amendments made to ensure the currency and reliability of information.

Council has developed Geographic Information Systems environmental datasets for development assessment, planning considerations and environmental assessments of Council projects. Key datasets include fire management units, weed management units, roadside management plan vegetation model, koala habitat and environmental assessment layers. Processes are in place to ensure the currency of this information.

Council is developing an online map product which can be used by the community (at a property level) to provide guidance in the selection of appropriate Koala feed trees and other native plants for restoring cleared areas of their property. This is based on the plant communities which are predicted to have been present prior to clearing. This tool will directly contribute to the reconstruction or improvement of koala habitat and biodiversity in the Shire.

The Rural Living Handbook provides practical information and advice to rural landholders in the Shire. It is particularly useful to landholders new to the Shire and new to rural living. The Rural Living Handbook has been updated and a limited print run has been completed in time for the upcoming



AgriShow in Moss Vale.

Wingecarribee Web is a free newsletter keeping residents up to date with local environmental and sustainability news, notices and events. Quarterly editions of the e-newsletter have been published during this period. All past editions are available online at Council's website.

During this period community field activities and events have been undertaken to engage, inform and interact with the community. Some of these events included:

- Community Koala info session at Mansfield Reserve
- Earth Hour Stall
- FrogID webinar - co-organised with Australian Museum.
- Guula Ngurra Tree Planting Day. Talk about Koala Habitat
- Gib Gate preschool koala presentation
- U3A walk and talk about Koalas in Mansfield Reserve

DP75 Implement community awareness programs that promote sustainable living

Council provides a variety of community awareness programs to reach both specific target audiences and wider cross sections of the community. Details of some of these programs are outlined below.

Council co-hosted the fourth annual Earth Hour event with the Southern Highlands Botanic Gardens. Earth Hour 2021 - Sculptures in the Garden with eight stallholders showcasing sustainable living practices such as cycling, thrift shopping and electric cars.

The event was designed to cater for a wide cross section of the community, and an estimated 1,000 residents attended. Activities included six performers including roving educational performers who delivered a kids workshop during the lights out part of the night.

Southern Highlands Green Drinks has been relaunched. The Green Drinks movement exists in over 52 countries and was created as a regular event where like-minded, passionate people can come together to network in a social environment. The latest events featured local heroes who are undertaking fantastic sustainability work.

Council delivers an environmental education program with local schools. In a new initiative, Council joined with the EnviroMentors program to assist in the delivery of this program. This year saw 931 students participating in Sustainability workshops in 9 schools over 10 days, educating students in waste reduction, management and recycling.

DP76 Develop partnerships and networks to leverage off existing programs

A joint program between Regional Development Australia - Southern Inland and Council has been established with the Solar My Schools program. Council is using this recognised program to engage



and work with schools across the Southern Highlands to improve uptake of solar PV systems on school buildings. Due to delivery constraints by RDASI, WSC staff have taken over the lead in the delivery of this program. Engagement has commenced with several local schools, supporting them through this program.

WinZero

WinZero - Council have been supporting WinZero and especially their Landscape Regeneration initiative. This initiative has lent itself to creating a working group with a range of local stakeholders involved in land management and agriculture.

DP77 Implement State Government regulations



The commencement of a suite of e-planning services that Council will be offering in 2021 to improve the customer service experience and deliver on commitments to reduce determination times is underway. New technology has been delivered to the planning team and is revolutionising the way we perform our roles. The new records system ECM has also brought with it benefits and challenges for our planners who have adapted well to the new system. All relevant staff attended training on new systems including ECM, Doc Assembler and Trapeze. Trapeze is the key PDF reader/manager programme that Council needed to enable electronic plan stamping thereby reaching benchmarks set by other Councils and DPIE. Draft stamps have been reviewed and once fully approved will be in use for plan stamping shortly. This commences the 'paper lite' approach to planning and certification that we have been aiming for.

The Local Planning Panel has been introduced and is already successfully dealing with relevant applications.

The Righting the Wrongs Second Report on Planning Development and Regulatory review has resulted in increased workloads for all but real benefits for the customer. Also, the resulting removal of two layers of senior management in planning which has caused a cascade of tasks and increased workload for the three remaining senior staff. This was exacerbated by the resignation of the team leader for the BSO team. However, positive steps have been taken to manage the team and ensure that service delivery continues apace.

Council has also made changes to a number of its processes in response to statutory changes relating to compliance and enforcement.

The planning and certification functions have continued to run throughout all Covid lock downs and outages but there have been technical issues resulting in delays in particular the notification process.

DP78 Advocate and educate for improved development outcomes



Council staff have noted an improved liaison with State Government Agencies throughout the DA assessment process, further to the establishment of the Planning Delivery Unit at the NSW Department of Planning, Industry and Environment. We continue to work closely with them to help us through this period of Administration and its impacts upon planners and ensure outcomes are



achieved.

The pre-lodgement service has been busy throughout this time and planners have noted increased call levels in regard to planning and processes. This enhances opportunities with the community in regard to good planning outcomes.

DP79 Support the establishment and expansion of businesses that produce goods locally



Wingecarribee has supported the Creative South initiative, a new guide focussing on products, venues and services of creatives located with Southern NSW.

Council staff assisted ServiceNSW to identify and set up key local businesses which provided substantive offerings to the community under the Dine and Discover voucher scheme and increased sales for goods and services produced locally.

DP80 Promote and encourage waste minimisation and recycling



School groups and community groups continue to be engaged on ways to reduce waste by worm farming, wax cotton wraps and bamboo bathroom and eating utensils elimination plastic.

Council continues to pursue various opportunities and are currently investigating the viability of a mobile CRC trailer to assist our residents in the villages.

An extensive program is being rolled out for Plastic free July however the recent COVID outbreak has moved some classes to an online forum. Four videos have been produced to allow residents easy access to informative ideas on how they can help to reduce waste.

DP81 Implement strategies to reduce illegal dumping



While educating the community on various ways to reduce waste, the topic of illegal dumping has also been highlighted as to the effect that it has on our flora and fauna.

Councils RID ranger is also proactive in pursuing any leads to illegal dumping in the Shire and works in with our partners in Illawarra Shoalhaven Joint Organisation to share the latest information and intelligence that is available for any social media scams that may be appealing for a land holder looking at placing some fill on their property thinking that a few loads of soil might be helpful.



DP82 Manage the Resource Recovery Centre in accordance with Environmental Protection Authority licence and ensure efficient and cost-effective operations

The Resource Recovery Centre has complied with all licence conditions which included activating the Pollution Incident Response Management Plan (PIRMP) due to excessive rain fall during recent storm events. Council continues to work towards finalising a storm water management plan in accordance with a direction issued by the Environment Protection Authority.

The specific Asset Management Plan for the site has been completed which includes a proposed capital renewal and improvement plan that can be used to inform future works and Council's Long-Term Financial Plan.

Despite COVID-19 restrictions impacting on community education and awareness programs during the over the course of the 2020/21 financial year, activities and programs are continuing to be developed and where possible held online.

DP83 Develop and implement a Council Waste Strategy and Policy

After the release of the State Government's Waste Strategy in June 2021, Council's Waste Strategy was brought into alignment with the State Strategy and is currently being internally reviewed before being presented to Council for the purposes of public exhibition.

