

AGENDA

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

Wednesday 16 November 2022

The meeting will commence at **3:30 pm**

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WEDNESDAY 16 NOVEMBER 2022**

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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

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The Council Chamber has 24 Hour Video Surveillance.

1 OPENING OF THE MEETING

The Administrator, Mr Viv May PSM will open the meeting.

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 STATEMENT OF ETHICAL OBLIGATIONS

The Administrator is reminded of the obligations conferred on them at the time of their appointment.

The 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.

The Administrator is 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 at time of print.

5 ADOPTION OF MINUTES OF PREVIOUS MEETING

THAT the minutes of the Ordinary Meeting of Council held on Wednesday, 19 October 2022 MN2022/225 to MN2022/238 inclusive, be adopted as a correct record of the proceedings of the meeting.

6 DECLARATIONS OF INTEREST

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

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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.

7 ADMINISTRATOR MINUTES

8 GENERAL MANAGER

8.1 Bowral Town Centre Master Plan - Update

Report Author: Executive Manager Strategic Outcomes

Authoriser: General Manager

PURPOSE

The purpose of this report is to inform Council and the community of the proposed Bowral Town Centre Master Plan that will provide a strategic framework for the future of the town centre that responds to the regional and local context, and themes surrounding culture, heritage, community, sustainability, built-form, infrastructure, movement, parking and access.

OFFICER'S RECOMMENDATION

THAT:

- 1. The report on the Bowral Town Centre Master Plan be received and noted.**
- 2. Council seek a suitably qualified consultant/s to prepare the Bowral Town Centre Master Plan.**

REPORT

BACKGROUND

At the Ordinary Council Meeting of 16 March 2022, Council approved a works program of key strategic planning projects to implement the priority actions outlined in the Wingecarribee Local Strategic Planning Statement (LSPS) and Local Housing Strategy.

The Wingecarribee LSPS and Local Housing Strategy provide a long-term planning framework to meet the economic, housing, social and cultural needs of the community, and guide how and where growth will occur in the Shire over the next 20 years. The LSPS and the approved strategic works program commit Council to a number of critical strategic planning projects over the coming years, including developing Master Plans for its three main centres of Bowral, Mittagong and Moss Vale, to provide a clear vision and strategic direction, and to act as a catalyst for new development and the revitalisation of the centres.

Bowral, Mittagong and Moss Vale town centres each have a unique character and identity, but collectively form the economic, cultural and social heart of the Wingecarribee Shire. The three centres play an important economic function for the Shire, act as the 'service centre' for the local community, and are critical in supporting connected, vibrant and liveable communities.

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Council has allocated funding to prepare the Bowral Town Centre Master Plan, and this report details the Master Planning process and provides an overview of the project brief for the preparation of the Master Plan.

The Bowral Town Centre Master Plan will directly inform the reviews of Council's Local Environmental Plan and Development Control Plan, including making recommendations on building heights, floor space ratios and urban design development controls.

The Mittagong and Moss Vale Master Planning processes are currently unfunded. Council is working with the State Government to fast track these important strategic planning projects.

REPORT

The Bowral Town Centre Master Plan will provide a clear vision and strategic direction for the town centre and ensure that the vision is reflective of the unique identity, character and function of Bowral, and contributes more broadly to the economic, cultural and social performance of the Southern Highlands. The Master Plan will provide a holistic, place-based plan, developed through a collaborative process, to ensure that the Plan is supported and 'owned' collectively by Council, the community and industry.

Council is seeking a suitably qualified and experienced Consultant to work with Council, industry and the community to:

- Undertake a place-based assessment on the Bowral Town Centre (e.g. Local character study, movement analysis, carparking assessment etc)
- Develop a holistic and data driven Master Plan for the Bowral Town Centre
- Provide a clear vision and strategic direction for the Bowral Town Centre
- Provide a strategic framework that is deliverable and measurable, and enables Council, the community and industry to implement the agreed vision and strategic direction for the Centre
- Provide certainty and consistency for the community, industry and Council.

The Master Plan will be informed by detailed background, contextual and urban design analysis, as well as extensive consultation with the local community, businesses and industry to provide a meaningful vision and clear, deliverable and measurable strategic direction for the Bowral Town Centre. Elements of the Master Plan may include, but are not limited to the following:

- Background/contextual analysis
- Urban design analysis
- Vision, desired future character and planning priorities
- Master Plan:
 - o Movement, access and parking
 - o Public domain
 - o Land use
 - o Built form
 - o Safer by Design
 - o Sustainability
 - o Character and heritage
 - o Activation
 - o Implementation Plan and performance indicators

The project brief to prepare the Bowral Town Centre Master Plan is provided as **Attachment 1** to this report. Following the matter being considered by Council, a formal Request for Quotations will

be undertaken, with the aim of engaging a consultant team prior to the end of the year, with the project commencing in January 2023.

COMMUNICATION AND CONSULTATION

Community Engagement

The Master Plan will be developed through a collaborative process with the community and industry, and the successful consultant will be required to prepare a detailed Community and Stakeholder Engagement Plan to guide the engagement process. As a minimum, it is anticipated that community and stakeholder engagement sessions include, but are not limited to:

- Understanding the context and identifying key issues
- Establishing a vision and desired future character
- Identifying and testing solutions and priorities.

Stakeholder groups are likely to include, but are not limited to:

Internal Stakeholders:

- Strategic Land Use Planning
- Economic Development
- Assets
- Environment and Sustainability
- Community Engagement
- Development Assessment
- Development Engineers

External Stakeholders:

- Business owners and operators
- Town Centre (CBD) property owners
- Residents and community groups
- Business Chamber
- Real estate agents
- Regional Development Australia
- Regional NSW
- Transport for NSW

Internal Communication and Consultation

The project will be guided by an internal Project Control Group to provide all groups of Council an opportunity to provide input at different stages of the project and further allow the Consultant to test ideas and present findings at key milestones.

External Communication and Consultation

External communication and consultation will be determined through the proposed Stakeholder Engagement Plan as detailed above.

SUSTAINABILITY ASSESSMENT

Environment

Not applicable in the context of this report.

Social

Not applicable in the context of this report.

Broader Economic Implications

Not applicable in the context of this report.

Culture

Not applicable in the context of this report.

Governance

Not applicable in the context of this report.

COUNCIL BUDGET IMPLICATIONS

The proposed Bowral Town Centre Master Plan will be completed within the existing Strategic Outcomes budget.

RELATED COUNCIL POLICY

Not applicable in the context of this report.

CONCLUSION

The Bowral Town Centre Master Plan will provide a clear vision and strategic direction, and act as a catalyst for new development and the revitalisation of the town centre. The Master Plan will also directly inform Council's capital works planning and a review of Council's Local Environmental Plan and Development Control Plan to ensure that the planning framework supports a vibrant and liveable town centre.

ATTACHMENTS

1. RFQ Volume 1 - Specification (Bowral Town Centre Master Plan) [8.1.1 - 11 pages]

Volume 1 - Specification Request for Quotation

RFQ Q-2022-XX Bowral Town Centre Master Plan

This Volume contains the Specification and Scope of Works required by this RFQ. Proponents are to read and fully understand Council's requirements and propose a response that fully satisfies the detailed requirements.

Working with you

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1 Introduction

On 16 February 2022, Council resolved to prepare a holistic, place based Master Plan for the Bowral Town Centre. The proposed Master Plan will focus on a review of movement, traffic and parking in the town centre as a whole, in addition to other site-specific areas of investigation relating to built form, heritage, culture, character, landscaping, services and amenities.

Therefore, Wingecarribee Shire Council is seeking Quotations from appropriately qualified and experienced Consultants to generate a Master Plan for the Bowral Town Centre. The purpose of this strategy is to:

- develop a holistic and data driven master plan for the Bowral town centre.
- provide a clear vision and strategic direction for the Bowral town centre.
- provide a strategic framework that is deliverable and measurable and enables community and industry to implement the agreed vision and strategic direction for the centre.
- provide certainty and consistency for the community, industry and Council.

Council invites Quotations from suitably qualified and experienced Lead Consultants to prepare a Master Plan which will develop a vision and overarching direction for the Bowral Town Centre.

2 Background Information

2.1 Overview

Strategically situated along a major activity and transport corridor, Bowral is identified in the Wingecarribee Local Strategic Planning Statement (LSPS) as one (1) of the three (3) major town centres in the Southern Highlands. Located between the Mittagong Township to the north and Moss Vale Township to the south, the Bowral town centre itself consists of a diverse mix of retail, residential, commercial, cultural and recreational areas, contributing to an active and vibrant centre experience.

The Bowral town centre is generally characterised by a functional, high quality and human scale built form, with a network of heritage and contributory buildings that tell the story of the town's unique history. Views to Oxley Hill and Mount Gibraltar additionally provide strong visual connections, extending the public domain to the surrounding rural landscapes and natural areas and reinforcing a sense of a contemporary country town.

Council are currently seeking to respond to planning priorities that were addressed in the LSPS to review the 2014 Bowral Town Centre Master Plan. The overall intent of the body of work is therefore to provide high-level strategic directions for the future of the town centre that respond to themes surrounding culture, heritage, community, sustainability, built-form, infrastructure, movement, parking and access.

Further, the Master Plan will ensure both the protection and elevation of the Bowral Town Centre and effectively guide the delivery of strategic outcomes that are respective of the unique character, natural areas and rich heritage of Bowral.



2.2 Project Boundary

The existing Bowral Town Centre Master Plan 2014 includes the commercial zoned land (B2 Local Centre and B4 Mixed Use) on the eastern side of the rail line. It is proposed that the new Bowral Town Centre Master Plan include the same study area and additionally look at key areas of influence, being the IN1 General Industrial and IN2 Light Industrial zoned land.

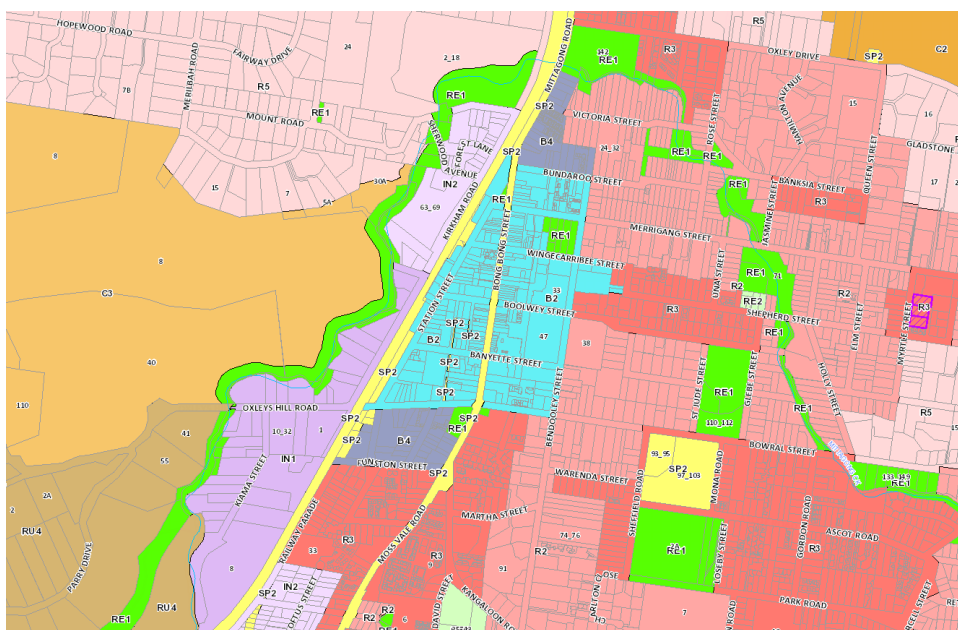


Figure 1.1 Bowral LEP Zones

2.3 Wingecarribee Strategic Planning Documents and Resources

Existing Planning Framework:

- South East and Tablelands Regional Plan
- Wingecarribee Regional Economic Development Strategy
- Wingecarribee Local Environmental Plan 2010
- Wingecarribee 2040 Local Strategic Planning Statement
- Local Housing Strategy 2020
- Wingecarribee Community Strategic Plan
- Wingecarribee Destination Strategy
- Bowral Development Control Plan

Wingecarribee Shire Council has specific resources available that can assist the Consultant in the development of the Master Plan. These include, but are not limited to, the following:

- Population and demographic data and forecasts (profile ID. Social Atlas and forecast ID.)
- Economic data (economy ID.)
- Asset Register and Mapping



- Relevant plans and strategies that will assist with the project.

