

# DRAFT MINUTES

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

**Wednesday 29 June 2022**

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

**MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL  
WEDNESDAY 29 JUNE 2022**

---

<b>1 OPENING OF THE MEETING .....</b>	<b>3</b>
<b>2 ACKNOWLEDGEMENT OF COUNTRY .....</b>	<b>3</b>
<b>3 STATEMENT OF ETHICAL OBLIGATIONS .....</b>	<b>4</b>
<b>4 APOLOGIES.....</b>	<b>4</b>
<b>5 DECLARATIONS OF INTEREST.....</b>	<b>4</b>
<b>6 REPORTS.....</b>	<b>5</b>
6.1 2022/23 Operational Plan And Budget For Adoption .....	5
6.2 Draft Procurement Policy For Public Exhibition.....	7
6.3 Hill Top SPS-HT1 Rising Main Renewal - Tender.....	8
6.4 Reconnecting Regional NSW Community Events Program - Wingecarribee .....	10
<b>7 MEETING CLOSURE .....</b>	<b>11</b>

**MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL  
WEDNESDAY 29 JUNE 2022**

---

**MINUTES OF THE EXTRAORDINARY MEETING OF WINGECARRIBEE SHIRE COUNCIL HELD IN  
COUNCIL CHAMBERS, CIVIC CENTRE, ELIZABETH STREET, MOSS VALE ON WEDNESDAY 29  
JUNE 2022 COMMENCING AT 3:30 PM**

<b>Present:</b>	Interim Administrator	Mr Viv May PSM
<b>In Attendance:</b>	General Manager	Ms Lisa Miscamble
	Director Corporate Strategy and Resourcing	Ms Carmel Foster
	Director Communities and Place	Mr Geoff King
	Director Service and Project Delivery	Ms Karin Targa
	Senior Governance Executive	Ms Marissa Racomelara
	Executive Manager People and Culture	Ms Sally Sammut
	Group Manager Corporate and Community	Ms Danielle Lidgard
	Group Manager Capital Projects	Mr Ned Tripkovic
	Acting Group Manager Water and Sewer	Mr Graeme Mellor
	Chief Financial Officer	Mr Pav Kuzmanovski
	Chief Information Officer	Mr John Crawford
	Manager Assets	Mr Shaun Robinson
	Manager Environment Sustainability	Mr Barry Arthur
	Deputy Chief Financial Officer	Mr Damien Jenkins
	Coordinator Media and Communications	Mr David Sommers
	Coordinator ICT Operations	Mr Ian Vong
	Governance Officer	Ms Olivia Nettleton
	Governance Officer	Ms Michelle Gordon

## **1 OPENING OF THE MEETING**

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

## **2 ACKNOWLEDGEMENT OF COUNTRY**

The Interim Administrator, Mr Viv May PSM acknowledged country:

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

### **3 STATEMENT OF ETHICAL OBLIGATIONS**

“As Interim Administrator I will undertake the duties of the Office of Administrator in the best interests of the people of the Wingecarribee Shire Council area and to act faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgement.

I am committed to the declaration of conflicts of interest in relation to items listed for consideration on the Agenda or which are considered at this meeting, in accordance with the Code of Conduct and Code of Meeting Practice.”

### **4 APOLOGIES**

Nil.

### **5 DECLARATIONS OF INTEREST**

Nil.