DP84 Implement strategies to improve energy management

A Greenhouse Gas Reduction Plan is currently being developed for the organisation. Through Council's Sustainability Advantage membership, the consultants Presync have been commissioned to develop emissions targets and a roadmap for WSC to achieve Net Zero greenhouse gas emissions. The roadmap will outline the energy management actions, and other organisational steps required to meet this target.

A register of energy management opportunities is maintained across Council. A number of projects with energy efficiency elements have been identified for implementation as part of the capital works program in the 2021/22 budget. These include the refurbishment of buildings, upgrades to water and sewage pumps and renewals to sewer mains and manholes.

Council has completed an assessment of Council assets solar and lighting upgrade potential.

Revolving Energy Fund (REFund) reimbursements for the 2020/2021 are being calculated in preparation for a report to Council in August. Preparation work has been completed for the next solar project to be installed on Council's Civic Centre in Moss Vale. A system of 100 kilowatts is to be installed, funded by Council's revolving energy fund and installed as part of the Civic Centre refurbishment



DP85 Undertake initiatives that increase awareness and encourage water, energy and waste reduction 

As part of Council's Seniors Week community program, two workshops were provided for residents on topics that increase household sustainability.

WSC joined with Regional Development Australia - Southern Inland (RDA-SI) to roll out the Solar My School program to the schools of Wingecarribee Shire. This program will engage local schools and facilitate the installation of solar PV on school buildings in the Shire. Engagement has commenced to support several schools through this program.

Council has delivered sustainability education to primary schools utilising the services of the 'EnviroMentors' program. This year saw 931 students participating in the sustainability workshops in 9 schools over 10 days, educating students in waste reduction, energy management and recycling.

A pilot program of Sustainability Villages is being developed as a route to deliver programs, provide support, and instigate change. Robertson identified as suitable village to pilot the concept and an initial meeting has been held with some key community members in Robertson to gauge appetite for such an initiative.

DP86 Implement strategies to address the impacts of climate change 

The Climate Change Adaptation Plan (CCAP) was adopted in 2019 which provides a plan of agreed actions across Council. Progress is being made on a number of CCAP actions including bushfire prone assets, biodiversity and climate change, embedding climate change adaptation in strategies including asset management and improvement plans (buildings), development of heatmaps, climate change actions in the Local Strategic Planning Statement, street tree species consideration, engineering standards review, water efficient irrigation specifications, flood studies, drought management plan review, and climate haven work. Heatmaps are being developed in-house which can be used as an indicator of heat zones.

Reporting on CCAP actions requires some improvements as a number of actions as are being undertaken without reporting back into the CCAP has been taking place. Work to improve this is flagged in the 21/22 year.

DP87 Improve resource and energy efficiency at Council facilities and monitor carbon emission 

The annual reporting on Council's greenhouse gas emissions is completed during the first quarter of the financial year. Results are published on Council's webpage.

For the period 2019/20, Council's greenhouse gas emissions total was 20,346 tCO₂-e (tonnes of carbon dioxide equivalent). Electricity, wastewater treatment and fuel were the highest sources of greenhouse gas emissions as seen in Figure 1. Emissions attributable to providing water and sewer (electricity and fugitive emissions) account for 72 percent of the total emissions.

Council has been undertaking energy efficiency projects and switching to renewable energy since 2011. Emissions have reduced 11 percent from 2015/16 for Council's emissions excluding



wastewater fugitive emissions (e.g. methane from the treatment of sewage). The variability of wastewater emissions is largely due to yearly differences in rainfall conditions which makes identifying trends across years difficult.

DP88 Encourage carbon reduction across the Shire



Council has undertaken extensive research in the option to enter into a 100% Renewable Energy Power Purchase Agreement (PPA). Council has joined a bulk buy group, led by Procurement Australasia. This group has entered a tendering process aiming for 100% renewable electricity with 100% surrendering of LGCs to make a large part of Council's electricity use carbon neutral (large sites and street lighting). Small sites will be on a separate PPA through Local Government Procurement. This arrangement means that once our current electricity contracts expire in January 2023 100% of Council's greenhouse gas emissions from this electricity can be discounted.

A 100kW solar PV system is due to be installed on the Civic Centre in the final stages of the Civic Centre refurbishment. This will significantly reduce the Council Chamber's electricity use and thus carbon emissions.

A pilot is currently being developed to trial a public electric vehicle charging station in Moss Vale. Further energy efficiency projects at the Moss Vale Aquatic centre are currently under development.

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Economy

Wingecarribee 2031 outlines the following **Economy** Community Goals

- 5.1 Our Shire attracts people to work, live and visit
- 5.2 Sustainable business and industry work in harmony with local community and environment
- 5.3 We support the productive use of our agricultural land and promote our diverse and thriving local agriculture industry and its right to farm
- 5.4 Local business is supported through a connected community

The Delivery Program 2017-22 includes 12 actions to assist in the achievement of the **Economy** strategies. The progress for these actions for the January to June 2021 reporting period is outlined below.

DP89 Support regional activities and partnerships to broaden and promote the range business and industry investment



Council staff have met with NBN regarding new developments in the Shire, and support for Council's requirements. A meeting was held with Acenet, a recipient of grants in support of digital connectivity in poorly connected areas of the Shire to assist them address any issues relating to Council in delivery of these services. The local provider has also discussed their proposals to the Council's development assessment team who have assisted them and will continue to support ventures that enable the digital communication network rollout to the local community.

DP90 Build on partnerships that increase and broaden local employment opportunities



Council officers continue to engage with relevant stakeholders to broaden employment opportunities across the Shire including with the South Coast Illawarra Local Jobs Program and Training Services NSW.

Discussions have resulted in plans for an expansion of Winter Skills pilot conducted in the Snowy region, to the Southern Highlands. Staff have also engaged with hospitality providers regarding issues with filling local vacancies including involvement with a TAFE hosted Industry Forum undertaken throughout the period. Grant programs are being promoted with industry in relation to further job creation.

An itinerary was created for a local Manufacturing Industry Tour attended by Careers Advisors Southern Highlands (CASH), TAFE, University of Wollongong and Training Services NSW. This was designed to link the Careers Advisors to potential job opportunities for students; and introduce Training Services NSW to local manufacturers who can now benefit from funded programs and other initiatives for workforce growth and retention.



DP91 Ensure tourism development assessment is based on quadruple bottom line principles (i.e. considers environmental, economic, social and governance factors)

All tourism or related applications are assessed against the requirements of section 4.15 of the *Environmental Planning and Assessment Act 1979* which requires consideration of the following 'matters for consideration' -

'(b) the likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality,'

Such consideration is undertaken during the assessment process for all tourism or related development applications/modifications/section 8.2 Review applications.

The rigour of assessment has recently been demonstrated by the refusal of an application by the newly formed Wingecarribee Local Planning Panel regarding increased number of attendees for a concert at the Centennial Winery. The new Local Planning Panel is a step forward for Council regarding ensuring the independence and integrity of the assessment process. This is the first Regional Council to have such a Panel as previously these were used solely in metropolitan Sydney and Wollongong as required by law.