Key Community Stakeholders have been identified for engagement while developing the Bowral Town Centre Master Plan. They include, but are not limited to:

- Council Project Control Group
- External Agencies
- Community Groups
- Industry and Business Groups

3 Objectives / Outcomes

3.1 Aim

Bowral is recognised as one (1) of the three (3) main towns of the Wingecarribee Shire, possessing a unique function and character that significantly contributes to the economic, cultural and social performance of the Southern Highlands. Due to the important function of Bowral, Council has committed to developing a Master Plan in order to provide a clear strategic direction for the town centre and ensure that the vision is reflective of the unique identity and function of Bowral. It is intended that the Master Plan be developed through a collaborative process in order to ensure the generation of a holistic, place-based plan that is supported and 'owned' by Council, the community and the industry.

Priority 6.1 of the LSPS references the intention to undertake a review of the current Town Centre Master Plans for Bowral, Mittagong and Moss Vale (p.60). The proposed Master Plan is therefore in direct response to this planning priority. However, the actions under Priority 6.1 further commit Council to not only reviewing the Bowral Town Centre Master Plan but additionally ensuring that the outcomes of the review are reflected in the relevant Development Control Plans (DCP).

Council are seeking a suitably qualified and experienced Consultant to develop a Master Plan for the Bowral Town Centre. In collaboration with Council, the community and industry, the Consultant will aim to:

- Undertake a place-based assessment on the Bowral Town Centre (e.g. Local character study, movement patterns, carparking assessment etc);
- Develop a holistic and data driven Master Plan for the Bowral Town Centre;
- Provide a clear vision and strategic direction for the Bowral Town Centre;
- Provide a strategic framework that is deliverable and measurable, and enables the community and industry to implement the agreed vision and strategic direction for the Centre; and
- Provide certainty and consistency for the community, industry and Council.

3.2 Objectives

It is expected that the Master Plan be informed by the key drivers of change, site analysis and community consultation data to ensure that the Bowral Town Centre Master Plan is a holistic place-based Master Plan that provides deliverable outcomes that the community and Council have ownership over. To achieve this it is expected that the project include, but is not limited to:

- Data review, mapping and strategic analysis on the Bowral Town Centre;

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- Consideration of, and consistency with, State, Regional and Local Plans and strategies;
- Engagement and consultation with Council's Project Control Group and the Bowral community;
- Development of a vision and set of objectives for the Bowral Town Centre Master Plan; and
- A final Bowral Town Centre Master Plan document for consideration by Council.

It is expected that this will be achieved through at least:

- Collaboration with the Client;
- Engagement with other relevant authorities where appropriate;
- Community consultation to identify local character and other site-specific themes, local issues, needs and wants;
- Review of best-practice and successful local urban design and movement related initiatives; and
- Development of a vision and overarching directions that provide clear objectives to assist in the delivery of a holistic place-based Master Plan.

The project outputs are expected to include, but are not limited to:

- Presentations to Council (Administrator), Council Executive Team and other Working Groups;
- Community consultation to engage with the local community and industry;
- Delivery of electronic working files including spreadsheets, mapping and databases;
- Development of a Bowral Town Centre Master Plan document which is in an accessible format, easy to read, concise, flexible and live, with clear directions and deliverables for Council; and
- Completion and endorsement of the final document.

4 Scope of Works

4.1 Project Scope

Council is currently seeking a suitably qualified and experienced Lead Consultant to develop a holistic, place-based Master Plan for the Bowral Town Centre.

The proposed Master Plan is intended to be informed by detailed background, contextual and urban design analysis. This may include, but is not limited to, the following:

- Strategic context
- Existing planning framework
- Historical context
- Demographic and economic profiles
- Environmental features and constraints
- Existing urban structure
- Public domain
- Built form
- Movement, transport and parking
- Infrastructure

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Engaging and communicating with key stakeholders and the wider community throughout the process is crucial in developing a meaningful strategy that reflects the community's needs and aspirations. Therefore, the Consultant will be required to provide a Community and Stakeholder Engagement Plan with their submission.

Further, it is important that the Master Plan be informed by site-specific analysis and visioning exercises to provide a clear, deliverable and measurable strategic direction for the Bowral town centre. Therefore, elements of the Master Plan may include, but are not limited to:

- Background/contextual analysis
- Urban design analysis
- Vision, desired future character and planning priorities
- Draft Master Plan:
 - Movement, access and parking
 - Public domain
 - Land use
 - Built form
 - Safer by Design
 - Sustainability
 - Character and heritage
 - Activation
 - Implementation Plan and performance indicators

4.2 Project Deliverables

As a minimum, the successful Lead Consultant will be responsible for the following project deliverables:

- Community and Stakeholder Engagement Strategy
- Movement, Transport and Parking Strategy
- Draft Master Plan for Council review
- Draft Master Plan for public exhibition
- Stakeholder Engagement Outcomes Report (can be included as an appendix to the Final Master Plan report)
- Final Master Plan and Implementation Plan

5 Detailed Specification and Requirements of the Contract

5.1 Project Commencement

The successful Lead Consultant will be awarded a Contract that will outline the delivery of services, which is to be completed by June 2023, unless otherwise agreed.

The commencement date of the project outlined above will be determinant on several factors, such as Council's review process of all submissions and the approval of Contracts following the selection of



the successful Consultant. Where possible communication will be ensured to guarantee both Council and the Consultant are aware of the timeframe.

5.2 Project Management

It is intended that the project be managed by Council's Strategic Outcomes team, with a representative being nominated within the team to be the key point of contact between Council and the successful Lead Consultant.

The Lead Consultant is responsible for proposing a Project Manager within their own team who will be required to liaise with Council's nominated representatives. It is important to note that during the life of this project any changes to the Project Manager position are required to be communicated with Council prior to being enforced.

5.3 Project Control Group

While regular updates are required to be communicated directly to Council's nominated representative, scheduled meetings are also essential to ensure that the Consultant has the opportunity to report the project's progress back to Council and to also seek input and critical feedback.

To facilitate this a Project Control Group (PCG) will be established consisting of Council staff from varying departments. This working group will run for the life of the project to allow Council Representatives the opportunity to provide in-put at different stages of the project and further allow the Consultant to test ideas and present findings at key milestones.

The responsibilities of the PCG are to:

- Provide strategic direction and decision making to facilitate the project within the approved brief, budget, program, and quality parameters.
- Advise on and assist, if required, in expediting approvals through planning and regulatory bodies.
- Review any proposed significant changes to the scope, and where endorsed, ensure that all necessary approvals are in place prior to any direction to proceed with implementation.
- Advise the stakeholders on the adequacy of the proposed brief, program and budget.
- Monitor the achievement of the project outcomes and deliverables within the approved brief, budget and program, quality parameters and, if necessary, identify any specific actions to be taken.
- Oversee the management of the risks raised by the project.
- Review proposed remedial actions required to maintain overall project objectives and endorse and assist where possible.
- Ensure probity is maintained during the life of the project.

Not all consultation sessions will be relevant to all members of the PCG and therefore it is the responsibility of the Consultant to ensure that all material that is to be tabled for discussion be made available in advance, so that required participants can be notified.



5.4 Community and Stakeholder Engagement Plan

The Master Plan will be developed through a collaborative process with the community and industry, and a detailed Community and Stakeholder Engagement Plan is required to be prepared to guide the engagement process. As a minimum, it is anticipated that community and stakeholder engagement sessions include, but are not limited to:

- Understanding the context and identifying key issues;
- Establishing a vision and desired future character; and
- Identifying solutions and priorities.

Stakeholder groups are likely to include, but are not limited to:

Internal Stakeholders:

- Strategic Land Use Planning
- Economic Development
- Assets
- Environment and Sustainability
- Community Engagement
- Development Assessment
- Development Engineers

External Stakeholders:

- Business owners and operators
- CBD property owners
- Residents and community groups
- Business Chamber
- Real estate agents
- RDA
- Regional NSW
- Transport for NSW

Communication around stakeholder engagement may be completed via Council's online communication tools, such as 'Your Say Wingecarribee', social media platforms and community updates/newsletters.

Further, it is expected that the Consultant provide the results of the community engagement activities via a Community and Stakeholder Engagement Outcomes Report, which provides a summary of key questions, issues and options that are to be considered when developing the Master Plan.

5.5 Communication and Attendance Expectations

As a requirement of this Request for Quotation, the Consultant is required to provide a schedule outlining key dates and proposed meetings with Council. This may include, but is not limited to:

- An inception meeting and site visits with Council Representatives.
- Community and Stakeholder Engagement Plan
- Presentation of findings and progress updates at key milestones.



5.6 Final Draft and Document Format Expectations

The aesthetics and design of the final draft Bowral Town Centre Master Plan is to be consistent with Council's Design Guide. This is important as the Master Plan will sit within a suite of documents that correlate with one another. Establishing a strong graphic link between the resources will therefore aid in the communication of this relationship between Council's planning documents.

At a minimum, it is expected that the successful Consultant:

- Be responsible for the revision of all draft reports following receipt of comments from Council and submissions following the public exhibition period.
- Hand-over documentation of all model data files, diagrams and data information generated as part of the master planning process.
- Ensure all information and data provided to Council is in an appropriate format that will allow Council to make use of the data. This will be discussed further with Council and will be dependent on the data provided. Acceptable formats may be DWGs and Esri Shapefile or similar.
- Provide all documents in electronic format, both word and pdf (or similar), unless otherwise agreed. Documents to be suitable for publishing on Council's website.
- Provide two (2) hard copies of the draft Master Plan and associated appendices and maps.

6 Responding to the Request for Quotation

At a minimum, the Lead Consultant is required to provide the following when responding to the Request for Quotation:

- Detailed methodology addressing the requirements of the brief.
- Overview of the proposed project team, including key project members, their role in the project, CVs and relevant experience.
- Demonstrate capability to undertake the project.
- Fixed fee broken into key components of the Master Planning Process.
- Proposed schedule that demonstrates how the project will be completed within the required timeframe.

6.1 Fees

When responding to the Request for Quotation, the Lead Consultant is required to provide a breakdown of all expenses and realistic time allocations for the completion of specific tasks / different phases. Expenses for items that are not identified within the terms of the Contract will not be payable by Council, except in accordance with the terms of the Contract. These charge-out rates shall also apply for any addition work.

6.2 Project Timelines

The project shall commence as soon as possible following Contract award, which is proposed to be December 2022. It is expected that a completed (finalised and approved) 'Bowral Town Centre Master Plan' shall be ready for endorsement by the Client by June 2023 unless otherwise agreed.



The Lead Consultant shall provide a schedule, preferably in Microsoft Project format or similar, including sub consultants' tasks/activities, to demonstrate how the project will be completed within the required timeframe.

