

MINUTES

of the
Extraordinary Meeting of Council
held in
Council Chambers,
Wingecarribee Shire Council Civic Centre,
68 Elizabeth Street, Moss Vale
on

Wednesday 4 May 2022

The meeting commenced at **3:30 pm**

1	OPENING OF THE MEETING	3
2	ACKNOWLEDGEMENT OF COUNTRY	3
3	PRAYER	4
4	STATEMENT OF ETHICAL OBLIGATIONS.....	4
5	APOLOGIES.....	4
6	ADOPTION OF MINUTES OF PREVIOUS MEETING	4
7	DECLARATIONS OF INTEREST	4
8	INTERIM ADMINISTRATOR MINUTES	5
	8.1 Community Update.....	5
9	REPORTS.....	6
	9.1 Community And Recreational Facilities Strategy Progress Report.....	6
	9.2 Draft Operational Plan And Budget 2022/2023 For Public Exhibition	8
	9.3 2021 Council Christmas Festivities Feedback	16
	9.4 Penrose Community Hall - Expressions Of Interest (Construction Works) Report And Recommendation.....	17
	9.5 Project 24 Joint Response To IPART Review Of Domestic Waste Management Service Charges.....	18
10	MEETING CLOSURE	19

**MINUTES OF THE ORDINARY MEETING OF WINGECARRIBEE SHIRE COUNCIL HELD IN
COUNCIL CHAMBERS, CIVIC CENTRE, ELIZABETH STREET, MOSS VALE ON WEDNESDAY 4
MAY 2022 COMMENCING AT 3:30 PM**

Present:	Interim Administrator	Mr Viv May PSM
In Attendance:	General Manager	Ms Lisa Miscamble
	Director Corporate Strategy and Resourcing	Ms Carmel Foster
	Director Communities and Place	Mr Geoff King
	Acting Director Services and Project Delivery	Mr Greg Bray
	Executive Manager Strategic Outcomes	Mr Michael Park
	Chief Financial Officer	Mr Pav Kuzmanovski
	Chief Information Officer	Mr John Crawford
	Group Manager Corporate and Community	Ms Danielle Lidgard
	Group Manager Capital Projects	Mr Ned Tripkovic
	Acting Group Manager Water and Sewer	Mr Graeme Mellor
	Manager Assets	Mr Shaun Robinson
	Manager Environment and Sustainability	Mr Barry Arthur
	Acting Manager Business Services	Mr Clinton McAlister
	Deputy Chief Financial Officer	Mr Damien Jenkins
	Coordinator Media and Communications	Mr David Sommers
	Coordinator ICT Operations	Mr Ian Vong
	Coordinator Governance	Ms Marie Petrovski
	Corporate Strategy and Governance Officer	Ms Olivia Nettleton

1 OPENING OF THE MEETING

The Interim Administrator, Mr Viv May PSM opened the meeting.

2 ACKNOWLEDGEMENT OF COUNTRY

The Interim Administrator, Mr Viv May PSM acknowledged country:

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

3 PRAYER

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

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

4 STATEMENT OF ETHICAL OBLIGATIONS

The Interim Administrator is to undertake the duties of the office of Administrator in the best interests of the people of the Wingecarribee Shire Council area and are to act faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act 1993 or any other Act to the best of your ability and judgement.

5 APOLOGIES

Nil.

6 ADOPTION OF MINUTES OF PREVIOUS MEETING

Nil.

7 DECLARATIONS OF INTEREST

Nil.

8 INTERIM ADMINISTRATOR MINUTES

8.1 Community Update

Report Author: Interim Administrator

PURPOSE

Nil.

9 REPORTS

9.1 Community and Recreational Facilities Strategy Progress Report

Report Author: Recreational Planner

Authoriser: Director Service and Project Delivery

OFFICER'S RECOMMENDATION

THAT:

1. Council receives and notes the contents of this report.
2. A further report be provided to Council to endorse the draft Community and Recreational Facilities Strategy for public exhibition.