## 6 REPORTS

---

### 6.1 2022/23 Operational Plan and Budget for Adoption

**Report Author:** Group Manager Corporate and Community

**Authoriser:** Director Corporate Strategy and Resourcing

---

#### OFFICER'S RECOMMENDATION

**THAT** Council:

1. Considers the public submissions received during the public exhibition period and the response to that submission.
2. Adopts the 2022/23 Operational Plan and Budget, 2022/23 Fees and Charges Schedule and 2022/23 Long Term Financial Plan, incorporating the changes recommended in this report.
3. Makes and levies the Rates and Charges for the 2022/23 financial year as detailed in the Revenue Policy contained within the 2022/23 Operational Plan in accordance with the Local Government Act 1993.
4. Makes and levies the Domestic Waste Management Charges for the 2022/23 financial year as detailed in the Revenue Policy contained within the 2022/23 Operational Plan in accordance with the Local Government Act 1993.
5. Makes and levies the Stormwater Management Charges for the 2022/23 financial year as detailed in the Revenue Policy contained within the 2022/23 Operational Plan in accordance with the Local Government Act 1993.
6. Makes and levies the Water and Sewer access and user charges for the 2022/23 financial year as detailed in the Revenue Policy contained within the 2022/23 Operational Plan in accordance with the Local Government Act 1993.
7. Sets the rate of interest payable in respect of rates and charges that remain unpaid after they become due and payable be set at six percent (6%) per annum.
8. Write to the residents who lodged a submission to formally thank them for their comments and feedback on the draft 2022/23 Operational Plan and Budget.

The General Manager introduced the item.

The Group Manager Corporate and Community introduced the item.

The Chief Financial Officer introduced the item.

**MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL  
WEDNESDAY 29 JUNE 2022**

---

*MN 2022/135*

**MOTION** moved by Interim Administrator

**THAT Council:**

1. *Considers the public submissions received during the public exhibition period and the response to that submission.*
2. *Adopts the 2022/23 Operational Plan and Budget, 2022/23 Fees and Charges Schedule and 2022/23 Long Term Financial Plan, incorporating the changes recommended in this report;*
  1. *noting an unrestricted General fund Working Capital position of \$5.393M.*
  2. *DP017 be amended to include the additional wording 'including an efficiency dividend' after 'Ensure council services are delivered efficiently and effectively' and an annual deliverable added to '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, including methodology to calculate the quantum of the fund' with the Lead and Service responsibility being assigned to the General Manager.*
  3. *the wording of the annual deliverable relating to Council's Service Delivery Program be amended to 'Revise and implement a service delivery review program that ensures best value for the community with a methodology that includes community and stakeholder input.'*
3. *Makes and levies the Rates and Charges for the 2022/23 financial year as detailed in the Revenue Policy contained within the 2022/23 Operational Plan in accordance with the Local Government Act 1993.*
4. *Makes and levies the Domestic Waste Management Charges for the 2022/23 financial year as detailed in the Revenue Policy contained within the 2022/23 Operational Plan in accordance with the Local Government Act 1993.*
5. *Makes and levies the Stormwater Management Charges for the 2022/23 financial year as detailed in the Revenue Policy contained within the 2022/23 Operational Plan in accordance with the Local Government Act 1993.*
6. *Makes and levies the Water and Sewer access and user charges for the 2022/23 financial year as detailed in the Revenue Policy contained within the 2022/23 Operational Plan in accordance with the Local Government Act 1993.*
7. *Sets the rate of interest payable in respect of rates and charges that remain unpaid after they become due and payable be set at six percent (6%) per annum.*
8. *Write to the residents who lodged a submission to formally thank them for their comments and feedback on the draft 2022/23 Operational Plan and Budget.*
9. *Review during 2022/23 the Domestic Waste Service charge with a view to it better aligning with the community expectations in relation to waste minimisation and recycling.*

**DECLARED CARRIED BY THE INTERIM ADMINISTRATOR**

---

## 6.2 Draft Procurement Policy for Public Exhibition

**Report Author:** Acting Coordinator Procurement and Fleet  
**Authoriser:** Director Corporate Strategy and Resourcing

---

### OFFICER'S RECOMMENDATION

**THAT** the draft Procurement Policy be placed on public exhibition for 28 days.

The Chief Financial Officer introduced the item.