7 Service Levels & Key Performance Indicators (KPI's)

7.1 Lead Consultant General Activities

The Lead Consultant will undertake the following general activities:

- Assume overall responsibility for the management and coordination of all development aspects of the project during the research and consultation. This will include ensuring that relevant data is provided to the Project Control Group including fortnightly reports and updates.
- Accept delegated authority for specific matters determined by the Client.
- Establish a Communications Plan in conjunction with the Client, determine frequency of meetings required for completion of the execution of the project and establish reporting systems.
- Develop and implement a management structure including procedures for administration, accounting, approvals, reporting and document circulation. The management structure is to be confirmed with the PCG.
- Ensure all statutory requirements and approvals are considered and reported on as necessary from Federal, State and Local Government, and other authorities and bodies having jurisdiction over items in the Bowral Town Centre Master Plan and its program.
- Oversee and coordinate the work of sub-consultants and other specialist groups.
- Convene and chair Consultant Team Meetings.
- Provide project updates to the Project Control Group in accordance with the communications plan.
- Prepare detailed reports and regularly update program schedules, monitor future activities in keeping with the requirements of the project program.
- Make recommendations on activities to be expedited to meet predetermined completion dates.
- Develop interim documents and a final document that is clear, concise and as approved by the Client.

All material to be distributed to the public and key stakeholders is to be approved by Council Officers prior to distribution.

8 Reporting Requirements

The Strategic Outcomes department will be the Client lead and will manage the development of the Bowral Town Centre Master Plan through the Lead Consultant.

Where project or research information is unclear, contentious or in conflict, the Council nominated Project Manager shall provide direction and/or the final decision as to inclusion and/or method of presentation.

All other Client Representatives and units will provide information and input through consultation or through participation in the internal Project Control Group.

END OF VOLUME 1 - SPECIFICATION

9 REPORTS

9.1 Presentation of the Audited Annual Financial Statements for the year ended 30 June 2022

Report Author: Deputy Chief Financial Officer

Authoriser: Director Corporate Strategy and Resourcing

PURPOSE

To present the Audited Annual Financial Statements for the year ended 30 June 2022 and to receive the comments from the Audit Office of NSW.

OFFICER'S RECOMMENDATION

THAT:

- 1. Council adopts the Audited Annual Financial Statements for the year ended 30 June 2022.**
- 2. Council adopts the Independent Auditor's Report for the year ended 30 June 2022.**

REPORT

BACKGROUND

At its meeting held on 21 September 2022, Council resolved to refer the Draft Annual Financial Statements for the year ended 30 June 2022 for audit.

REPORT

The Audit Office of NSW have completed the audit for the year ended 30 June 2022 and have issued their Independent Auditor's Report and Report on the Conduct of the Audit in accordance with Section 417 of the Local Government Act 1993.

The Audited Annual Financial Statements, which include the Independent Auditor's Report and Report on the Conduct of the Audit, are provided as **Attachment 1**.

In accordance with Section 418 of the Local Government Act 1993, Council has given seven (7) days public notice of the date proposed to present the Audited Financial Statements and the Independent Auditor's Report to the public.

In accordance with Section 420 of the Local Government Act 1993, any person may make a submission in writing to Council with respect to the Council's Audited Financial Statements or the Independent Auditor's Report. Submissions will be received until the close of business on 23 November 2022. All submissions received must be forwarded to Council's auditor.

The Annual Financial Statements have been placed on Council's website and printed copies have been available at the Civic Centre and the Bowral Library.

Council's auditor, Mr Michael Kharzoo from the Audit Office of NSW, has accepted an invitation to provide comments on Council's Audited Annual Financial Statements and the Independent Auditor's Report for the year ended 30 June 2022.

Audit Findings

As a part of the audit process, the Audit Office conducted sample tests to validate the figures presented in the financial statements. An industry issue that the Audit Office was focusing on was bringing to account the correct value of land and infrastructure in light of the substantial increases in property prices and inflation. As a part of this validation process, two material adjustments were found that required correction:

- A revaluation increment relating to the increased value of Council land totalling \$47.5 million was required to be adjusted in the financial statements. This write up was a non-cash write up to reflect the movement in land value that has accumulated since land was last revalued three years ago. This increment was conducted via a desktop revaluation conducted by Council Officer using indices from the Valuer General's website. A comprehensive revaluation on Council will be conducted as a part of the 2022/23 financial year. This revaluation increment had no impact on Council's working capital position or Council's financial indicators.
- A revaluation increment relating to the increased value of Council infrastructure assets totalling \$35 million was required to be adjusted in the financial statements. This write up was a non-cash write up to reflect the adjusted methodology in the desktop revaluation requested by the auditors. The initial revaluation (included in the draft financial statements presented to Council in September 2022) was conducted as a comprehensive revaluation rather than a desktop revaluation which saw the equivalent amount of the 2021/22 additions not included in the initial revaluation. After discussion with the Audit Office, it was agreed to revise the methodology to include the revised increment. This revaluation increment had no impact on Council's working capital position or Council's financial indicators.

The total write-up of \$82.5 million in asset revaluations have been included in the attached financial statements.

Another industry issue that the Audit Office were focusing on this financial year was the inclusion of Rural Fire Service Assets on Council's balance sheets. The Auditor General notified Councils earlier this year that disclosing Rural Fire Service assets was a requirement to ensure financial reports were not qualified. In reviewing Council's financial reports, the Audit Office found that Council had correctly included the Rural Fire Service Assets on the balance sheet in line with the Code of Accounting Practice and Accounting Standards. The impact of these assets to Council's financial performance is \$670K of annual depreciation for Rural Fire Services. Other costs accounted for relating to the Rural Fire Services are an annual statutory contribution of \$1M and other operating costs of \$360K offset by a \$300K operating grant.

COMMUNICATION AND CONSULTATION

Community Engagement

The presentation of the Audited Annual Financial Statements to the public was advertised in The Southern Highland News on 9 November 2022.

Internal Communication and Consultation

Executive

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

Audit, Risk and Improvement Committee

External Communication and Consultation

In accordance with Section 420 of the Local Government Act 1993, any person may make a submission in writing to Council with respect to the Council's Audited Financial Statements or the Auditor's Reports.

Submissions will be received until the close of business on 23 November 2022.

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 stated in the Independent Audit Report prepared by the Audit Office of NSW, Council's accounting records have been kept in accordance with the requirements of the Local Government Act 1993, Chapter 13 Part 3 Division 2.

COUNCIL BUDGET IMPLICATIONS

It is noted that Council's final working capital position is \$6.48 million, \$1.48 million above the adopted benchmark of \$5million. Council exceeded all its financial and infrastructure related performance indicators for the 21/22 financial year as captured in the financial reports.

RELATED COUNCIL POLICY

Financial Reserves Policy

CONCLUSION

It is recommended that Council receive and adopt the Audited Annual Financial Statements for the year ended 30 June 2022 and that Council's Auditor Mr Michael Kharzoo be thanked for his comments.

ATTACHMENTS

Under Separate Cover

1. Annual Financial Statements 2022 [9.1.1 - 107 pages]

9.2 Annual Report 2021/22

Report Author: **Manager Governance and Corporate Performance**
Authoriser: Director Corporate Strategy and Resourcing

PURPOSE

This report tables Council's Annual Report for the 2021/22 financial year.

OFFICER'S RECOMMENDATION

THAT Council endorse the Annual Report for the Financial year 2021/22 as tabled.

REPORT

BACKGROUND

In accordance with section 428 of the *Local Government Act 1993* (the Act) councils must prepare an Annual Report within five (5) months of the end of the financial year. The Annual report outlines achievements in implementing its Delivery Program through that year's Operational Plan. The Act and *Local Government (General) Regulation 2021* (Regulation) also specify statutory information that must be included in the Annual Report. The Annual Report provides the community with an understanding of how Council has been performing as a business entity and a community leader.

REPORT

Council's Annual Report for the 2021/22 financial has been prepared in accordance with section 428 of the Act, section 217 (1) of the Regulation and the Office of Local Government's Integrated Planning and Reporting Guidelines and Annual Report Checklist.

Council's audited financial statements are included in a separate report.

Following the tabling of the Annual Report, it will be published on Council's website following the Council meeting and submitted to the Office of Local Government by the 30 November deadline.

COMMUNICATION AND CONSULTATION

Community Engagement

N/A

Internal Communication and Consultation

All branches of Council were involved in the preparation of the Annual Report.

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

has been prepared in accordance with section 428 of the Act, section 217 (1) of the Regulations and the Office of Local Government's Integrated Planning and Reporting Guidelines and Annual Report Checklist.

COUNCIL BUDGET IMPLICATIONS

Nil

RELATED COUNCIL POLICY

Nil

CONCLUSION

The Annual Report for the 2021/22 financial year has been prepared in accordance with statutory requirements and will be tabled at the Council meeting.

ATTACHMENTS

Nil

9.3 Quarterly Delivery Program and Budget Review as at 30 September 2022

Report Author: Corporate Strategy and Governance Officer

Authoriser: Director Corporate Strategy and Resourcing

PURPOSE

The purpose of this report is to provide an overview of Council's progress towards delivering its Delivery Program and Operational Plan 2022/23 for the period 1 July 2022 to 30 September 2022.

The report also provides the projections of Council's financial position for the period ending 30 September 2022. The report also seeks approval to the proposed adjustments to the 2022/23 Budget attached to this report. The Quarterly Review of the Budget is reported to Council at the end of each quarter in accordance with Section 203 of the Local Government (General) Regulation 2021.

OFFICER'S RECOMMENDATION

THAT

- 1. The Quarterly Progress Report on the Delivery Program and Operational Plan for the period ended September 2022 in Attachment 1 be noted.**
- 2. Council allocates \$1.256 million of surplus working capital to the Animal Shelter and SES project.**
- 3. Council endorses the funding strategy for the Animal Shelter and SES project and incorporate \$1.901 million of loan funds into the draft 2023/24 Operational Plan.**
- 4. Council notes the outcomes of the Banking Service quotation.**
- 5. Council endorses the amendment to the funding agreement with Destination Sydney and Surrounds to include the development of the Southern Highlands Horse Week Event.**
- 6. Council approves the budget adjustments and the projected financial position as of 30 September 2022 outlined in Attachment 2.**

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.

The Operational Plan 2022/23 contains 180 projects, programs, and activities (referred to as annual deliverables) covering the five key themes outlined in the Community Strategic Plan, *Wingecarribee 2031*. The Operational Plan 2022/23 demonstrates how Council will meet its commitments in the Delivery Program 2017-2021 during the financial year.

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At its Extraordinary meeting of 29 June 2022, Council adopted the 2022/23 Operational Plan and Budget. This report presents an update on the deliverables outlined in the 2022/23 Operational Plan and the recommended budget adjustments for the first quarter of this financial year.

REPORT

The Quarterly Progress Report on the Delivery Program and Operational Plan 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*.
- Council's key achievements regarding the Operational Plan, areas that require future attention and programs and projects that have been placed on hold during the reporting period.

At the end of September 2022, 170 annual deliverables were on track, nine (9) were on hold, one (1) was delayed, and none were considered critical. Further details are outlined in **Attachment 1**.

A summary of progress for the September 2022 quarter is outlined below.

Table 1: Annual Deliverables Progress Status

Progress Status					
W2031+ Theme	Delayed	On-hold	Critical	Needs Attention	On-Track
Leadership	-	7.8%	-	-	92.2%
People	-	10.3%	-	-	89.7%
Places	-	2.1%	-	-	97.9%
Environment	-	3.2%	-	-	96.8%
Economy	4.8%	-	-	-	95.2%
Total for all annual deliverables	0.6%	5%	-	-	94.4%

Some the key deliverables achieved during this quarter include: -

- Expansion works began at the Moss Vale War Memorial Aquatic Centre Health Club
- Commencement of watermain renewal work in Bowral CBD
- Commenced bridge replacement works in Wildes Meadow and Mittagong
- A successful Tulip Time was held in from 16 September to 3 October 2022
- Renewal of wastewater network beneath Corbett Gardens
- 'Fun DA Mental' youth led creative arts project commenced during this period
- Council hosted the 2022 NAIDOC Flag Raising ceremony and opening of the NAIDOC art exhibition in the Atrium Gallery of the Civic Centre

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- Council was successful in securing event funding of \$287,582 through the Reconnecting Regional NSW Community Event Program to hold a large-scale community event that aims to reconnect communities and facilitate economic recovery in the local area
- A new Procurement Policy was adopted to ensure that Council continues to comply with its legislative requirements including the Modern Slavery Act 2018.
- Finalising the draft Environment and Climate Change Action Plan
- Commenced development of Waste and Resource Management Strategy.