MOVING INTO COMMITTEE OF THE WHOLE

MN 2022/98

MOTION moved by Interim Administrator

THAT in accordance with Section 373 of the Local Government Act, 1993, Council moves into Committee of the Whole to consider following items 9.1 and 9.2 as detailed in the Agenda.

DECLARED BY THE INTERIM ADMINISTRATOR

The Acting Director Services and Project Delivery introduced the item.

Mr Neil Tredwell, Managing Director, Tredwell Management Services presented the item.

https://www.wsc.nsw.gov.au/files/assets/public/council/meeting-minutes/2022/220502_wingecarribee-community-rec-strategy_council-presentation_r3-condensed.pdf

The Acting Director Services and Project Delivery addressed the meeting.

AMENDED RECOMMENDATION

THAT:

1. Council receives and notes the contents of this report.
2. A further report be provided to Council to endorse the draft Community and Recreational Facilities Strategy for public exhibition.

3. *Mr Tredwell of Tredwell Management Services be thanked for his presentation on the draft Community and Recreational Facilities Strategy.*

9.2 Draft Operational Plan and Budget 2022/2023 for Public Exhibition

Report Author: Chief Financial Officer

Authoriser: Director Corporate Strategy and Resourcing

OFFICER'S RECOMMENDATION

THAT:

1. Council endorses the draft 2022/23 Operational Plan and Budget, Revenue Policy, Capital Works Program and draft 2022/23 - 2031/32 Long Term Financial Plan as set out in Attachments 1 and 3 for public exhibition for 28 days from 6 May to 3 June 2022.
2. Council endorses the public exhibition of an updated draft 2022/23 Fees and Charges schedule for 28 days, from 6 May to 3 June 2022, incorporating a revised indexation for non-statutory Fees and Charges of 4.4% to align with the March 2022 Sydney All Groups Consumer Price Index.
3. Following public exhibition, the draft 2022/23 Operational Plan and Budget, Revenue Policy, Capital Works Program, draft 2022/23 Fees and Charges and draft 2022/23-2031/32 Long Term Financial Plan be presented to Council for adoption in June 2022.

The General Manager introduced the item.

As outlined in our Road Map to moving forward we are taking a back to basics approach over the coming 3 years.

The focus at present is on:

1. Refocussing
2. Reinvigorating
3. Rebuilding

As part of the reinvigorating our organisation we are currently undertaking phase 2 of our restructure which is due to be in place mid-year. As part of this there will be some functional realignment – this means that there will be some functions and services areas that will move to different managers.

Once the structure is confirmed the managers will then be working with their teams to look at their services to ensure we are offering best value in what we do.

As a result, the draft 2022/23 operational plan and budget has been largely focussed on business as usual.

With the exception of our roads.

The draft provides for increased investment in our roads including:

- \$1.3M for an additional pot hole crew
- \$27M in roads, bridge and school safety/ pedestrian crossing (including \$9M for 22/23 for Old South Road)

In terms of refocusing on the future:

- Complete community and recreation strategy
- Complete integrated transport strategy
- Complete Bowral Master Plan
- Complete the residential and medium density housing strategies
- Major design work for the Moss Vale By-Pass

These initiatives are about having a clear strategy for the future and shovel ready projects to take advantage of grant opportunities.

Rebuilding Projects

Will see the:

- Completion of the \$6.5M Bowral Memorial Hall which will provide a contemporary culture facilities
- Completion of works at the Sale Yards project \$5.25M
- Commencement of the new animal shelter
- Commencement of the Bong Bong Common with a total value of \$3M
- Investment in Hill top with projects associated with the Loop Line – including the viewing platform
- Focus on place-based projects building on the outcomes from the exec listening tours, the newly created place liaison officer role and the Robertson Place plan

In Summary:

The draft operational plan and budget:

1. Is responsible
2. Takes into consideration that we are in the process of complex change:
 - a. dealing with legacy issues;
 - b. stabilising our operations and
 - c. refocussing on the future
3. Responds to community feedback about the need for a greater focus on our road infrastructure
4. Aligns us with indexation/ CPI
5. Provides for the 0.8% to ensure that service levels are consistent with the LTFF – as adopted by the previous Council

The Chief Financial Officer introduced the item.