*MN 2022/136*

**MOTION** moved by Interim Administrator

**THAT** the draft Procurement Policy be placed on public exhibition for 28 days.

**DECLARED CARRIED BY THE INTERIM ADMINISTRATOR**

### **6.3 Hill Top SPS-HT1 Rising Main Renewal - Tender**

**Report Author:** Senior Operational Program Engineer

**Authoriser:** Director Service and Project Delivery

---

#### **OFFICER'S RECOMMENDATION**

**THAT:**

1. Council accepts the Tender for reconstruction of the Hill Top SPS-HT1 Sewer Rising Main at Wilson Drive, Hill Top, at a lump sum price of \$259,901.13 (inclusive of GST), Option 1 – Open Trenching method as proposed by Athassel Civil.
2. Council note the tenders received ranged from \$259,901.13 to \$732,156.70.
3. Council delegate authority to the General Manager to execute the contract and any other documentation required to give effect to this resolution.

The Acting Group Manager Water and Sewer introduced the item.

*MN 2022/137*

**MOTION** moved by Interim Administrator

**THAT:**

1. *Council accepts the Tender for reconstruction of the Hill Top SPS-HT1 Sewer Rising Main at Wilson Drive, Hill Top, at a lump sum price of \$259,901.13 (inclusive of GST), Option 1 – Open Trenching method as proposed by Athassel Civil.*
2. *Council note the tenders received ranged from \$259,901.13 to \$732,156.70.*
3. *Council delegate authority to the General Manager to execute the contract and any other documentation required to give effect to this resolution.*

**DECLARED CARRIED BY THE INTERIM ADMINISTRATOR**



**MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL  
WEDNESDAY 29 JUNE 2022**

---

*MN 2022/138*

**MOTION** moved by Interim Administrator

**THAT:**

- 1. Standing Orders be suspended in order to consider one supplementary item.**
- 2. In accordance with Clause 9.3(b) of the Code of Meeting Practice I move as a matter of urgency that supplementary items be considered:**
  - **Reconnecting Regional NSW Community Events Program - Wingecarribee**

**DECLARED CARRIED BY THE INTERIM ADMINISTRATOR**

## 6.4 Reconnecting Regional NSW Community Events Program - Wingecarribee

**Report Author:** Economic Development Coordinator

**Authoriser:** Director Corporate Strategy and Resourcing

---

### OFFICER'S RECOMMENDATION

**THAT:**

1. Council note the overview and intent of the Program.
2. Council endorse the proposal to apply funds to a signature Southern Highlands event which is to deliver positive social outcomes and provide local business support

The General Manager introduced the item.

The Director Corporate Strategy and Resourcing introduced the item.

*MN 2022/139*

**MOTION** moved by Interim Administrator

**THAT:**

1. Council note the overview and intent of the Program.
2. Council endorse the proposal to apply funds to a signature Southern Highlands event which is to deliver positive social outcomes and provide local business support.

**DECLARED CARRIED BY THE INTERIM ADMINISTRATOR**

*MN 2022/140*

**MOTION** moved by Interim Administrator

**THAT** Standing Orders be resumed.

**DECLARED CARRIED BY THE INTERIM ADMINISTRATOR**

## **7 MEETING CLOSURE**

The General Manager addressed the meeting.

The General Manager formally advised of the resignation of Mr Geoff King and thanked him for his work and commitment over his time with Wingecarribee. The General Manager thanked Mr King for his leadership and management of the Communities and Place team and also his contribution to the Executive. It has been a challenging time and she has appreciated Mr King's contribution and professionalism.

Whilst Council recruit for the new Director, Ms Marissa Racomelara will be acting Director Communities and Place. Ms Racomelara has previously managed area and will no doubt build on the work Mr King has commenced and maintain the momentum of the Communities and Place team over the next few months.

The Interim Administrator addressed the meeting.

As this is Mr King's last meeting, I would like to personally thanked him for his contribution to the reset of Wingecarribee Shire Council. Mr King's work has been appreciated by many residents as having addressed recommendations raised in the 'Righting the Wrongs Report on Planning Development and Regulatory Services' and many legacy matters.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 4:04pm