This report also brings to account a range of necessary income and expenditure adjustments arising from proposed changes during the quarter. As inflation and interest rates have increased during the past months, Council interest projections have been revised to incorporate these factors. The revised interest projections are to increase by \$4,382,000 to a total of \$5,400,000 with the breakdown by fund as follows:

- General Fund - \$1,082,000
- Developer Contribution Fund - \$1,426,000
- Sewer Fund - \$997,000
- Water Fund - \$877,000

Other adjustments include an \$850,000 increase to the Bowral Memorial Hall project as resolved by Council in September 2022.

Council's compliance with reporting obligations in accordance with the Quarterly Budget Review Statement Guidelines (issued by the Office of Local Government) is certified in **Attachment 2**.

Complete details (include commentary) of all adjustments have been included in **Attachment 2**.

UNRESTRICTED WORKING CAPITAL POSITION

In line with Council's audited financial statements, Council's unrestricted working capital position as of 30 June 2022 is \$6.48 million, \$1.48 million above the adopted benchmark of \$5 million. The forecast working capital position for 30 June 2023 can be summarised as follows:

Description	Working Capital (\$M)
Opening Balance (As per closing balance from the audited 2021/22 financial statements)	\$6.480
Original Budget Surplus	\$0.393
September 2022 QBRS (Quarterly Budget Review Statement)	\$0.083
Forecast Working Capital (without SES allocation)	\$6.956

The forecast unrestricted working capital position for 30 June 2023 is \$6.956 million.

In adopting the August 2022 Investment Report (at the September 2022 Council meeting), the following was resolved:

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As part of the next quarterly budget review, a list of prioritised projects that can be delivered in this financial year, that may be funded from the additional working capital be provided for consideration

It is proposed that \$1.256 million of the surplus be allocated to the Animal Shelter and SES project. Although the project will not be completed during the 2022/23 financial year, the project is a priority that should be considered in order for the full scope of works to be completed.

This subsequent list (below) is a list of projects resolved by Council but not currently factored into Council's LTFP but will be included as a part of the draft 2023/24 budget build process. These projects are multiyear projects and will not be completed this financial year. These projects have been listed for reference and are high level estimates that will be revised when detailed scoping is completed:

- Technology 1 implementation – Estimated \$3.34 million
- STP Upgrades for Moss Vale and Mittagong (shortfall) – Estimated \$35 million+
- Welby Tip Site Remediation – Estimated at \$17.3 million
- Admin Centre Back of House Refurb – Estimated at \$4 million+

These projects will need to be considered amongst other priorities when developing the 2023/24 Operational Plan.

After considering all the adjustments (including the \$1.256 million to the Animal Shelter and SES project), it is proposed to maintain a projected working capital position of \$5.75 million to provide any further cost escalations experienced during the 2022/23 financial year.

BANKING SERVICES UPDATE

In August, a quotation for Banking and Payment Service (RFQ-Q-2022-43) was advertised as a five-year contract with option to extend twice for one year. It is noted that Banking Services are exempt from tendering provisions as prescribed by Section 55(1)(f) of the Local Government Act 1993. A high value request for quotation was undertaken in accordance with internal processes to ensure a competitive process was enacted and value for money was provided.

Due to the complexity of the nature of services, Whitmore Consulting Pty Ltd was engaged as a subject matter expert to provide industry consultancy services to assist with the development, management of the quotation and provide guidance during the quotation process. The evaluation panel consisted of the following:

- Chief Financial Officer (Chair)
- Chief Information Officer (Panel Evaluation Member)
- Deputy Chief Financial Officer (Panel Evaluation Member)
- Procurement Officer (Probity)

Two submissions were received and after the evaluation were conducted, the panel unanimously scored the Commonwealth Bank of Australia (CBA) as the preferred vendor as the most capable to provide services and providing Council with the most value for money.

- CBA offers a great range of services and the ability to integrate with the platforms currently in place at Council. This will provide a solid platform for Council to expedite with further digital payments methods.
- CBA were well advanced on the innovation front. Leadership in the introduction of innovative services often cycles from one bank to another, however CBA have consistently been at the front of the pack for a number of years now. This will allow for enhanced customer experience once the digital payments have been incorporated.

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- The CBA service offer includes a specialised Local Government Relationship Team to provide quality support to Council and customers.

The contract was executed in early November and Council officers have been liaising with the CBA to commence a transition plan from Council's existing service provider, the National Australia Bank.

ANIMAL SHELTER AND SES BUILDING FUNDING STRATEGY UPDATE

As presented to the October 2022 Council meeting, the Animal Shelter and SES Building project is progressing to a point where a tender will be ready to be advertised shortly. The total estimated cost of the project is \$8.6m including construction and project management costs for both buildings. The proposed funding for the project is as follows:

- Current Budget Allocation - \$3.643 million
- SES Grant - \$1.5 million
- SES Bequest - \$0.3 million

The total funding shortfall for the project is \$3.157 million. In order for the Office of Local Government Capital Expenditure Review to be completed and submitted, a funding source is required to be identified.

After reviewing the potential funding sources and deferral of the capital expenditure program, the following is recommended:

- \$1.256 million be allocated from surplus working capital
- \$1.901 million be funded from loan funds to be drawn down in 23/24 financial year.

The loan funds will need to be repaid by a reduction in future capital works programs or savings identified in Operating Budget from 2024/25 onwards.

Upon resolving the funding allocation, it is proposed that the request for tender will be issued in the new year, after the Capital Expenditure Review is submitted to the Office of Local Government.

AGRI-BUSINESS AND EQUINE AMENDMENT TO GRANT AGREEMENT

As a part of the response to the recovery of the 2019/20 bushfires, Council was allocated \$250,000 from the State Government as a part of the Bushfire Community Resilience and Economic Recovery Fund – Phase 1. At the time, Council allocated \$100,000 of the \$250,000 for a development of a plan for agribusiness and equine industry in partnership with Destination Sydney and Surrounds.

Subsequent to this, at the May 2021 Extraordinary Council meeting, the Interim Administrator noted in the Interim Administrators minute relating to the allocation of funds:

It is my view that this project was inappropriately funded using bushfire recovery funding and as such should instead be funded by Council's General Fund. A request will be made to the State Government to utilise the \$100,000 for genuine bushfire related projects and programs and I will personally talk with villages and RFS Local Captains in this regard.

The following projects were resolved at the June 2021 Extraordinary Council meeting to be completed to satisfy the Council resolution from the May 2021 Extraordinary Council meeting:

- Bundanoon – Glow Worm Glen reconstruction of pedestrian bridges; \$12,000
- Wingello – Bill O'Riley Park furniture; \$20,000

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- Penrose, Penrose Park equipment; \$18,000
- Balmoral Village Hall external lights; \$10,000
- Hill Top entry signs; \$5,200
- Balmoral entry signs; \$12,000
- Wombeyan Caves signage, guideposts, and reflectors along Wombeyan Caves Road – noting there is a substantial Commonwealth Grant for major works; \$17,800
- Balmoral Village Hall sanding and polishing; \$5,000

The \$100K was issued to Destination Sydney and Surrounds (under a funding agreement) for the development of a plan for agribusiness and equine industry. This project is now completed, and under budget. Destination Sydney and Surrounds have advised Council the unspent funds attributable to Council's component is \$14,289 and have requested that the funds be reallocated to support the development of the Southern Highlands Horse Week Event as a legacy event for the project. In order for the funds to be reallocated, the existing funding agreement would need to be amended to include this event. There will be no financial implications if the funding agreements is amended.

It is recommended to amend the funding agreement to include the development of the Southern Highlands Horse Week Event.

COMMUNICATION AND CONSULTATION

Community Engagement

Nil

Internal Communication and Consultation

Progress updates were provided by Coordinators and Managers

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.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

Governance

This report seeks to enhance transparency and accountability by providing an overview of Council's progress towards the commitments set out in the Delivery Program Progress Report and Operational Plan 2022/23.

COUNCIL BUDGET IMPLICATIONS

The budget adjustments listed in **Attachment 2** presents the budget movements for the period ending 30 September 2022 as a part of this quarterly review. The working capital position has been outlined in the report and forecast to be \$5.75 million.

RELATED COUNCIL POLICY

Nil

CONCLUSION

This report provides an overview of Council's progress towards achieving the deliverable in in the 2022/23 Operational Plan. It demonstrates that Council is progressing towards achieving the annual deliverables set out within the Operational Plan. After all adjustments have been considered, Council's projected budget result for the 2022/23 financial year remains positive with a working capital position greater than \$5M. The financials are presented in a format compliant with the formats prescribed by the Office of Local Government.

ATTACHMENTS

1. Quarterly Progress Report to end September 2022 [9.3.1 - 92 pages]
2. Quarterly Budget Review - September 2022 [9.3.2 - 48 pages]



Delivery Program Progress Report **1 July 2022 to 30 September 2022**

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SHIRE COUNCIL



Delivery Program Progress Report – Summary

The following section provides an overview of Council’s progress towards delivering its Delivery Program and Operational Plan 2022-23. The Operational Plan contains 180 projects, programs and activities (annual deliverables) across the five key themes from the Wingecarribee 2031 Community Strategic Plan. Table 1, below, outlines how Council is tracking at the end of the 1 July 2022 to 30 September 2022 reporting period (three-month period) to achieve the annual deliverables for each theme.

At the end of September 2022, 170 annual deliverables were on track, nine (9) were on hold, one (1) was delayed, and none were considered critical. 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)

Table 1: Annual Deliverables Progress Status

Progress Status					
W2031+ Theme	Delayed	On-hold	Critical	Needs Attention	On-Track
Leadership	-	7.8%	-	-	92.2%
People	-	10.3%	-	-	89.7%
Places	-	2.1%	-	-	97.9%
Environment	-	3.2%	-	-	96.8%
Economy	4.8%	-	-	-	95.2%
Total for all annual deliverables	0.6%	5%	-	-	94.4%



Highlights





July 2022	August 2022	September 2022
<ul style="list-style-type: none"> • Upgrade works begin on Moss Vale Aquatic Centre • Watermain renewal works in Bowral CBD • Flood recovery support 	<ul style="list-style-type: none"> • Bridge replacement works underway in Wildes Meadow and Mittagong • Old South Rd tenders called for lead construction contractor 	<ul style="list-style-type: none"> • TulipTime • Renewal of wastewater network beneath Corbett Gardens • Environment & Climate Change Strategy in development



**AGENDA OF THE ORDINARY MEETING OF COUNCIL
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Delivery Program	Operational Plan	Status	Comments	Responsible
DP001 - Develop and implement an elected member professional development program	OP001 - Coordinate an induction and professional development program for Councillors		<p>Following a Public Inquiry, on 14 July 2022, the Minister for Local Government, The Hon Wendy Tuckerman, announced that she has accepted the key recommendations from the Commissioners report.</p> <p>Wingecarribee Shire Council will remain in Administration until the next NSW local government elections in September 2024.</p>	<p>Manager Governance and Corporate Performance</p> <p>Governance and Legal</p>
DP002 - Strengthen Council's Integrated Planning and Reporting and Governance Frameworks	OP002 - Review and develop Council policies to ensure they are relevant and address emerging issues		<p>The following policies were placed on public exhibition during the reporting period:</p> <ul style="list-style-type: none"> • Grants, Donations and Sponsorships • Procurement • Stormwater Management • Cash Investment <p>During the reporting period the Procurement Policy, Cash Investment Policy and Permanent Road Closure and Road Lease Policy were adopted by Council.</p> <p>During the reporting period Council officers also developed a number of policies, including the Former Employees Dealing with Council Policy and Assessment of Development Applications Involving Conflict of Interest Policy. These policies will be placed on public exhibition in the second quarter of 2022/23.</p>	<p>Manager Governance and Corporate Performance</p> <p>Governance and Legal</p>