The draft 2022/23 Operating Plan and Budget and Draft 2022/23 fees and charges schedule has been prepared collaboratively over the past few months with a view of publicly exhibiting for 28

days subject to a Council resolution. In preparing the draft 2022/23 Operational Plan and budget, council officers have incorporated additional information including 22/23 budgets and allocated resources have been included in the draft 22/23 Operational Plan by “Services” to provide additional transparency on costing of services. The detailed draft 4-year capital works budget has also been appended to the draft 22/23 Operational Plan.

Key points of the draft 22/23 Operational Plan include:

- Total operating expenditure budget is \$126M that have been allocated to provide services to the community and maintaining vital infrastructure to ensure the public is provided with safe infrastructure.
- \$69.8M capital works program.
- With the easing of the COVID-19 Pandemic, pre COVID-19 revenue levels have been forecast for the 2022/23 financial year and service levels restored.
- In response to the natural disasters that have plagued the LGA since February 2022, an allocation of \$1.3M per annum has been prioritised to expanded pothole maintenance crews for the next 3 years, funded by the deferral of Buildings capital works. It is envisaged that with the delivery of over \$50M in roads capital infrastructure over the next 3 financial years, it will be likely to result in the decreased requirement for pothole maintenance once the capital program is completed. It is proposed to review the additional road maintenance crew beyond 3 years when preparing the 2025/26 Operational Plan.

From a revenue perspective:

- Rates are proposed to be increased by 1.2% subject with a further Rates Correction of 0.8% subject to an IPART determination. The total 2% rates increase will align to Council’s adopted Long Term financial Plan and the rates correction will generate an additional \$425K in rates revenue to fund existing services. Both the 1.2% and 2% scenarios have been tabled in the draft 22/23 Operational Plan. If Council is unsuccessful in receiving the additional 0.8%, Council will need to reprioritise budget allocations to fund the shortfall. Council officers have submitted the application to IPART for consideration.
- Fees and Charges are now being proposed to be increased by 4.4%. This is to align to the annual March 2022 All Sydney Consumer Price Index released late in April 2022. With escalating costs in materials and contract, it is financially prudent to ensure that Council keeps pace with inflationary measures to the increasing operating and capital costs currently being experienced.
- Domestic Waste Management Charges has generally been increased by 5% to capture the foreshadowed cost increase in with waste related costs in line with inflation.
- The proposed Water and Sewer Charges have been generally increased by 4.4% to capture in line with the annual March 2022 All Sydney Consumer Price Index. The indexed revenue will be used to cover the operational costs of providing these services that have already increased and are expected to increase in the future. Council is investing \$189M in Water and Sewer infrastructure over the next 4 years and as a part of the proposed increase, adequate funds are required to ensure the water and sewer fund have adequate funds to cover the depreciation for future asset replacement. In addition to this, the proposed capital upgrade works will be partially funded by loans. The increase fees and charges will also be used to fund the foreshadowed interest rates increase currently being experienced in the financial markets.

MINUTES OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 4 MAY 2022

From a financial perspective, Council's accounting Operating Result is projected to be a deficit of \$2.5M (excluding Capital Grants and Contributions) whilst delivering a balanced cash budget. It is also forecast that Council will have a working capital position of \$5M as at the end of 30 June 2023.

The next steps will see Community Engagement commence upon Council resolving the release of Operational Plan documents for Public consultation.

The Chief Financial Officer, Manager Assets and Group Manager Corporate and Community presented the item.

<https://www.wsc.nsw.gov.au/files/assets/public/council/meeting-minutes/2022/20220504-item-9.2-draft-operation-plan-and-budget-presentation.pdf>

The Chief Financial Officer addressed the meeting.

The Acting Manager Business Services addressed the meeting.

The Group Manager Capital Projects addressed the meeting.

The Chief Financial Officer addressed the meeting.