DP92 Promote the Southern Highlands as a world class tourist destination

Southern Highlands Destination Strategy 2020-2030 was developed to provide a roadmap for Wingecarribee Shire Council to move forward with strategic planning and actions for Tourism and Economic Development for the next 10 years. It is important to note that the Strategy is the first to combine both Tourism & Economic Development into one plan and identify increased opportunities across tourism and attractions, agribusiness, equine, professional business services, Creative Industries, healthcare, advanced manufacturing and education.

Through these combined opportunities the Southern Highlands can create new jobs which will attract young families to the area and help to rebalance our demographics into the future. Our economy will become more diverse, we will grow whilst protecting the unique character of our region.

The 2021-22 *Southern Highlands Escape* – our new annual publication has been expanded to include tourism, lifestyle and business services. The new style incorporates consumer information with the addition of living in the Southern Highlands, making it a publication catering to visitors and locals. This publication was released in July and distributed to:

- Southern Highlands Welcome Centre
- 160 Information Centres throughout NSW
- Destination NSW and Tourism Australia offices, both here and overseas
- Fulfillment of information requests vis Destination Southern Highlands
- Local accommodation houses and venues
- Promotional packages for special interest groups, weddings & conferences

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- Included in Welcome Packs available for businesses and residential enquiries
- Wingecarribee Shire Council
- High visitation locations throughout the Southern Highlands, including (but not limited to) cellar doors, speciality shops, attractions, etc.
- All advertisers

This publication is the key promotional tool used by Destination Southern Highlands, Wingecarribee Shire Council, local businesses and schools to showcase our region.

**DP93 Develop and implement marketing and promotional activities
to promote the Southern Highlands**

The major marketing campaign was Pie Time 2021. Destination Southern Highlands encouraged Local business participation which provided marketing opportunities during what typically is an off-season period for the Southern Highlands.

Results compiled to date for Pie Time 2021 indicate that the number of pies sold across the many participating businesses for the month of June was in excess of 75,000.

There were 75 pieces/articles of coverage across print, radio, TV, online, social media and industry newsletters were achieved which is equivalent to approximately \$1.7 million of advertising (budget for this campaign was \$80K).

In addition, Google advertising across Search, Display and YouTube was seen 2,143,769 times and drove 10,309 people to the web-site. This is a fantastic result for increasing recognition of the Southern Highlands.

The planning and development of the annual Tulip Time 2021 event is well underway, with 75,000 tulip bulbs and 35,000 annuals planted in Corbett Gardens by the end of May for this year's 60th anniversary celebration. Collaboration with key stakeholders, being Lions Club of Bowral, Bowral/Mittagong Rotary, The Southern Highlands Business Chamber, charity partner CAN Assist Southern Highlands, local primary and pre-schools continued to ensure the festival would meet the needs of the community and visitors.

DP94 Explore options to progress Moss Vale Enterprise Zone

Following the adoption of the Destination Strategy, Council has commenced work on Stage 1 of a Master Plan and Servicing Strategy project for the Southern Highlands Innovation Park. The Master Plan will provide clearer direction on the future of the SHIP and provide greater certainty to industry in the provision of infrastructure and services.

DP95 Support the establishment and expansion of clean industries


Council officers are working with the proposed electric vehicle manufacturing industry located in the Southern Highlands Innovation Park regarding the potential to attract future clean industries into the Shire.



DP96 Manage the operation of the Southern Region Livestock Exchange

The Southern Regional Livestock Exchange has remained functional throughout COVID and has recently gone back to stage 2 restrictions. Throughput at the facility has been down compared to previous years, which is due to several factors, such as producers restocking after drought conditions have improved.

A report was presented to Council in June 2021, in relation to the progress of the SRLX Improvements Project. The current expected completion date for all the grant funded works is April 2022.

DP97 Ensure development does not impact on viable primary production and food security

All Planning Proposals submitted to Council for consideration are assessed against strategic criteria which include the need to protect the agricultural value of rural land as required under relevant State Environmental Planning Policies and Ministerial Directions.

Agricultural productivity was a key consideration in identifying new living areas through Council's Local Housing Strategy, to ensure that new development does not impact on primary production and food security.

DP98 Facilitate programs and networks that support and strengthen business development

The various communication channels of Council and Destination Southern Highlands facilitates information regarding bushfire and Covid-19 support and funding opportunities. Business support was provided for Wander the Wingecarribee, Pie Time, and the application to NSW Top Tourism Town which Berrima won in this category. Grant Guru has been reviewed and recommended for Council's use as a new product to more effectively access and manage grant applications.

Following adoption of the Southern Highlands Destination Strategy 2020-2030 in November 2020, projects are being aligned with each of the eight Major Industries, five Key Catalytic Projects and Priority Activities defined under the four pillars of People Place Prosperity and Partnership.

DP99 Support initiatives that provide opportunities for business mentoring and connection

Council officers are in regular communication with the Shire's three local business Chambers and regularly attend networking with Six Degrees of Separation, Business Women's Network and Highlands Connect.



DP100 Support regional economic development initiatives

Engagement in regional collaboration ensures that Wingecarribee is top of mind when government and other agencies are developing programs and projects for our region. During the reporting period there has been routine engagement with Regional NSW South East, Regional Development Australia Southern Inland, Canberra Region Joint Organisation, Live Music NSW, Sydney Peri-Urban Network, Destination Sydney Surrounds South, Business NSW, AusIndustry, Austrade, Business Australia, Southern Region Business Enterprise Centre, Training Services NSW and other regional agencies.

Under the terms of an MOU there is regular engagement and collaboration with the ServiceNSW Council Relationship Manager and Business Concierge which has provided critical and timely information on COVID-19 conditions and business support for communicating to community and business.

Council facilitates a monthly engagement session with representatives from three tiers of government working in the broader region. There has also been active participation in the NSW government Planning Reforms process which will have significant outcomes for regional economic development.

10.7 Tender for the Provision of Legal Services

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

PURPOSE

The purpose of this report is to present the evaluation of the Request for Tender for the Legal Services Panel.

RECOMMENDATION THAT

1. Council accepts the following tenders received for the Tender for Legal Services from the following nine (9) tenders to form a panel arrangement for a period of three (3) years, with an option to renew for a further two (2) years:
 - Bartier Perry Pty Limited
 - ClarkeKann Lawyers
 - Hall & Wilcox
 - Hones Lawyers Pty Limited
 - Maddocks
 - Marsdens Law Group
 - Moray & Agnew
 - Pikes & Verekers Lawyers
 - Sparke Helmore Lawyers
2. Council delegate authority to the Interim Administrator/Mayor and General Manager to execute the contract and any other documentation required to give effect to this resolution.

REPORT

BACKGROUND

At the meeting held on 9 June 2021 Council resolved to terminate the contracts of its existing legal panel utilising clause 22 of the contract that '*Termination For Any Reason*' to undertake a tender process to re-establish a legal services panel.

REPORT

Council has now sought tenders from suitably qualified firms for the provision of a Legal Services Panel for a three (3) year period commencing on 9 September 2021 with a two-year option period. This report presents the assessment and recommendation to the Tender as advertised.

In accordance with the *Local Government Act 1993* part 3, section 55(3)(n), Council is required to invite tenders where estimated expenditure is greater than \$250,000 (GST inclusive).

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REPORT GENERAL MANAGER



This report presents the assessment and recommendation relating to the advertised tender.

ADVERTISING

The tender advertising period was from the 22 June 2021 to 13 July 2021 (21 days).