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
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Delivery Program	Operational Plan	Status	Comments	Responsible
DP002 - Strengthen Council's Integrated Planning and Reporting and Governance Frameworks	OP003 - Implement Audit Risk and Improvement Committee actions		An Audit, Risk and Improvement Committee meeting was held on 8 September 2022 and the unconfirmed minutes of this meeting were reported to the October Council meeting.	Manager Governance and Corporate Performance Governance and Legal
DP002 - Strengthen Council's Integrated Planning and Reporting and Governance Frameworks	OP004 - Continue to implement and embed Council's Fraud and Corruption Control Framework and associated actions		In conjunction with Council's Professional Conduct Coordinator a program of improvements are being developed including a review of existing policies and procedures. Fraud and Corruption training for managers is scheduled for November 2022.	Manager Governance and Corporate Performance Governance and Legal
DP002 - Strengthen Council's Integrated Planning and Reporting and Governance Frameworks	OP005 - Coordinate the review of Council's Integrated Planning and Reporting documents		Following the announcement In July 2022 that Council will remain in Administration until September 2024, Council staff commenced planning for the review of its Community Engagement Strategy and Community Strategic Plan which were last adopted in June 2017. Focus groups and a youth survey are planned October 2022 to inform the review of these documents.	Manager Governance and Corporate Performance Corporate Strategy
DP002 - Strengthen Council's Integrated Planning and Reporting and Governance Frameworks	OP006 - Undertake biennial community research		Council biennial Community Satisfaction Survey is scheduled to commence in October 2022.	Manager Governance and Corporate Performance




**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 16 NOVEMBER 2022**



Delivery Program	Operational Plan	Status	Comments	Responsible
DP002 - Strengthen Council's Integrated Planning and Reporting and Governance Frameworks	OP007 - Manage access to information and Privacy Processes		<p>Nine valid formal access applications under the Government Information (Public Access) Act 2009 (GIPA Act) were received by Council during the quarter. This volume was an increase on the number of valid access applications received during the previous quarter, which totalled seven valid applications. Of the nine valid access applications that were received during the reporting period, six applications were finalised as at 30 September 2022 while three remained in progress. Four access applications which remained outstanding at the conclusion of the previous reporting period were finalised within the current reporting period. All applications finalised within the reporting period were decided within statutory timeframes or within a timeframe agreed between Council and the applicant. One external review was finalised by the Information and Privacy Commission NSW.</p> <p>208 requests for access to information were lodged with Council under either the mandatory proactive or informal release provisions of the GIPA Act. This represented an increase of 57 from the previous quarter.</p> <p>No applications were received from members of the public seeking access to their own personal information under the Privacy and Personal Information Protection Act 1998 (PPIPA) within the reporting period. Council continued to deal with requests from third parties (such as other government agencies) for access to personal information held by Council.</p>	<p>Manager Governance and Corporate Performance Governance and Legal</p>



**AGENDA OF THE ORDINARY MEETING OF COUNCIL
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Delivery Program	Operational Plan	Status	Comments	Responsible
			All such requests were dealt with in accordance with the PPIPA, the Privacy Code of Practice for Local Government and Council's Privacy Management Plan.	
DP002 - Strengthen Council's Integrated Planning and Reporting and Governance Frameworks	OP008 - Coordinate Council's preparations in the lead up to the 2022 Local Government Election		Following a Public Inquiry, on 14 July 2022, the Minister for Local Government, The Hon Wendy Tuckerman, announced that she has accepted the key recommendations from the Commissioners report. Wingecarribee Shire Council will remain in Administration until the next NSW local government elections in September 2024.	Manager Governance and Corporate Performance Governance and Legal
DP002 - Strengthen Council's Integrated Planning and Reporting and Governance Frameworks	OP009 - Implement the recommendations of the governance and statutory obligations review		Of the 52 recommendations, 48 are in progress or have been completed. The four remaining recommendations will be addressed by the implementation of an IT system which will assist in the management of delegations. The implementation of the delegations system commenced during this reporting period and anticipated to be completed by December 2022.	Manager Governance and Corporate Performance Governance and Legal
DP002 - Strengthen Council's Integrated Planning and Reporting and Governance Frameworks	OP010 - Review Council's Business Continuity Plan with specific regard to natural disasters and pandemic events		Council officers are working on updating the BCP plans to reflect the new structure and roles within the Integrated Risk Management team. The BCP documents and contact directory will be finalised following the completion of the organisational restructure. BCP Sub-plans were updated in August 2021 during the Pandemic to reflect organisational arrangements for COVID-19 and natural disasters to ensure Council can manage	Manager Governance and Corporate Performance Governance and Legal



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Delivery Program	Operational Plan	Status	Comments	Responsible
			interruptions attributed to these kind of events.	
DP003 - Improve Community understanding and awareness of Council decisions	OP011 - Ensure the community is aware of Council initiatives using a variety of information channels, such as social media, media releases, newsletters and the Council website		<p>During the reportable period the team issued 29 media releases to a range of media, community, service, transport and first-responder organisations. These media releases and alerts were also posted on Council's dedicated online digital Media Centre at <i>media.wsc.nsw.gov.au</i> and posted to Council's corporate Twitter account.</p> <p>Likewise, 108 Facebook posts were issued and shared 514 times with 2,813 Link Clicks. This resulted in an average reach of 3,384 for the three-month period. This helped lift Council's total number of Facebook followers to 9,395 as of 30 September 2022. Over the same period 33 Tweets were issued resulting in a total of 6 new followers.</p> <p>14 e-newsletters were also produced and distributed by the Media and Communications Team during this period. These e-newsletters joined other regular electronic newsletters issued from various Council departments including the Community Engagement, Environment, Tourism and Arts and Culture teams.</p>	<p>Manager Governance and Corporate Performance</p> <p>Corporate Relations</p>
DP004 - Develop and maintain an engaged and safe workforce	OP012 - Implement Work Health and Safety initiatives to reduce workplace injuries		<p>Council officers are working on multiple WHS initiatives. This includes:</p> <p>Enforceable Undertaking (EU) is the major focus with four (4) projects including:</p>	<p>Manager Governance and Corporate Performance</p> <p>Employee Services</p>

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Delivery Program	Operational Plan	Status	Comments	Responsible
			<ol style="list-style-type: none"> 1. Automated Induction Program 2. Contractor Management Program 3. WHS Cultural Improvement Program 4. Community Safety Awareness as part of National Safe Work Month <p>The annual StateCover self-audit is another initiatives which focuses on reviewing the WHS performance, including benchmarking against Council's previous performance and against other NSW councils.</p> <p>The Health & Safety Committee (HSC) continues to meet bi-monthly (once every two months) from February to December on the second Tuesday of the corresponding month. It is the peak forum consultation on the management of health and safety issues across Council.</p>	
DP005 - Manage Council's WHS risk management profile to ensure risks are mitigated	OP013 - Implement an Integrated Risk Management Framework		<p>Council continues to transition to an Integrated Risk Management Framework to manage risk.</p> <p>A roadmap is being prepared to address:</p> <ul style="list-style-type: none"> • current gaps in Council's risk management systems • actions required to address identified gaps 	<p>Manager Governance and Corporate Performance</p> <p>Employee Services</p>
DP006 - Develop and maintain Council's Organisational	OP014 - Enhance employee performance management practices		<p>A revised Performance Feedback Development program has been developed and in the process of implementation. The revised program provides opportunity for employee and</p>	<p>Executive Manager People and Culture</p>

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Delivery Program	Operational Plan	Status	Comments	Responsible
Development program			manager feedback with a new and improved process including a Performance Feedback Development Panel to ensure consistency and equity in the process and make determinations in respect to salary step increases.	Employee Services
DP006 - Develop and maintain Council's Organisational Development program	OP015 - Improve human resources recruitment and retention processes, policies and practices, ensuring compliance with legislation and organisational needs		Improved advertising to target specific labour market via various media platforms has been implemented and will continue to be refined. A new recruitment and onboarding software program as part of Council's overall IT and Digital Strategy will be implemented next quarter. As part of creating a safe and healthy workplace health and wellbeing initiatives continue to be developed and implemented. This quarter involved communication and promotion of the Employee Blood Donation Program.	Executive Manager People and Culture Employee Services
DP006 - Develop and maintain Council's Organisational Development program	OP016 - Undertake a program of staff engagement and organisational culture surveys		Staff recognition and engagement strategies continue including: 'caught you being awesome' awards, staff service awards, wellbeing working group, fund raising morning teas, participation in September, quarterly all staff meetings and regular communications via all staff emails and the intranet. The People at Work survey is being conducted in September 2022 the results will inform the development of further engagement strategies to promote a happy, positive and productive work place as part of the overall Reinvigoration Program.	Executive Manager People and Culture Employee Services



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Delivery Program	Operational Plan	Status	Comments	Responsible
DP006 - Develop and maintain Council's Organisational Development program	OP017 - Implement the recommendations of the human resources review		Several of the recommendations are in progress or have been completed.	Executive Manager People and Culture Employee Services
DP008 - Ensure Council's financial systems, procedures and practices are in line with industry best practice and compliant with applicable legislation	OP018 - Complete Council's Annual Financial Statements within statutory timeframes with no adverse audit findings		At the Council meeting held on 21 September, the draft 2021/22 financial statements were referred to audit. The Audit Office of NSW have commenced their audit and the audited 2021/22 financial statements will be presented to Council on 16 November 2022.	Chief Financial Officer Financial Services
DP008 - Ensure Council's financial systems, procedures and practices are in line with industry best practice and compliant with applicable legislation	OP019 - Implement the recommendations of the review of Council's financial position, resourcing strategy, maintenance of basic infrastructure, depreciation schedules and capacity to deliver projects		A report was presented to Council in July 2022, outlining the Fit for the Future and Special Rate Variation reconciliation against benchmarks. The report recommended Council invest in a number of system improvements to ensure Council's assets and finances are managed in a sustainable manner.	Chief Financial Officer Financial Services
DP008 - Ensure Council's financial systems, procedures and practices	OP020 - Ensure rates, water and sewer accounts are levied and		All rateable assessments were issued in July 2022 with Council rate notices for the 2022/2023 year. All properties were issued in August 2022 with Water & Sewer	Chief Financial Officer Financial Services

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Delivery Program	Operational Plan	Status	Comments	Responsible
are in line with industry best practice and compliant with applicable legislation	issued in accordance with the Local Government Act 1993		notices for the 1st billing period of the 2022/2023 year.	
DP008 - Ensure Council's financial systems, procedures and practices are in line with industry best practice and compliant with applicable legislation	OP021 - Ensure debt recovery activities are consistent with Council's adopted Debt Recovery Policy and Guidelines		Debt recovery action recommenced in the 2021/2022 year after two years of action being put on hold due to COVID and adverse weather events. Rates and Water & Sewer accounts were referred to an external Recovery Agent in July for recovery proceedings to be commenced in accordance with Council's policy. Further debt recovery will continue in the second quarter following the due date of the 1st instalment (for rates) and the first billing period (for water & sewer).	Chief Financial Officer Financial Services
DP008 - Ensure Council's financial systems, procedures and practices are in line with industry best practice and compliant with applicable legislation	OP022 - Undertake a review of all Farmland rating properties to ensure they comply with section 515 of the Local Government Act 1993		Prior to undertaking the review process, a Farmland Policy is being formulated to enable a consistent approach to be followed when assessing eligibility. Preliminary work has been commenced including the review of policies & processes of neighbouring Councils. The policy is expected to be finalised during the second quarter with a view of tabling it to Council either in the second or third quarter. As a part of the review process, the Policy will also be reviewed by a suitably qualified external stakeholders to ensure compliance with the legislation in the likelihood that any decisions are challenged through the Land & Environment	Chief Financial Officer Financial Services