AMENDED RECOMMENDATION

- 1. *The General Manager amend the draft 2022/23 Operational Plan and Budget, Revenue Policy, Capital Works Program and draft 2022/23 - 2031/32 Long Term Financial Plan to reflect the following changes:***
 - a. *Draft 2022/23 Fees and Charges schedule be amended to incorporate a revised indexation for non-statutory Fees and Charges of 4.4% to align with the March 2022 Sydney All Groups Consumer Price Index.***
 - b. *Draft 2022/23 Revenue Policy be amended to incorporate a revised indexation for discretionary Annual Charges of 4.4% to align with the March 2022 Sydney All Groups Consumer Price Index.***
 - c. *Add the following action to the Operational Plan – ‘prepare a plan with full costings for the refurbishment of the back office, including but not limited to office design (including office furnishings) of the Civic Centre, including replacing windows, carpet, painting the interior and review for office design layout and provide a further report once fully scoped with the budgetary impact for Council consideration’.***
 - d. *Incorporate the financial implications of these changes into the draft budget and Long Term Financial Plan.***
- 2. *The General Manager be delegated authority to place the draft 2022/23 Operational Plan and Budget, Revenue Policy, Capital Works Program and draft 2022/23 - 2031/32 Long Term Financial Plan (including unrestricted current ratio calculations) for public exhibition for 28 days, noting that the community information sessions for Hilltop will***

be rescheduled from 10 May to 19 May and for the Civic Centre in Moss Vale from 12 May to 24 May.

- 3. Following public exhibition, the draft 2022/23 Operational Plan and Budget, Revenue Policy, Capital Works Program, draft 2022/23 Fees and Charges and draft 2022/23-2031/32 Long Term Financial Plan be presented to Council for adoption in June 2022.*
- 4. It be noted that the General Manager advised that is impractical to recast the budget until the new structure is finalised and that the General Manager be requested to provide this information in the third quarter of 2022/23 financial year.*
- 5. A further report be provided to Council to set out a comprehensive program of service reviews that ensures best value for the community with the methodology that includes community and stakeholder input.*
- 6. The General Manager provide a report on the introduction of an efficiency gain of up to 2% to fund community priority projects in the 2023/24 financial year and THAT a report be provided to Council on a methodology to calculate the quantum of the fund.*
- 7. Reports be provided to Council if considered appropriate by the General Manager on:*
 - a. the provision on more practical litter bins in the four main town centres.*
 - b. a permanent solution to the water pressure problems in New Berrima.*

MOVING FROM COMMITTEE OF THE WHOLE INTO COUNCIL

MN 2022/99

MOTION moved by Interim Administrator

THAT Council move from Committee of the Whole back into Council.

DECLARED BY THE INTERIM ADMINISTRATOR

The General Manager reported the proceeding of the Committee of the Whole and read the following recommendations:

Item 9.1 Community and Recreational Facilities Strategy Progress Report

THAT:

- 1. Council receives and notes the contents of this report.*
- 2. A further report be provided to Council to endorse the draft Community and Recreational Facilities Strategy for public exhibition.*
- 3. Mr Tredwell of Tredwell Management Services be thanked for his presentation on the draft Community and Recreational Facilities Strategy.*

Item 9.2 Draft Operational Plan and Budget 2022/2023 for Public Exhibition

THAT:

- 1. The General Manager amend the draft 2022/23 Operational Plan and Budget, Revenue Policy, Capital Works Program and draft 2022/23 - 2031/32 Long Term Financial Plan to reflect the following changes:**
 - a. Draft 2022/23 Fees and Charges schedule be amended to incorporate a revised indexation for non-statutory Fees and Charges of 4.4% to align with the March 2022 Sydney All Groups Consumer Price Index.**
 - b. Draft 2022/23 Revenue Policy be amended to incorporate a revised indexation for discretionary Annual Charges of 4.4% to align with the March 2022 Sydney All Groups Consumer Price Index.**
 - c. Add the following action to the Operational Plan – ‘prepare a plan with full costings for the refurbishment of the back office, including but not limited to office design (including office furnishings) of the Civic Centre, including replacing windows, carpet, painting the interior and review for office design layout and provide a further report once fully scoped with the budgetary impact for Council consideration’.**
 - d. Incorporate the financial implications of these changes into the draft budget and Long Term Financial Plan.**
- 2. The General Manager be delegated authority to place the draft 2022/23 Operational Plan and Budget, Revenue Policy, Capital Works Program and draft 2022/23 - 2031/32 Long Term Financial Plan (including unrestricted current ratio calculations) for public exhibition for 28 days, noting that the community information sessions for Hilltop will be rescheduled from 10 May to 19 May and for the Civic Centre in Moss Vale from 12 May to 24 May.**
- 3. Following public exhibition, the draft 2022/23 Operational Plan and Budget, Revenue Policy, Capital Works Program, draft 2022/23 Fees and Charges and draft 2022/23-2031/32 Long Term Financial Plan be presented to Council for adoption in June 2022.**
- 4. It be noted that the General Manager advised that is impractical to recast the budget until the new structure is finalised and that the General Manager be requested to provide this information in the third quarter of 2022/23 financial year.**
- 5. A further report be provided to Council to set out a comprehensive program of service reviews that ensures best value for the community with the methodology that includes community and stakeholder input.**
- 6. The General Manager provide a report on the introduction of an efficiency gain of up to 2% to fund community priority projects in the 2023/24 financial year and THAT a report be provided to Council on a methodology to calculate the quantum of the fund.**
- 7. Reports be provided to Council if considered appropriate by the General Manager on:**
 - a. the provision on more practical litter bins in the four main town centres.**

- b. a permanent solution to the water pressure problems in New Berrima.***

RECOMMENDATIONS OF THE COMMITTEE OF THE WHOLE FOR ADOPTION BY COUNCIL

MN 2022/100

MOTION moved by Interim Administrator

THAT the recommendation of the Committee of the Whole held on Wednesday, 4 May 2022 for Item 9.1 be adopted as follows:

- 1. Council receives and notes the contents of this report.***
- 2. A further report be provided to Council to endorse the draft Community and Recreational Facilities Strategy for public exhibition.***
- 3. Mr Tredwell of Tredwell Management Services be thanked for his presentation on the draft Community and Recreational Facilities Strategy.***

DECLARED CARRIED BY THE INTERIM ADMINISTRATOR

MN 2022/101

MOTION moved by Interim Administrator

THAT the recommendation of the Committee of the Whole held on Wednesday, 4 May 2022 for Item 9.1 be adopted as follows:

- 1. The General Manager amend the draft 2022/23 Operational Plan and Budget, Revenue Policy, Capital Works Program and draft 2022/23 - 2031/32 Long Term Financial Plan to reflect the following changes:***
 - a. Draft 2022/23 Fees and Charges schedule be amended to incorporate a revised indexation for non-statutory Fees and Charges of 4.4% to align with the March 2022 Sydney All Groups Consumer Price Index.***
 - b. Draft 2022/23 Revenue Policy be amended to incorporate a revised indexation for discretionary Annual Charges of 4.4% to align with the March 2022 Sydney All Groups Consumer Price Index.***
 - c. Add the following action to the Operational Plan – ‘prepare a plan with full costings for the refurbishment of the back office, including but not limited to office design (including office furnishings) of the Civic Centre, including replacing windows, carpet, painting the interior and review for office design layout and provide a further report once fully scoped with the budgetary impact for Council consideration’.***

- d. Incorporate the financial implications of these changes into the draft budget and Long Term Financial Plan.*
- 2. The General Manager be delegated authority to place the draft 2022/23 Operational Plan and Budget, Revenue Policy, Capital Works Program and draft 2022/23 - 2031/32 Long Term Financial Plan (including unrestricted current ratio calculations) for public exhibition for 28 days, noting that the community information sessions for Hilltop will be rescheduled from 10 May to 19 May and for the Civic Centre in Moss Vale from 12 May to 24 May.*
- 3. Following public exhibition, the draft 2022/23 Operational Plan and Budget, Revenue Policy, Capital Works Program, draft 2022/23 Fees and Charges and draft 2022/23-2031/32 Long Term Financial Plan be presented to Council for adoption in June 2022.*
- 4. It be noted that the General Manager advised that is impractical to recast the budget until the new structure is finalised and that the General Manager be requested to provide this information in the third quarter of 2022/23 financial year.*
- 5. A further report be provided to Council to set out a comprehensive program of service reviews that ensures best value for the community with the methodology that includes community and stakeholder input.*
- 6. The General Manager provide a report on the introduction of an efficiency gain of up to 2% to fund community priority projects in the 2023/24 financial year and THAT a report be provided to Council on a methodology to calculate the quantum of the fund.*
- 7. Reports be provided to Council if considered appropriate by the General Manager on:*
 - a. the provision on more practical litter bins in the four main town centres.*
 - b. a permanent solution to the water pressure problems in New Berrima.*