The tender was advertised as follows:

Newspaper / Website	Date Advertised
Newspaper – Sydney Morning Herald	Tuesday 22 June 2021
Newspaper – Southern Highlands News	Wednesday 23 and Wednesday 30 June 2021
Council's Website	For the duration of the advertising period
Council's eTendering Website	For the duration of the advertising period

TENDERS RECEIVED

A total of sixteen (16) tender submissions were received:

Company Name	Location	Postcode
Bartier Perry Pty Limited	Sydney	2001
ClarkeKann Lawyers	Sydney	2001
Hall & Wilcox	Sydney	2001
Hones Lawyers Pty Limited	North Sydney	2060
Hunter Councils Legal Services Limited	Thornton	2322
Kells the Lawyers	Wollongong	2520
Lindsay Taylor Lawyers Pty Ltd	Sydney	2000
Maddocks	Sydney	2000
Marsdens Law Group	Campbelltown	2560
McCullough Robertson Lawyers	Brisbane	4000
Moray & Agnew	Newcastle	2300
Pikes & Verekers Lawyers	Sydney	2000
RMB Lawyers	Wollongong	2500
Shaw Reynolds Lawyers Pty Limited	Sydney	2000
Sparke Helmore Lawyers	Sydney	2000
Translawcom Pty Ltd	Sutherland	2232

LATE TENDERS

No late tender submissions were received.

TENDER EVALUATION

A Procurement Evaluation Plan was developed which outlined the pre-determined selection criteria, the criteria weightings, and members of the tender evaluation panel.

Each submission was evaluated against the specified criteria by the tender evaluation panel with a scoring system based from 0 to 10 and weighted according to the pre-determined criteria.

SELECTION CRITERIA

The pre-determined criteria used to evaluate the tender were as follows:

Mandatory Criteria:

Criteria
Public Liability - \$20 million
Workers Compensation Insurance
Professional Indemnity Insurance
Evidence of Relevant Tertiary Legal Qualifications and any specialist accreditations

Tenderers were required to meet the mandatory criteria to be eligible to be shortlisted and progress any further in the evaluation process.

Non-Cost Selection Criteria & Weighting:

Criteria	Weighting
Capability & Experience	25%
Specifications, Service & Support, Fit for Purpose	25%
Procurement Risk	5%
Community & Social (including local content)	10%
Total	65%

Summary of Selection Criteria & Weighting:

Selection Criteria	
Criteria	Weighting
Total Non-Cost Criteria	65%
Total Cost Criteria	35%
Total	100%

NON-COMPLIANT TENDERS

Upon evaluation it was determined that there were no non-compliant tenders.

TENDERED SUBMISSION PRICES

Tender submissions offered a broad range of services, and a range of competitive and cost-effective pricing structures. Legal cost expenditure will be managed in accordance with Council's adopted legal budget.

EVALUATION COMMENTS

COMMENTS ON OVERALL EVALUATION OUTCOME

The tender evaluation panel has met to consider the individual rankings and scorings. As all tenderers met the mandatory criteria Council staff had the option to recommend all tenders be appointed to the Legal Services Panel, however it was considered that do so would:

- dilute the volume of work for panel members
- be detrimental for the legal firms and council building strong working relationships
- be difficult for staff to manage contractual arrangements and supplier relationships with that volume of legal firms.

Based on these considerations nine firms are recommended for Council's Legal Services Panel. The nine firms offer a range of services and expertise in representing local government across a range of legal matters including but not limited to planning and environment, employment and industrial relations, administrative law and real property. The nine firms also provide a diverse range of value-add services that ensure value for money for Council and offer the best overall selection that balances the need to have access to various specialisations with building strong and detailed organisational understanding so they can best represent Council.

The nine firms recommended for Council's Legal Service Panel are as follows:

- Bartier Perry Pty Limited
- ClarkeKann Lawyers
- Hall & Wilcox
- Hones Lawyers Pty Limited
- Maddocks
- Marsdens Law Group
- Moray & Agnew
- Pikes & Verekers Lawyers
- Sparke Helmore Lawyers

CONSULTATION

Community Engagement

Tenders are part of a commercial arrangement and therefore no community engagement is required.

Internal Consultation

Extensive consultation took place between Council's procurement area and operational areas. This consultation included scope, legislative requirements and evaluation methodologies.

External Consultation

Tenders are part of a commercial arrangement and therefore no external consultation is required.

SUSTAINABILITY ASSESSMENT

- **Environment**

There are no environmental issues in relation to this report.

- **Social**

There are no social issues in relation to this report.

- **Broader Economic Implications**

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

- **Culture**

There are no cultural issues in relation to this report.

- **Governance**

This tender has been conducted in accordance with Part 7 of the *Local Government (General) Regulation 2005*.

COUNCIL BUDGET IMPLICATIONS

Council has an Annual Budget process which makes provision for the use of external legal service providers across all areas of Council operations.

RELATED COUNCIL POLICY

Council's Procurement Guidelines have been used to inform the tender process.

CONCLUSION

It is recommended that Council accept the nine tenders outlined in recommendation and as detailed in the report.

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REPORT GENERAL MANAGER



ATTACHMENTS

There are no attachments to this report.

10.8 Delegations of Functions of Council to the General Manager

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

PURPOSE

This report presents the Instrument of Delegation for the General Manager for consideration by Council.

RECOMMENDATION

THAT Council delegate the functions to the General Manager as described in the Instrument of Delegation included at Attachment 1, pursuant to Section 377 of the *Local Government Act, 1993*.

REPORT

BACKGROUND

Council appointed a new General Manager, Ms Lisa Miscamble, at its meeting held on 20 May 2021. Ms Miscamble commenced as General Manager at Wingecarribee Shire Council on 21 June 2021 and as such the General Manager's delegations have been reviewed and updated.

REPORT

Section 335 of the *Local Government Act 1993* (the Act) provides that "*The general manager of a council has the following functions:*

- (a) to conduct the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council,*
- (b) to implement, without undue delay, lawful decisions of the council,*
- (c) to advise the mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the council,*
- (d) to advise the mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the council and other matters related to the council,*
- (e) to prepare, in consultation with the mayor and the governing body, the council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report,*
- (f) to ensure that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions,*
- (g) to exercise any of the functions of the council that are delegated by the council to the general manager,*
- (h) to appoint staff in accordance with the organisation structure determined under this Chapter and the resources approved by the council,*
- (i) to direct and dismiss staff,*
- (j) to implement the council's workforce management strategy,*
- (k) any other functions that are conferred or imposed on the general manager by or under this or any other Act."*

Delegation to the General Manager

To enable the administration of Council to operate efficiently and effectively, the Act enables Council to delegate any of its functions to the General Manager, with the exception of those functions set out in section 377(1)(a) to (u).

Section 378, of the Act, allows the General Manager to sub-delegates particular functions to staff positions in accordance with Council's organisational structure.