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Delivery Program	Operational Plan	Status	Comments	Responsible
			Court.	
DP008 - Ensure Council's financial systems, procedures and practices are in line with industry best practice and compliant with applicable legislation	OP023 - Council's financial practices for the payment of employees, suppliers, and taxation obligations achieve legislative compliance and required payment terms		Suppliers to Council are paid in accordance with payment terms and conditions. Council's Business Activity Statements have been completed by the 21st of each month in the first quarter of 2022/23. Council's payroll has been processed each fortnight in accordance with the NSW Local Government (State) Award 2020.	Chief Financial Officer Financial Services
DP008 - Ensure Council's financial systems, procedures and practices are in line with industry best practice and compliant with applicable legislation	OP024 - Quarterly review of the Annual Budget is submitted to Council within statutory timeframes		The September Quarterly Budget Review of the 2022/23 financial year will be presented to Council at the ordinary meeting on 16 November 2022.	Chief Financial Officer Financial Services
DP009 - Manage Council's Fleet to ensure that all plant and equipment is appropriately utilised, fit for purpose and cost effective	OP025 - Implement Council's annual plant and light vehicle replacement program in line with operational requirements and within budget		Council's light/operational vehicle replacement program is tracking to schedule. Over half the scheduled plant due to be replaced during the have been ordered earlier than usual due to the lag time of supply in the market. There is a still a lag in delivery of some plant ordered from last financial year that should be delivered in quarter 2.	Chief Financial Officer Financial Services

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Delivery Program	Operational Plan	Status	Comments	Responsible
DP010 - Council's property activities and dealings are undertaken within the community's best interests and within legislative requirements	OP026 - Manage Council's property portfolio in accordance with legislation with the timely reporting of property matters to Council for approval		<p>Council's property portfolio continues to be managed appropriately and in compliance with legislative requirements.</p> <p>The management of the property portfolio includes the timely reporting to Council on property matters for formal approval. The July-September quarter saw the reporting of a number of property matters to Council including:</p> <ul style="list-style-type: none"> • Proposed lease of road reserve - Cnr Kangaloon Road and Hordens Road Bowral. • Renewal of lease agreement Resource Recovery Centre • Lease to Southern Highlands Bridge Club • Acquisition part 24 Greenhills Road Berrima • Proposed Road closure - Meryla Road Bowral • EOI and Lease of Renwick Community Centre • Acquisition of part 25 Shierlaw Road Robertson • Acquisition of part 393 Belmore Falls Road, Robertson • EOI Southern Regional Livestock Exchange (SRLX) • Permanent Road Closure Policy <p>The draft Property Investment Policy and Property Investment Strategy were reported to ARIC during this quarter and will be reported to the Council meeting in November.</p>	Director Corporate Strategy and Resourcing Property Services

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Delivery Program	Operational Plan	Status	Comments	Responsible
DP010 - Council's property activities and dealings are undertaken within the community's best interests and within legislative requirements	OP027 - Ensure effective management of Crown Land in accordance with the Crown Lands Management Act 2016, including the management of Native Title, in line with legislative timeframes		Crown Land and Native Title assessment continues to be undertaken by Council's Property Officers in accordance with the requirements of the Crown Land Management Act, 2016.	Director Corporate Strategy and Resourcing Property Services
DP011 - Procurement activities are undertaken to achieve best value while underpinned by a robust ethical framework which enables local supplier participation	OP028 - Ensure procurement activities are undertaken in accordance with legislative requirements and Council's Policy, Guidelines and Procedures		<p>Procurement are continuing to ensure procurement activities are undertaken in accordance with legislative requirements and Council policy, guidelines and procedures.</p> <p>A review of Council's Procurement Policy was undertaken and a new Procurement Policy was adopted to ensure that Council continues to comply with its legislative requirements including the Modern Slavery Act 2018.</p> <p>The newly adopted Procurement Policy introduces probity controls including the use of independent probity advisors on Council's high value complex procurement activities. A tender process has been established for a panel contract of probity practitioners to commence in the beginning of the third quarter of 2022/23.</p> <p>The new Procurement Policy has also seen the introduction of formal probity training for relevant Council staff.</p>	Chief Financial Officer Financial Services

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			<p>During the first quarter of 2022/23, Council had commenced the procurement process of 22 high value procurement activities which are now at varying stages. Some of these significant activities include:</p> <ul style="list-style-type: none"> • Old South Road Rehabilitation (Probity Advisor engaged) • Technology One SAAS Agreement • Kirkham Street Reconstruction, Moss Vale • Waste Water Reticulation System Pipe Bursting Package • Asphalt Concrete Works - Wilson Drive, Colo Vale 	
DP012 - Develop and implement enhanced asset management practices	OP029 - Review and update the Strategic Asset Management Plan, Asset Management Policy and Asset Improvement Plan		SAMP to be prepared throughout Q2 and Q3. Portfolio AMPs to be prepared as a deliverable of 2023/24.	Manager Assets Asset Planning and Support
DP012 - Develop and implement enhanced asset management practices	OP030 - Capture condition data on infrastructure assets for informed asset management decisions		Network inspection of manholes completed. Sewer flow gauging completed.	Manager Assets Asset Planning and Support



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Delivery Program	Operational Plan	Status	Comments	Responsible
DP012 - Develop and implement enhanced asset management practices	OP031 - Develop Plans of Management for Crown Lands, where Council is deemed to be the Crown Land Manager		Plans of Management in development: - Mt Gibraltar Upcoming Plans of Management: - update of Botanical Gardens - Sportsfields	Manager Assets Asset Planning and Support
DP013 - Develop and implement Business Transformation program	OP032 - Implement the Information and Communications Technology (ICT) Digital Strategy to enable Council to engage effectively with its customers		Council and the ICT department continues to implement the ICT Digital Strategy to ensure Council systems stay up to date and are able to provide the IT resources needed for the organisation to function and operate. Some of the major tasks delivered over the last quarter to help effectively engage with staff include the internal staff intranet, with the Councillor Portal to follow soon. Council has completed the speed upgrades of the wireless network, implemented Wi-Fi connectivity across the shire's offsite locations, and is about to finalise the resilient network upgrade. Council's future plans to shift our servers and storage into the cloud are underway allowing Council to better utilise resources and be more efficient running up in the cloud. Other Digital strategy projects in the pipeline and in progress include the current rolling out of the new printer fleet to replace the aging printers, and we are about to begin implementation of the new Water and Sewer Network with the RFQ being successfully completed. ICT have been effectively engaging and working with the	Chief Information Officer Customer Services

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Delivery Program	Operational Plan	Status	Comments	Responsible
			different departments to successfully implement these projects as part of Council's Digital Strategy moving into the future.	
DP014 - Enhance customer interaction with Council	OP033 - Review and enhance corporate information systems and processes		<p>The Corporate Information Team are working closely with Business Units across Council to improve the usage of the electronic document management system and ensure a better user experience. A new round of ECM training sessions were delivered throughout September to assist with system usage and transition away from dependency on shared network drives for storage of Council's official records.</p> <p>Work is continuing to sentence Council's hard copy records collection in line with the State Records Act 1998 and authorised retention and disposal schedules.</p> <p>Council has released a request for quote for the digitisation of hard copy files to gain a clearer understanding of the costs involved for complete digital transition of its records collection.</p>	Chief Information Officer Corporate Information
DP014 - Enhance customer interaction with Council	OP034 - Implement improved customer contact methods through Councils website		<p>Council has recently launched its Customer Request Management (CRM) system online. This enhanced system allows customers to log requests online, receive updates and track the progress of their request.</p> <p>Council is continuing to review and add more items to the system allowing greater transparency.</p> <p>In addition to the Council has a large program of work under</p>	Chief Information Officer Customer Services

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Delivery Program	Operational Plan	Status	Comments	Responsible
			way to improve the quality of the information on the website as well as offering additional methods for the community to transact with Council.	
DP014 - Enhance customer interaction with Council	OP035 - Implement a digital first approach to customer service to enable customers to transact with Council when convenient		<p>ICT and Council in this quarter have continued its digital first approach to Customer Services. In the last few weeks, Council has launched its new Intranet Portal for staff to use which includes information from across all departments. As part of the intranet launch, we have ensured where possible, all forms are now fillable online which in turns reduces the paper footprint and enables Council to more easily store and digitise the content. The intranet launch complements the WSC Website launch from last year, one catering for the general public, and the other catering for the internal staff.</p> <p>To go hand in hand with the two portals above, Council will soon be working on building the Councillors portal with a similar concept. That will allow the Councillors to access the information they need and when they need.</p> <p>As an addition, to assist in this digital first approach, we are also in progress of building another website for Climate change to allow the external public to access climate change information, get support and get the latest information pertaining to the current climate and climate change.</p>	Chief Information Officer Customer Services

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Delivery Program	Operational Plan	Status	Comments	Responsible
DP014 - Enhance customer interaction with Council	OP036 - Enhance Councils Compliment and Complaint Management Framework		Following the adoption of Council's Feedback and Complaints Policy and Managing Unreasonable Complainants Policy in August 2022, Council officers are planning a program of training for Council staff.	Manager Governance and Corporate Performance Governance and Legal
DP015 - Deliver an Information and Communication Technology service that meets Council's business delivery requirements	OP037 - Provide a robust, resilient, secured and accessible ICT Infrastructure to enable delivery of Council's services		In the last reporting period, ICT completed the long awaited microwave network upgrade across the shire to enable higher speeds across the network. Additionally, Council has been working over the past 2 or so months to reconfigure all the offsite locations to enable the sites to be more resilient and fault tolerant should any network issues arise. To date Council has completed Moss Vale Depot, Mittagong Depot, Tourism and Mittagong library, with the remaining two sites, RRC and Bowral library to be completed imminently. ICT have also begun scoping out cloud options to move all our Virtual Machines and servers to a cloud hosted environment, to allow us to provide services more efficiently to the Council, and also utilise the flexibility and expandability that the cloud hosted environment provides.	Chief Information Officer Information Services
DP016 - Deliver Corporate Systems that meet Council's business delivery requirements	OP038 - Provide the Corporate System software to enable staff to effectively deliver services to the community		One of the major projects in the 22/23 reporting period will be the implementation of our core Corporate Systems to a cloud solution. This is a major exercise and will be undertaken over a few years and will allow Council to take advantage of the latest technologies available. The process will also allow a complete review of our current business processes. Customer Request Management system (CRM) was released	Chief Information Officer Information Services

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Delivery Program	Operational Plan	Status	Comments	Responsible
			<p>on 2nd May 2022. Next phase of CRM was having the community being able to access CRM via our website and lodge their own requests. This was completed on 22nd August 2022. Customers can now log their requests through our website and though it was a “soft launch” the uptake has been good. There will be a second phase undertaken that will enhance the customer experience which will include:</p> <ul style="list-style-type: none"> - Improved mapping capabilities including the ability to drop a pin on the location of the request; - Improvements to the workflow process that will streamline the processing of requests - Implementation of a Works Order System that will integrate seamlessly with CRM and produce work orders against the relevant asset. <p>Scope of upgrade for ESRI (GIS) has been completed and funding has now been approved. The upgrades will place GIS systems on to the current releases and fix “bugs” and increase the functionality especially for work carried out in the field and for us to publish selected maps to the community. Work is expected to commence in November 2022.</p> <p>In the absence of a GIS Supervisor for 12 months now, work continues to keep our GIS information up to date. There have been some minor issues that have been quickly resolved by the team and ensuring that there is constant availability for our internal users who rely on the accuracy of the data we</p>	