DECLARED CARRIED BY THE INTERIM ADMINISTRATOR

9.3 2021 Council Christmas Festivities Feedback

Report Author: Coordinator Community Development

Authoriser: Director Corporate Strategy and Resourcing

OFFICER'S RECOMMENDATION

THAT:

1. Council provides \$103,500 funding for Christmas celebrations across the Shire as a part of the 2022/23 draft budget.

The Group Manager Corporate and Community introduced the item.

MN 2022/102

MOTION moved by Interim Administrator

THAT

1. Council provides \$103,500 funding for Christmas celebrations across the Shire as a part of the 2022/23 draft budget.
2. Funding continue to be provided on the same basis as the 2021 activities for Village Associations including Medway.
3. An amount of \$15,000 from the funding be provided for the Corbett Gardens Festival of Lights subject to Council receiving appropriate recognition for the use of public funds.
4. The General Manager enter into discussion with Business Southern Highlands and the Moss Vale and Rural Chamber of Commerce in relation to the utilisation of \$42,000 prior to commencing community consultation on the matter.

DECLARED CARRIED BY THE INTERIM ADMINISTRATOR

9.4 Penrose Community Hall - Expressions of Interest (Construction Works) Report and Recommendation

Report Author: Acting Manager Business Services

Authoriser: Director Service and Project Delivery

OFFICER'S RECOMMENDATION

THAT:

1. Council endorse the following companies for a selective tender process for the proposed contract for the New Penrose Community Hall under section 168 of the regulations:
 - ARW Multigroup
 - Edwards Construction NSW
 - Greenwich Build
 - Hines Construction
2. Council endorse Patterson Building be listed as a Reserve for the selective tendering process under section 168 of the tender regulations.

The Acting Director Service and Project Delivery introduced the item.

The Acting Manager Business Services addressed the Committee.

MN 2022/103

MOTION moved by Interim Administrator

THAT:

1. Council endorse the following companies for a selective tender process for the proposed contract for the New Penrose Community Hall under section 168 of the regulations:
 - ARW Multigroup
 - Edwards Construction NSW
 - Greenwich Build
 - Hines Construction
2. Council endorse Patterson Building be listed as a Reserve for the selective tendering process under section 168 of the tender regulations.
3. The General Manager provide advice to Council on the governance issues associated with the contract.

DECLARED CARRIED BY THE INTERIM ADMINISTRATOR

9.5 Project 24 Joint Response to IPART Review of Domestic Waste Management Service Charges

Report Author: Acting Manager Business Services

Authoriser: Director Service and Project Delivery

OFFICER'S RECOMMENDATION

THAT:

1. Council endorse the Joint Project 24 Response to the Review of Domestic Waste Management Service Charges undertaken by the Independent Pricing and Regulatory Tribunal (IPART); and
2. Council continue an active involvement in the consultation process in conjunction with partner organisations.

The Acting Manager Business Services introduced the item.

MN 2022/104

MOTION moved by Interim Administrator

THAT:

1. Council endorse the Joint Project 24 Response to the Review of Domestic Waste Management Service Charges undertaken by the Independent Pricing and Regulatory Tribunal (IPART); and
2. Council continue an active involvement in the consultation process in conjunction with partner organisations.

DECLARED CARRIED BY THE INTERIM ADMINISTRATOR

10 MEETING CLOSURE

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 5:31PM