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REPORT GENERAL MANAGER



The non-delegable functions of Council (i.e. those functions that require a resolution of Council) are set out at section 377(1) of the Act as follows:

- (a) the appointment of a general manager,*
- (b) the making of a rate,*
- (c) a determination under section 549 as to the levying of a rate,*
- (d) the making of a charge,*
- (e) the fixing of a fee,*
- (f) the borrowing of money,*
- (g) the voting of money for expenditure on its works, services or operations,*
- (h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),*
- (i) the acceptance of tenders to provide services currently provided by members of staff of the council,*
- (j) the adoption of an operational plan under section 405,*
- (k) the adoption of a financial statement included in an annual financial report,*
- (l) a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,*
- (m) the fixing of an amount or rate for the carrying out by the council of work on private land,*
- (n) the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,*
- (o) the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979,*
- (p) the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,*
- (q) a decision under section 356 to contribute money or otherwise grant financial assistance to persons,*
- (r) a decision under section 234 to grant leave of absence to the holder of a civic office,*
- (s) the making of an application, or the giving of a notice, to the Governor or Minister,*
- (t) this power of delegation,*
- (u) any function under this or any other Act that is expressly required to be exercised by resolution of the council.*



(1A) *Despite subsection (1), a council may delegate its functions relating to the granting of financial assistance if—*

(a) *the financial assistance is part of a specified program, and*

(b) *the program is included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and*

(c) *the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and*

(d) *the program applies uniformly to all persons within the council's area or to a significant proportion of all the persons within the council's area.*

The proposed Instrument of Delegation is provided in **Attachment 1** to this report.

COMMUNICATION AND CONSULTATION

Community Engagement

N/A

Internal Communication and Consultation

N/A

External Communication and 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**

To enable the administration of Council to operate efficiently and effectively, the Act enables Council to delegate any of its functions to the General Manager, with the exception of those functions set out in section 377(1)(a) to (u).

Section 380 of the *Local Government Act 1993* requires Council to review its delegations during the first 12 months of its term.

AGENDA FOR THE ORDINARY MEETING OF COUNCIL

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REPORT GENERAL MANAGER



COUNCIL BUDGET IMPLICATIONS

There is no budget implication as a result of this report.

RELATED COUNCIL POLICY

Nil

CONCLUSION

The Instrument of Delegation is presented to Council to be executed by the Interim Administrator in accordance with the Council resolution.

ATTACHMENTS

1. Instrument of Delegation to the General Manager



Instrument of Delegation to the General Manager

Pursuant to Section 377 of the *Local Government Act 1993* and a resolution of the Council at its meeting held on 8 September 2021 Wingecarribee Shire Council:

1. Revokes all previous delegations granted to the position of General Manager prior to the date of this Instrument; and
2. Delegates to the position of General Manager, or to the person who acts in that position, all of the functions, powers, duties and authorities of the Council that it may lawfully delegate under the Local Government Act 1993, any other Act, regulation, instrument, rule or the like (including any functions, powers, duties and authorities delegated to the Council by any authority, body, person or the like), other than those functions prescribed in section 377 of the *Local Government Act 1993* as functions which may not be delegated; subject to:
 - I. the acceptance of tenders being limited to a contract value of up to \$250,000 (GST inclusive) where all other tender requirements of the *Local Government Act 1993* and *Local Government (General) Regulation 2005* are met.
 - II. these delegations and authorities being exercised in a manner consistent with relevant legislation and any applicable resolution of Council.
 - III. Delegation to commence legal proceedings does not include the authority to commence proceeding against the Council or inducted councillors.
3. These delegations and authorities are effective from the date of the Resolution of the Council and remain in force until amended or revoked by a further resolution of the Council.

Pursuant to a Resolution of the Council at its meeting of Wednesday, 8 September 2020.

_____ Date: _____

Viv May PSM
Interim Administrator

Acknowledgement of Delegations of Authority

I, Lisa Miscamble, currently employed by the Council in the position of General Manager, do hereby acknowledge that I have read and understood this Instrument of Delegation and that I will perform the functions of the position of General Manager in accordance with the delegations and authorities in this Instrument of Delegation and the relevant position description.

_____ Date: _____

Lisa Miscamble
General Manager

10.9 Guidelines for Participation in Public Forum

Report Author: Corporate Strategy and Governance Officer

Authoriser: Group Manager Corporate and Community

PURPOSE

The report provides the Guidelines for Participation in Public Forum which supplements Council's Code of Meeting Practice that was adopted on 28 July 2021.

RECOMMENDATION

THAT Council notes the Guidelines for Participation in Public Forum.

REPORT

BACKGROUND

At the meeting on 28 July 2021, Council adopted the revised Code of Meeting Practice (COMP). The COMP had been revised to ensure that it remained consistent with recent decisions of Council, reflects Council's commitment to sustainability and reducing the use of paper; and improves transparency and openness with respect to pre-meeting briefing sessions and other information sessions. At this meeting Council resolved as follows:

"it be noted that reference to Public Forum has been removed as it does not form part of the Council's meeting and the General Manager provide a report on guidelines for such public opportunities to be made available prior to or at the end of the Council meetings."

This report seeks to satisfy that resolution.

REPORT

Public Forum provides an opportunity for community members to speak on any item on the agenda for a Council meeting. Previously, the Public Forum had been held as a part of the Council meeting, however Council's recently revised and adopted COMP specifies that Public Forum be held outside of the Council meeting. This change is consistent with the recommendation of the Office of Local Government Model Code of Meeting Practice which states *"Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council."*

Part 4 of Council's COMP outlines the provisions for Public Forum and the Guidelines for Participation in Public Forum included in **Attachment 1** are intended to supplement the COMP. The guideline includes key information for participation and reinforces critical provisions of the COMP.

COMMUNICATION AND CONSULTATION

Community Engagement

The draft COMP was placed on public exhibition from 4 June until 21 July 2021. Opportunities to provide feedback were promoted on Council's website, a project page was set up on www.yoursaywingecarribee.com.au, a media release was issued and notifications were placed in Council's Community Update.

Internal Communication and Consultation

Executive

External Communication and Consultation

Nil

SUSTAINABILITY ASSESSMENT

- **Environment**

There are no environmental issues in relation to this report.

- **Social**

There are no social issues in relation to this report.

- **Broader Economic Implications**

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

- **Culture**

There are no cultural issues in relation to this report.

- **Governance**

As per the Model Meeting Code Council must ensure that its Meeting Code complies with the Act and the Regulation by incorporating the mandatory provisions and better aligns with non-mandatory best practice provisions.

COUNCIL BUDGET IMPLICATIONS

There are no budget implications as a result of this report.

RELATED COUNCIL POLICY

Code of Meeting Practice

CONCLUSION

This report presents the Guidelines for Participation in Public Forum and is intended to supplement Part 4 of Council's Code of Meeting Practice.

ATTACHMENTS

1. Guidelines for Participation in Public Forum



Guidelines for Participation in Public Forum

Public Forum provides an opportunity for community members to speak on any item on the agenda for a Council meeting and is held at **3pm on the day of the Ordinary Meeting** of Council and may also be held prior to extraordinary council meetings.