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			<p>hold. It is hopeful that the recruitment of a GIS Supervisor will commence in the second quarter of this reporting year and new GIS projects can commence.</p> <p>DocAssembler was successfully implemented and went live in August 2022. DocAssembler replaced InfoCouncil as Councils meeting and agenda software. It has direct integration with our Records Management system (ECM) which allows direct access to all agendas and minutes directly. This will eventually feed to our website directly from ECM, making ECM our “central point of truth” for all documents.</p> <p>Training continues within our Corporate Systems and preliminary discussions have commenced with People & Culture to develop an induction program for our new starters. The program will be targeted to specific areas, but there will be an overall presentation of all Corporate Systems and how they currently relate to each other to all groups.</p> <p>Work continues within our Corporate Systems to keep up with legislative requirements and improvements recommended from our internal users. Work will start to ease off as we look at transitioning our Corporate Systems to the cloud as new processes will be required that will make some of our current functionality obsolete. The planning of this shift is already being undertaken by Councils Business Solutions Implementation manager.</p>	



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Delivery Program	Operational Plan	Status	Comments	Responsible
DP017 - Ensure council services are delivered efficiently and effectively, including an efficiency dividend	OP039 - Revise and implement a service delivery review program that ensures best value for the community with a methodology that includes community and stakeholder input		Due to resourcing constraints, this has not yet commenced.	Manager Governance and Corporate Performance Corporate Strategy
DP017 - Ensure council services are delivered efficiently and effectively, including an efficiency dividend	OP040 - 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		A report will be prepared for the November Ordinary Meeting of Council.	Director Corporate Strategy and Resourcing Office of the General Manager
DP018 - Identify opportunities for regional collaboration	OP041 - Develop and implement a business improvement program		Due to resourcing constraints, this has not yet commenced.	Manager Governance and Corporate Performance Corporate Strategy
DP018 - Identify opportunities for regional collaboration	OP042 - Implement strategies to improve		The number of development applications lodged between July and September 2022 continued to fall to 178 from the peak of 408 in Q1 a year ago. The ratio of applications completed compared to lodged continued to improve to 83%	Manager Development Assessment Development Control

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	development assessment timeframes		<p>and measures are being rolled out to improve processes and expand Councils assessment capacity.</p> <p>A number of strategies have been implemented over the Q1 period that will contribute to improve assessment timeframes. These include:</p> <ul style="list-style-type: none"> • Recruitment and development of a junior planner • Engaging external planning consultants and engineering consultants to assist with assessment • Discussions with NSW Department of Planning and Environment in preparation for Regional Flying Squad Assistance • Legal training on changes to State Planning Policies and the EP&A Regulation • The commencement of the new Director charged with improving assessment and services 	
DP018 - Identify opportunities for regional collaboration	OP043 - Participate in the Canberra Region Joint Organisation and other regional collaborative approaches, where appropriate		<p>The General Manager continues to actively participate in Canberra Region Joint Organisation meetings and other regional opportunities.</p> <p>October 2022 CRJO member meeting will be held at Parliament House and will involve a series of State Ministerial meetings to enable advocacy for the Canberra Region as well as Wingecarribee Shire specific matters.</p>	General Manager Civic Leadership
DP019 - Provide quality, timely and accessible information to the community	OP044 - Implement key initiatives from the Communications Strategy		<p>A formal review of Council's Communications Strategy was undertaken in 2021 with the public exhibition period closing 29 March 2021.</p> <p>An independent review was undertaken in May 2021 on the request of the then Interim Administrator. Recommendations</p>	Director Corporate Strategy and Resourcing Corporate Relations


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			<p>from this review suggested a further review be undertaken with the new Council Executive to ensure it aligns with the strategic directions of the organisation as it moves forward.</p> <p>Part of the scope of this second review was to undertake a further review of the existing Communications and Community Engagement Strategies. This second review was undertaken by KPMG with findings and recommendations released in September 2021 and subsequently adopted by Council on 10 November 2021.</p> <p>Further, on 8 December 2021 the Administrator adopted Council's revised Media and Social Media Policies.</p> <p>In early 2022 the <i>ContentGroup</i> won a subsequent tender to provide specific communications advice relating to the Public Inquiry. The '<i>Listening and Delivering</i>' recommendations from this review continue to be implemented by the Media and Communications Team.</p> <p>Community Focus Groups have been organised to be held in the 4th quarter of the year to review Council's <i>Community Strategic Plan</i> and <i>Community Engagement Strategy</i>.</p> <p>A specialist communications consultant will also be engaged in the final quarter of the year to provide a strategic framework and direction around Council's consolidated communications activities.</p> <p>In lieu of a new strategy, the Media and Communications</p>	

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			Team will continue to explore and implement recommendations from the pre-existing Communications Strategy. Previous initiatives already implemented from this strategy include the roll-out of the Visual and Written Style Guides and introduction of a weekly e-newsletter.	
DP020 - Implement an effective Community Engagement Framework	OP045 - Deliver a diverse Engagement Program to enhance community awareness and participation in decision making		<p>In line with Council's <i>Community Engagement Strategy</i>, careful consideration was given to each project to enhance community awareness and participation in decision making resulting in successful consultation.</p> <p>The online consultation hub at www.yoursaywingecarribee.com.au continues to be a useful tool for residents to share ideas and develop solutions on a number of projects. Feedback was sought via <i>Your Say Wingecarribee</i> regarding the preferred date and name of the upcoming Reconnecting Regional NSW Community Event, along with feedback on the process of hiring Council Halls and Community Centres.</p> <p>Face to face workshops were also held during this reporting period including workshops to Review Low and Medium Density Residential Development Controls.</p> <p>Community Engagement opportunities are advertised via social media, the Weekly Community Update, Council's weekly newsletter, and the corporate website.</p>	<p>Manager Governance and Corporate Performance Corporate Relations</p>



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Delivery Program	Operational Plan	Status	Comments	Responsible
			<p>During this reporting period, Council engaged with the community on a number of projects, plans and proposals including:</p> <ul style="list-style-type: none"> • Draft Conservation Management Plans - Winifred West Park and War Memorial Clock Tower • Draft Procurement Policy • Draft Grants, Donations and Sponsorships Policy • Bundanoon Off Leash Dog Park • Stormwater Management Policy • Possible renaming of Bowral Memorial Hall • Robertson Village Place Plan • Support for fire impacted business in Bowral • Colo Vale Village Improvements - second phase of consultation <p>The following proposals were exhibited for community feedback:</p> <ul style="list-style-type: none"> • Proposed Closure of Council Road Reserve known as Meryla Road, Bowral • Proposed Road Lease - Milton Park Management Pty Ltd • Planning Proposal - Amendment of Clause 7.2 PP-2022-1055 • Planning Proposal to reduce the minimum lot size of land at Villiers Road and Hill Road Moss Vale • Planning Proposal - Re-exhibition Land at Welby 	

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Delivery Program	Operational Plan	Status	Comments	Responsible
			<p>Garden Centre PP-2021-3571</p> <p>The Your Say Wingecarribee website received 8,015 visits during the reporting period. 4,989 of the visitors took action to explore the detail of specific consultations and 1,564 actively participated in the online platform by completing surveys and submission forms, contributing to forum topics or sharing information in mapping tools.</p>	
DP021 - Support Council committees and working groups	OP046 - Implement Council's revised committee framework		<p>At the September meeting Council resolved to establish four (4) strategically focused Community Reference Panels supported by Action and Working Groups:</p> <ul style="list-style-type: none"> • Climate Change and Environment • Community • Sport, Recreation & Leisure • Economy <p>A model Terms of Reference were also adopted at this meeting.</p> <p>It is anticipated that the Community Reference Panel's will commence in early 2023.</p>	<p>Manager Governance and Corporate Performance</p> <p>Governance and Legal</p>
DP022 - Actively build capacity for community participation in leadership	OP047 - Liaise with organisations developing and providing mentoring		<p>Council continues to collaborate with the State funded Business Advisors. The RISE program - a partnership between UoW and Council was delivered in the Shire last quarter which</p>	<p>Executive Manager Strategic Outcomes</p> <p>Economic Development</p>


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including mentoring and support	and support services for local business operators		saw local entrepreneurs undertake a 10 week program culminating in a pitch of their product.	
DP023 - Develop partnerships and networking with community, government and business	OP048 - Establish and implement initiatives for sector partnerships		Council provided a 'conciierge' service for organisers of the Bowral Classic into the many and varied departments of Council. Action recommendations on the Agribusiness, Equine and Produce Hub Roadmap, including initial planning for a stakeholder Appreciation Event. Finalise the Southern Highlands Creative Industries Sector & Practitioner Research report, including media, communications and launch.	Executive Manager Strategic Outcomes Economic Development
DP023 - Develop partnerships and networking with community, government and business	OP049 - Facilitate community led recovery and resilience programs and events across the Shire		<p>The Social Recovery Subcommittee continues to meet monthly, facilitated and chaired by Council. There were two scheduled meetings in this reporting period. The Subcommittee remains actively engaged and provides a continued role in advocating for the needs of residents impacted by natural disasters.</p> <p>Black Summer Bushfire Recovery (BSBR) grant</p> <p>Council's recruited a Community Resilience Officer for two years to allow Council to continue the work in social recovery and resilience planning.</p> <p>Resilience Blueprint</p> <p>Council officers attended Canberra Region Joint Organisation's co-design workshop in September to provide input in identifying the preferred methods for defining</p>	Manager Governance and Corporate Performance Community Wellbeing


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Delivery Program	Operational Plan	Status	Comments	Responsible
			<p>resilience actions for community.</p> <p>‘Experiencing Nature - Health and Wellbeing Activities’ Project</p> <p>Council, with the support of a St Vincent de Paul Society grant, delivered two health and wellbeing nature experiences during this period that connected community members into their natural environment and with ideas of sustainability and regeneration.</p> <p>New Fire Danger Ratings system</p> <p>New Fire Danger Ratings system were introduced during this period and promoted via Council communication channels so our local residents can take action to protect themselves and others.</p>	
DP023 - Develop partnerships and networking with community, government and business	OP050 - Contribute to and develop key projects and initiatives to support sense of place within the Shires villages		<p>Council continues to meet with the Balmoral Association to gain a clear understanding of the community’s vision of the Balmoral green space. Broader Community Consultation will begin in November 2022.</p> <p>The Wingello Village Association have created a community-led beautification plans for Wingello Village. Various Council departments are working together with the association to see these small scale programs progress. Grant opportunities have also been presented to the community association along with connecting new partnerships with local, not-for-profit organisations to assist in seeing these projects transpire and</p>	<p>Manager Governance and Corporate Performance</p> <p>Community Wellbeing</p>

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			<p>work with community.</p> <p>Hoarding Issues were continually raised by community in this quarter. Council is working on introducing a local service provider to those requesting support and also to educate the wider community on how to support residents regarding hoarding issues. The outcome of this will be reported in the next quarter.</p> <p>This quarter Council staff supported the educational needs of the Southern Villages regarding the Council Local Housing Strategy at a community meeting held in Exeter, this was to introduce the strategy and for community to ask questions resulting in community gaining a sense of place.</p> <p>The continuing wet weather this quarter saw the impact on Village Markets, particularly in Exeter. Community Associations with Council worked together for positive outcomes with wet weather contingency planning to ensure the longevity of these community events.</p>	
DP023 - Develop partnerships and networking with community, government and business	OP051 - Develop strategic partnerships between council, property owners, local businesses and community groups that fosters a sense of community		<p>During this quarter, Council staff worked together with community groups on the Queens Platinum Jubilee Planting 2022 project. Four community associations were successful with the grant. Ideas were shared, assistance made available with new community connections formed throughout the process.</p> <p>Communities were able to express their long term vision and</p>	<p>Manager Governance and Corporate Performance</p> <p>Community Wellbeing</p>