These guidelines are intended to support Part 4 of the [Code of Meeting Practice](#) which relate to Public Forum. Council's guidelines for Public Forum are as follows:

1. Community members wishing to participate in the Public Forum Session, must submit the [Public Forum Application Form](#) no later than 4.30pm two business days prior to the meeting. Only applications related to the current meeting agenda items will be approved.
2. Members of the public will be permitted to use written visual or audio material in support of their address, however these materials must be submitted to Council along with the Public Forum Application Form.
3. To ensure an equal opportunity for members of the public to apply to speak, the application will only be considered after the relevant Council meeting agenda is published on Council's website.
4. Speakers are limited to one topic per Public Forum and Public Forum is limited to no more than five (5) speakers per meeting with no more than one (1) speaker 'for' and one (1) speaker 'against' are permitted for each item of business on the agenda for the council meeting.
5. Presentations by members of the public are limited to five (5) minutes duration each Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
6. The General Manager or their delegate may refuse an application to speak at the Public Forum.
7. All speakers are requested to arrive 10 minutes prior to the scheduled Public Forum start time to register their attendance for the session.
8. Speakers must:
 - a) restrict their statements and comments to the subject of debate and topic of the address as stated on their application
 - b) refrain from making personal criticisms, engaging in disorderly conduct, publicly alleging



breaches of the code of conduct and making defamatory statements.

9. While the forum is not recorded it is a public meeting and as such speakers should avoid divulging personal or private information.
10. Speakers at public forums cannot ask questions of the councillors or council staff.

10.10 Independent Planning Commission NSW Determination on the Hume Coal Project and Berrima Rail Project (SSD7172 & SSD 7171)

Report Author: Manager Environment and Sustainability
Authoriser: Interim Deputy General Manager

PURPOSE

This report formally advises Council of the refusal of the Hume Coal Project and Berrima Rail Project (SSD7172 & SSD 7171) by the Independent Planning Commissions NSW (IPCN).

RECOMMENDATION

1. **THAT** Council note the refusal of the Hume Coal Project and Berrima Rail Project (SSD7172 & SSD 7171 by the Independent Planning Commission NSW refusal of the) be noted.
2. **THAT** Council acknowledge and thank members of the community for their work and submissions in relation to this issue.

REPORT

BACKGROUND

A report was provided to Council on 11 August 2021 providing an update on the Independent Planning Commission NSW (IPCN) public hearing on the Hume Coal Project and Berrima Rail Project (SSD7172 & SSD 7171). Council made submissions to the Public Hearing opposing the projects.

The project is classified as State Significant Development (SSD) under the Environmental Planning and Assessment (EP&A) Act, and the IPCN is the consent authority for the development applications as there were more than 50 unique submissions objecting to the project.

REPORT

Council has been advised the IPCN has refused consent to the Hume Coal Project and Berrima Rail Project. A copy of the instrument of refusal is provided in Attachment 1.

The Commission found that the stated benefits of the Project do not outweigh the adverse environmental, social and economic impacts.

In summary, the Commission found:

- The Project will result in unacceptable groundwater impacts, based on the following:
 - groundwater modelling is limited by the parameters applied, lack of input data and the level of sensitivity analysis. Given these limitations it is uncertain if the model is able to accurately predict the drawdown impacts.
 - the modelled impacts should be considered to be the minimum impacts, and even if more data becomes available to feed into the model, the modelled impacts are likely to be worse, not better.

- the physical attributes of the groundwater resource and the density of private bores results in the likelihood of unacceptable groundwater impacts, both generally and in the context of the Aquifer Interference Policy.
 - the proposed make-good provisions are impractical due to the number of private bores affected that would require make good agreements and owing to the fact that the Applicant has not been successful in reaching any sort of agreement with the majority of impacted private bore owners.
 - an approval would result in significant social distress for the community as many private bore users would be required to enter a prolonged and disruptive negotiation process with the Applicant with respect to access and make good arrangements.
 - the project will pose an unacceptable risk to Sydney's drinking water catchment because: the lack of a contingency plan for surface water management results in a residual risk that untreated water would overflow into the Sydney drinking water catchment.
- The Project will result in in adverse social impacts relating to:
 - residents' way of life
 - the community surroundings
 - personal and property rights, and
 - the community's fears and aspirations.
 - The Project is incompatible with surrounding land uses because:
 - the Project would impact existing and desired future land uses, such as rural-residential, small-scale agricultural and tourism land uses.
 - the Project would result in land use conflicts and social impacts that cannot be appropriately managed and would have long-lasting negative amenity impacts on surrounding landholders.
 - the Project does not align with the aims and objectives of relevant strategic plans.

The refusal by the IPCN reflects Council's opposition to the project. Council made submissions to the project's Environmental Impact Statement and the two public hearings held by the IPCN.

COMMUNICATION AND CONSULTATION

Community Engagement

No community consultation was undertaken however members of the public made their own submissions directly to the IPCN.

Internal Communication and Consultation

Manager Strategic Planning has been advised of the IPCN determination.

External Communication and Consultation

There has been no external consultation following the determination by the IPCN.



SUSTAINABILITY ASSESSMENT

- **Environment**

Environmental concerns were addressed in Council's submissions.

- **Social**

Social concerns were addressed in Council's submissions.

- **Broader Economic Implications**

Economic concerns were addressed in Council's submissions.

- **Culture**

There are no cultural issues in relation to this report.

- **Governance**

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

There are no budget implications relating to this report.

RELATED COUNCIL POLICY

Council has made a number of resolutions over the years and has adopted the position to oppose coal mining in the Shire.

CONCLUSION

Council has been advised by the Independent Planning Commission NSW (IPCN) of their refusal to provide consent to the Hume Coal Project and Berrima Rail Project (SSD7172 & SSD 7171).

ATTACHMENTS

1. Hume Coal Instrument of Refusal



State Significant Development Decision: Refusal of Development Application

Section 4.38 of the *Environmental Planning and Assessment Act 1979*

The Independent Planning Commission (the Commission), as the declared consent authority under clause 8A of the *State Environmental Planning Policy (State and Regional Development) 2011* and section 4.5(a) of the *Environmental Planning and Assessment Act 1979*, refuses consent to the development application referred to in Schedule 1.

Mr Peter Duncan AM
Member of the Commission

Professor Alice Clark
Member of the Commission

Mr Chris Wilson
Member of the Commission

Sydney

31 August 2021

SCHEDULE 1

Application Number:	SSD 7172
Applicant:	Hume Coal Pty Ltd
Consent Authority:	The Independent Planning Commission
Land:	See Appendix 1
Development:	Hume Coal Project

10.10 Independent Planning Commission NSW Determination on the Hume Coal
Project and Berrima Rail Project (SSD7172 & SSD 7171)
ATTACHMENT 1 Hume Coal Instrument of Refusal



**APPENDIX 1
SCHEDULE OF LAND**

Lot	DP	Address
64	751251	604 Belanglo Rd, Belanglo 2577
2	1009075	Evandale 11974 Hume Hwy, Sutton Forest 2577
3	11147	7832 Illawarra Hwy, Sutton Forest 2577
7	250743	Rosedale 7834 Illawarra Hwy, Sutton Forest 2577
21	262737	Carlisle Downs 7832 Illawarra Hwy, Sutton Forest 2577
20	262737	Carlisle Downs 7832 Illawarra Hwy, Sutton Forest 2577
12	1004339	71 Carters Lane, Sutton Forest 2577
1	1009075	150 Belanglo Rd, Sutton Forest 2577
1	1028147	The Harp 2 Red Cow Lane, Sutton Forest 2577
1	1029524	Sutton Park 7604 Illawarra Hwy, Sutton Forest 2577
2	1029524	7562 Illawarra Hwy, Sutton Forest 2577
10	1040207	90 Carters Lane, Sutton Forest 2577
9	1040207	80 Carters Lane, Sutton Forest 2577
601	1041158	Sutton Park 7604 Illawarra Hwy, Sutton Forest 2577
11	1044116	Oldbury Farm 553 Oldbury Rd, Sutton Forest 2577
1	1046976	Oldbury Farm 553 Oldbury Rd, Sutton Forest 2577
1	1093425	180 Belanglo Rd, Belanglo 2577
2	1093425	Belanglo Rd, Belanglo 2577
671	1118901	7496 Illawarra Hwy, Sutton Forest 2577
672	1118901	7496 Illawarra Hwy, Sutton Forest 2577
1	112008	Sutton Park Illawarra Hwy, Sutton Forest 2577
11	1154387	Bindagundra 4 Red Cow Lane, Sutton Forest 2577
12	1154387	Sutton Park Illawarra Hwy, Sutton Forest 2577
3	1188	Sutton Park 7604 Illawarra Hwy, Sutton Forest 2577
4	1188	Sutton Downs 145 Golden Vale Rd, Sutton Forest 2577
5	1188	Sutton Park 7604 Illawarra Hwy, Sutton Forest 2577
1	124496	Cherry Tree Hill 12324 Hume Hwy, Sutton Forest 2577
1	130301	Bunya Hill 43 Golden Vale Rd, Sutton Forest 2577
1	160149	The Pines 7500 Illawarra Hwy, Sutton Forest 2577
1	160150	7498 Illawarra Hwy, Sutton Forest 2577
20	705790	Henley Downs 10 Coney Hatch Lane, Sutton Forest 2577
21	705790	Coney Hatch Lane, Sutton Forest 2577
1	711048	Highlander 627 Belanglo Rd, Belanglo 2577
2	711048	Silkwood 597 Belanglo Rd, Belanglo 2577
3	711048	Belanglo 595 Belanglo Rd, Belanglo 2577
4	711048	541 Belanglo Rd, Belanglo 2577
5	711048	Meredith Park 493 Belanglo Rd, Belanglo 2577
1	718830	Janooka 184 Belanglo Rd, Belanglo 2577
1	744544	Comfort Hill 12588 Hume Hwy, Sutton Forest 2577
2	746773	156 Belanglo Rd, Belanglo 2577

10.10 Independent Planning Commission NSW Determination on the Hume Coal
Project and Berrima Rail Project (SSD7172 & SSD 7171)
ATTACHMENT 1 Hume Coal Instrument of Refusal



Lot	DP	Address
47	751251	Top of The Mountain 633 Belanglo Rd, Belanglo 2577
48	751251	Top of The Mountain 633 Belanglo Rd, Belanglo 2577
66	751251	Top of The Mountain 633 Belanglo Rd, Belanglo 2577
1	783660	Sutton Farm 7530 Illawarra Hwy, Sutton Forest 2577
6	806772	Dablinvale 496 Golden Vale Rd, Sutton Forest 2577
7	806772	510 Golden Vale Rd, Sutton Forest 2577
2	806934	12587 Hume Hwy, Sutton Forest 2577
3	806934	Greenacres 12521 Hume Hwy, Sutton Forest 2577
2	819179	One Acre Block 7490 Illawarra Hwy, Sutton Forest 2577
4	826337	Sutton Downs 145 Golden Vale Rd, Sutton Forest 2577
6	829835	371 Golden Vale Rd, Sutton Forest 2577
1	860654	Longford 630 Oldbury Rd, Sutton Forest 2577
2	860654	662 Oldbury Rd, Sutton Forest 2577
7	874965	Carolina 331 Golden Vale Rd, Sutton Forest 2577
2	875422	7750 Illawarra Hwy, Sutton Forest 2577
1	88227	Newbury Farm 7300 Illawarra Hwy, Sutton Forest 2577
8	883697	70 Golden Vale Rd, Sutton Forest 2577
1	995642	Bunya Hill 43 Golden Vale Rd, Sutton Forest 2577
101	751251	221 Belanglo Rd, Belanglo 2577
33	751251	Property address not found on Land & Property information online
1	162755	30 Coney Hatch Lane, Sutton Forest 2577
2	213223	Cherry Tree Hill 12324 Hume Hwy, Sutton Forest 2577
2	217937	Property address not found on Land & Property information online
3	244195	Tumulla 460 Golden Vale Rd, Sutton Forest 2577
4	244195	Villa Equinus 474 Golden Vale Rd, Sutton Forest 2577
5	244195	Eidolon 480 Golden Vale Rd, Sutton Forest 2577
1	249175	Araluen 399 Golden Vale Rd, Sutton Forest 2577
1	250746	Sutton Park 7604 Illawarra Hwy, Sutton Forest 2577
7	250746	Sutton Park 7604 Illawarra Hwy, Sutton Forest 2577
8	250746	Sutton Park 7604 Illawarra Hwy, Sutton Forest 2577
1	2553	Old Pig Farm 211 Belanglo Rd, Belanglo 2577
10	262736	Cherry Tree Hill 12324 Hume Hwy, Sutton Forest 2577
11	262736	Cherry Tree Hill 12324 Hume Hwy, Sutton Forest 2577
19	262737	Illawarra Hwy, Sutton Forest 2577
22	262737	Illawarra Hwy, Sutton Forest 2577
23	262737	Cherry Tree Hill 12324 Hume Hwy, Sutton Forest 2577
29	262737	Property address not found on Land & Property information online
29	262738	Ravenswood 20 Kardinia Lane, Sutton Forest 2577
30	262738	Ravenswood 20 Kardinia Lane, Sutton Forest 2577
31	262738	Kardinia 61 Kardinia Lane, Sutton Forest 2577
16	2715	The Red Cow Farm 7480 Illawarra Hwy, Sutton Forest 2577

10.10 Independent Planning Commission NSW Determination on the Hume Coal
Project and Berrima Rail Project (SSD7172 & SSD 7171)
ATTACHMENT 1 Hume Coal Instrument of Refusal



Lot	DP	Address
17	2715	The Red Cow Farm 7480 Illawarra Hwy, Sutton Forest 2577
1	549837	Sutton Park 7604 Illawarra Hwy, Sutton Forest 2577
1	605156	Illawarra Hwy, Sutton Forest 2577
10	705789	Glendale 51 Belanglo Rd, Sutton Forest 2577
12	705789	Glendale 51 Belanglo Rd, Sutton Forest 2577
11	705789	Property address not found on Land & Property information online
14	705789	Property address not found on Land & Property information online
17	705790	Araluen 63 Kardinia Lane, Sutton Forest 2577
18	705790	Temagog 515 Golden Vale Rd, Sutton Forest 2577
98	751251	Property address not found on Land & Property information online
7141	1203892	430 Bunnigalore Rd, Belanglo 2577
100	751251	604 Belanglo Rd, Belanglo 2577
102	751251	Property address not found on Land & Property information online
105	751251	Property address not found on Land & Property information online
108	751251	Property address not found on Land & Property information online
113	751251	Property address not found on Land & Property information online
117	751251	Property address not found on Land & Property information online
172	751251	Property address not found on Land & Property information online
173	751251	Property address not found on Land & Property information online
31	751251	Property address not found on Land & Property information online
32	751251	Belanglo Rd, Belanglo 2577
60	751251	Property address not found on Land & Property information online
62	751251	Property address not found on Land & Property information online
65	751251	Property address not found on Land & Property information online
71	751251	Property address not found on Land & Property information online
87	751251	Property address not found on Land & Property information online
88	751251	Property address not found on Land & Property information online
97	751251	Property address not found on Land & Property information online
114	751251	Property address not found on Land & Property information online
2	1138694	Mereworth, 80 Mereworth Rd, Berrima 2577
200	839314	Mereworth, 80 Mereworth Rd, Berrima 2577
2	751251	Evandale 11974 Hume Hwy, Sutton Forest 2577
3	751251	Evandale 11974 Hume Hwy, Sutton Forest 2577
4	872238	339 Medway Rd, Medway 2577
2	217937	Property address not found on Land & Property information online

10.10 Independent Planning Commission NSW Determination on the Hume Coal Project and Berrima Rail Project (SSD7172 & SSD 7171)
 ATTACHMENT 1 Hume Coal Instrument of Refusal



Geographical features within the Project Area include:		
Named watercourses	State Forest	Daleys Road
Belanglo Creek	Belanglo State Forest	Experiment Road
Blue Arm Creek	Roads	Golden Vale Road
Brethren Creek	Ashurst Road	High Swamp Road
Fire Dam Creek	Belanglo Road	Hume Highway/Hume Motorway
Knapsack Gully	Belanglo Creek Road	Kardinia Lane
Longacre Creek	Belanglo Firebreak Road	Knapsack Gully Road
Medway Rivulet	Belanglo Plateau Firetrail	Mereworth Road
Meredith Park Gully	Brethren Point Road	Old Hume Highway
Norris Creek	Bunnigalore Road	Old Pine Road
Oldbury Creek	Calling Coal Firetrail	Oldbury Road
Paynes Creek	Cherry Tree Road	Pinaster Pine Road
Planting Spade Creek	Coney Hatch Lane	Red Arm Creek Firetrail
Red Arm Creek	Cowlishaws Firetrail	Regeneration Road
Wells Creek	All Crown Public Roads within the Project Area	Rocklea Firetrail
	All Council Public Roads within the Project Area	Western Plantation Road

10.11 Covid Community Support - Additional Relief Measures

Report Author: Interim Deputy General Manager

Authoriser: General Manager

PURPOSE

The purpose of this report is to present to Council additional proposed measures to support residents and businesses within the Shire, further to the Report "COVID19 Pandemic – Community and Business Support Measures" presented to the August 2021 Council meeting.

RECOMMENDATION

THAT

1. Council defer the issuance of Rates Reminder Notices due to the potential impact on businesses and residents
2. Council, in accordance with Section 356 of *Local Government Act 1993*, undertake a 28 day public notification period in relation to the proposal to suspend all interest on Overdue Amounts for the period 1 July to 31 December, 2021.

REPORT

BACKGROUND

At its meeting held on the 11 August 2021, Council considered a report "COVID19 Pandemic – Community and Business Support Measures" and resolved *inter alia*:

1. Council adopt a six-month deferral period of rates and charges for affected businesses and residents who apply and meet the eligibility requirements of Council's adopted Financial Hardship Policy.
2. Council adopt a full fee reduction for outdoor dining fees, materials on footpaths and environment and health inspections commencing for a period of 6 months, commencing 1 August 2021, noting that the budget implications in relation to this measure will be considered as part of the September Review of the 2021/22 Budget.
3. Council undertake a 28 day public notification period in relation to the full fee reduction for outdoor dining fees, materials on footpaths and environment and health inspections, in accordance with Section 356 of *Local Government Act 1993*.
4. Council provide a six-month deferral period for the repayment of interest free loans which are currently held with community and sporting organisations.

This resolution re-introduced a six month deferral period of rates and charges for affected businesses and residents who meet the eligibility requirements of Council's adopted Financial Hardship Policy.

The public exhibition period for the outdoor dining fees, materials on footpaths and environment and health inspections is currently underway with a closing date of 14 September, 2021.

REPORT

In addition to the items above, Council has also implemented a range of measures in response to the Public Health Orders that apply to Regional Areas. This has included amendments to service delivery and specifically the closure of Council's Customer Service Counter. It is recognised that some members of our community rely on the provision of face to face services for the payment of rates and that these community members should not be penalised for the temporary closure of the service.

Currently, rates and charges can be paid by the following methods:

1. Online Payments

Council uses a NAB Payment Gateway for payments which can be made for Land Rates, Water Accounts and Sundry Debtors. Payments made using this facility (for credit cards) attract a merchant service fee of 0.78%.

2. Direct Debit

Direct Debit arrangements can be established on a monthly, quarterly or annual payment schedule. This facility is only available for land rates and water accounts. Payments through direct debit do not attract any additional fees.

3. BPay & BPay View

Council accepts payment through traditional Bpay methods and BPay View. BPay View was introduced several years ago and requires residents to register for BPay View through their bank. This allows residents to receive, pay and store all land rates and water accounts through their BPay view account.

4. Australia Post

Residents can pay land rates and water accounts through presenting their accounts at Australia Post locations.

5. Pay by Phone Service

Payments can be made by Council's IVR Phone Service. This service accepts all forms of payment. Payments can be made Land Rates, Water Accounts and Sundry Debtors. Payments made using this facility (for credit cards) attract a service fee of 0.78%.

6. Payment by Cheque

Payment by Cheque can be received for all fees and charges issued by Council.

In addition to the measures previously adopted, it is further recommended that Council:

- a) Does not issue reminder notices for the first instalment of rates notices due 31 August, 2021,
- b) Considers the suspension of all interest on overdue rates amounts for the period 1 July to 31 December.

This will ensure that residents and businesses are not penalised as a result of the current lockdown measures which are in place.

COMMUNICATION AND CONSULTATION

Community Engagement

It is intended to place the proposal on public exhibition in accordance with Section 356 of *Local Government Act 1993*.

Internal Communication and Consultation

The Chief Financial Officer has been consulted.

External Communication and Consultation

NA

SUSTAINABILITY ASSESSMENT

- **Environment**

There are no environmental issues in relation to this report.

- **Social**

The support measures outlined within this report are aimed at working with affected residents during the COVID-19 Pandemic and the recent lockdown measures introduced in Regional Areas as per the Public Health Order.

- **Broader Economic Implications**

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

- **Culture**

There are no cultural issues in relation to this report.

- **Governance**

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

There is no budget implication in regard to the recommendation to place the proposal on public exhibition however should Council support a future recommendation to suspend interest charges for a period of 6 months then the associated budget impact would be addressed as part of the September Quarterly Review of the 2021/22 Budget.

AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 08 September 2021

REPORT GENERAL MANAGER



RELATED COUNCIL POLICY

Financial Hardship Policy

CONCLUSION

The COVID-19 global pandemic has resulted in significant financial hardship for a large number of businesses and residents within the Southern Highlands. The financial support package previously adopted by Council is aimed at providing both the business community and affected residents with confidence that Council is here to work with the community as we recover from the pandemic. This further measure aims to ensure that ratepayers are not unduly affected by the Public Health Order which requires closure of non-essential services.

ATTACHMENTS

There are no attachments to this report.

Lisa Miscamble
General Manager

Friday 3 September 2021