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			<p>recreational needs and Council was able to offer support to Hill Top Community Association for the Stronger Country Regional Grants application.</p> <p>Council met with Hill Top Village Association in July exploring ways in which Council and the Association can work effectively together. The outcome of the meeting was positive with stronger relationships between Council and community formed. Council received a letter of appreciation from Hill Top Community Association thanking Council for the continued interest of working together for community outcomes.</p> <p>An onsite meeting and walk through of Berrima Village was conducted with Council, local residents and members of the Berrima Residents Association . Council staff were able to see first hand the matters raised by the Residents Association, most were discussed onsite and further matters and conversation continue with Council staff and the Berrima Community.</p> <p>Robertson Community meeting was held in this quarter with Council representation discussing community outcomes and strategies for working effectively together. A letter of thanks was received by Council for the attendance at this meeting and the willingness to work together in future.</p> <p>Balmoral Village Association meeting this quarter was to</p>	


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			<p>follow up on matters regarding the village green space which Council staff and the association continue to work positively together towards. Also addressing, funding opportunities for community and Development Application (DA) procedures for events and village hall upgrades.</p> <p>The Southern Villages Group consists of representation of all associations in the Wingecarribee Southern Villages. This quarter Council continue working through complying and exempt events on Bushfire prone land and understanding community needs of simplifying the DA process for community events in these areas.</p>	
DP024 - Advocate for improved health services in the Shire	OP052 - Participate in various community health sector forums to ensure local service delivery is enhanced		<p>Council contributed to the development of an Age and Ageing Clinical Academic Group Partnership Grant Scheme that aims to support collaborative projects targeting Age and Ageing. The project title is <i>Dementia Friends Unite! An Education Program for Communities and Workforces to Better Support People Affected by Dementia</i>. The project seeks to address an unmet need for education about social and environmental design practices for people affected by dementia. The funding application will be submitted in early October. Council will contribute to the partnership through in kind contributions.</p> <p>Council and South West Sydney Mental Health Promotions Team have been discussing opportunity to bring <i>Tackling the Challenge</i> Exhibition to Wingecarribee. This exhibition promotes recovery, resilience and men getting help to</p>	<p>Manager Governance and Corporate Performance Community Wellbeing</p>

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Delivery Program	Operational Plan	Status	Comments	Responsible
			<p>negotiate life's challenges.</p> <p>In response to the Royal Commission into Aged Care Quality and Safety, the Department of Health and Aged Care (DoHAC) announced the Care Finder Program in the 2021 - 2022 Federal Budget. The South West Sydney Primary Health Network launched the Request for Tender for the Care Finder Program during this period. Council supported local services to apply for this to encourage local service delivery is enhanced.</p>	
DP025 - Partner with community-based organisations in provision of services	OP053 - Collaborate with the community sector to secure funds for enhanced service delivery		<p>Wingecarribee Club Grants were distributed during this period. 34 applications were received seeking a total of \$292,482. A total of \$46,000 was distributed to nine local community service organisations. Club Grants Presentation was held at Moss Vale Services Club in August.</p> <p>Council officers provided three letters of support to community organisations seeking to enhance their services in our local area. One of the services has received notification that their application was successful.</p> <p>Council have partnered with Bundanoon Community Association to apply for funding to reduce social isolation for seniors in the Bundanoon community. Waiting on grant outcome.</p>	<p>Manager Governance and Corporate Performance</p> <p>Community Wellbeing</p>

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Delivery Program	Operational Plan	Status	Comments	Responsible
DP026 - Partner with State and community organisations to provide a broad range of health and wellness programs to target specific needs of the community	OP054 - Deliver community services expo and explore opportunities to engage young people		Planning for the Wingecarribee Community Services Expo commenced during this period. The Expo will be held during October as part of Mental Health month.	Manager Governance and Corporate Performance Community Wellbeing
DP027 - Provide access to sport, recreation and leisure services	OP055 - Provide an affordable and accessible swimming pool service, including managing the contract for Moss Vale War Memorial Aquatic Centre		<p>The past quarter has been productive for council pools with Moss Vale War Memorial Aquatic Centre (MVWMAC) continuing to be a great community asset, and the outdoor pools completing preparations, training, and maintenance for the season opening. The following key milestones and highlights occurred during the reporting period:</p> <ul style="list-style-type: none"> MVWMAC Health Club expansion works have progressed well despite the weather and delays in CC approval. A site tour was conducted on 27th October 2022 by the infrastructure services team and the outcome was positive. The works should be completed on time by the end of the year. MVWMAC had 77,448 visitations in the first quarter compared to 28,310 the previous year (closed in 2021 due to COVID-19 restrictions). The Swim School peaked at 950 student enrolments during the quarter and currently has a wait list of over 	Manager Shire Presentation Parks & Recreation

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			<p>100 students. This is consistent across the industry due to a lack of swimming teachers.</p> <ul style="list-style-type: none"> • First Lap Vouchers and Active Kids Vouchers continued to be accepted and implemented within the Swim School. • The Health Club peaked at 685 members with 33 group fitness classes being delivered weekly. • All heating systems were upgraded for the pool hall and swimming pools. The consistent water temperature has been complimented and there has been an increase of users for hydrotherapy or rehabilitation purposes. • The outdoor pools reopened in October and the following occurred in preparation for opening: • Recruitment for the 2022-2023 pool season was challenging due to a shortage of qualified people in the industry. 8 new employees joined the returning 23 staff in the pools team and the onboarding process was much smoother this year than it has been in previous years. • The Bowral pool boiler was repaired and rejuvenated to ensure consistent pool temperatures through the season. All lighting has also been upgraded for both community benefit as well as safety for lifeguards in monitoring water spaces. 	

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			<ul style="list-style-type: none"> Staff training, and induction was conducted for all staff. This included lifeguard refresher training with the Royal Lifesaving Society, CPR updates, and in-house pool attendant and lifeguard induction training. The hiring of the pool by Southern Highlands water polo and the Mittagong Swim Club has not happened this year with both groups choosing to use Frensham pool due to predicted poor weather. Bundanoon pool is set to reopen on the 12th November. 	
DP027 - Provide access to sport, recreation and leisure services	OP056 - Maintain existing sport and recreational facilities to operating service standards		Wet weather has impacted on the maintenance team's ability to deliver service levels, however teams are maintaining open space and parks where possible. When ground conditions dry up, maintenance will return as planned. The team is scheduled, planned and resourced ready to deliver.	Manager Shire Presentation Parks & Recreation
DP027 - Provide access to sport, recreation and leisure services	OP057 - Complete the Community and Recreation Facilities Strategy		CRFS - 80% report to be received in October. Endorsement from Council for the CRFS to be released for public exhibition anticipated for February meeting.	Manager Assets Parks & Recreation
DP027 - Provide access to sport, recreation and leisure services	OP058 - Deliver major capital works program for		Council is undertaking a significant program of works relating to sport, recreation and leisure facilities. Currently the delivery portfolio consists of the following projects provided	Manager Project Delivery

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	sport, recreation and leisure facilities		<p>below with a status update:</p> <p><u>Lackey Park Regional Sporting Hub</u></p> <p>This project is still on hold awaiting the finalisation of the Sport and Recreation strategy document.</p> <p><u>Bong Bong Common</u></p> <p>Detailed design for the overarching project is expected for completion by end of 2022. Following final stakeholder consultation it is anticipated that the consolidated project will go to tender and construction commence by the mid 2023.</p> <p><u>Casburn Park</u></p> <p>Detailed design is currently under way with input from the Project Control Group - consisting of community representatives. Once detailed designs are complete and validated it is forecast that construction works will commence in mid 2023 and take approximately 6 months to complete.</p> <p><u>Hill Top Line Lookout</u></p> <p>The procurement process for a Principal Design Consultant is currently under assessment. The design and community consultation is expected to be concluded by mid 2023.</p> <p><u>Cook Street Mittagong and Church Road Moss Vale Playgrounds</u></p> <p>Following revised designs to better align with funding</p>	Asset Planning & Support

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			allocations, both projects are currently in the procurement process to engage with a constructor. Pending the outcome of the procurement process and in consideration of long lead time equipment it is anticipated that the playgrounds will be completed by July 2023.	
DP028 - Partner with Police, business and Community representatives to implement the Community Safety Plan	OP059 - Commence the review of the Community Safety Plan		This is currently on hold due to resourcing constraints.	Manager Governance and Corporate Performance Community Wellbeing
DP029 - Partner with agencies to ensure emergency management processes and procedures are in place	OP060 - Coordinate the Wingecarribee Shire Emergency Management Committee		The third LEMC Meeting was held on 28 September 2022 along with the Rescue Committee. Council continues to provide support to the Wingecarribee Shire EMC.	Manager Governance and Corporate Performance Emergency Management
DP030 - Implement public health and safety regulatory programs	OP061 - Manage bushfire risk in bushfire prone land under Council's care and control		All Asset Protection Zone proposed work has been entered into Guardian for approval of funding. During Q1 work commenced on requesting quotes and engaging contractors to commence work in priority APZs. The weather during the past months has prevented planned hazard reduction burn at Greylayde's Lane on Mount Gibraltar Heritage Reserve from going ahead this spring. Council continued to prepare with the RFS who have advised	Manager Environment and Sustainability Natural Area Management

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			that grass fires could be a risk this bushfire season. A consultant has been engaged to review and update Council's Bush Fire Prone Land Map.	
DP030 - Implement public health and safety regulatory programs	OP062 - Conduct bushfire community awareness programs		Council supported and maintained regular communication the NSW RFS as the lead agency for bushfire awareness programs. The Council website and physical resources were maintained and made available to assist with information.	Manager Environment and Sustainability Natural Area Management
DP030 - Implement public health and safety regulatory programs	OP063 - Undertake public health and safety inspections to ensure compliance with regulations and implement programs to raise industry awareness of food safety		63 primary food premises inspections were undertaken across the Shire in Q1, to ensure community health and standards for food and beverage places are maintained. Two-thirds (67%) of all food premises received a 4 or 5-star rating. Nine premises received a 3-star and ten scored below the minimal requirements for a 3-star rating. Instruction and advice was provided to business owners to improve practices, preparation and storage.	Manager Certification and Compliance Regulatory Compliance
DP031 - Assess the changing profile of the Shire and prioritise services accordingly	OP064 - Continue to implement the Community Wellbeing Service Review		Final implementation of the remaining recommendations from the Community Wellbeing Service Review is on hold awaiting finalisation of the organisational restructure.	Manager Governance and Corporate Performance Community Wellbeing
DP032 - Provide children services to support family life	OP065 - Implement recommendations of the Children's Services review		The Children's Services Review has not yet been finalised, it is anticipate that this will be reported to Council in early 2023. In the interim the Children's Services continue to operate as per normal.	Manager Governance and Corporate Performance Children's Services

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			<p>Wingecarribee Out of School Hours (WOOSH) Program</p> <p>The program is operating at its licensed capacity of 45 children per session for After School Care. There are a number of children on the wait list. The Before School is growing in popularity with numbers exceeding 25 children on some days. Vacation Care has been a very popular with a lack of Vacation Care Services across the Shire and with the introduction of the Before and After School Care Vouchers initiated by the NSW State Government, providing up to \$500 worth of free care. Unfortunately, due to resourcing constraints the Vacation Care programs in July and September were capped at 30 children.</p> <p>Family Day Care (FDC)</p> <p>All contracted FDC Educators are operating at capacity with a wait list of 118 children. The Service is in the process of finalising a new educator registration in the Moss vale area with expected commencement in October. This will bring our Educator numbers to seven (7) servicing, Robertson, Wingello, Moss Vale, Bowral and Mittagong.</p> <p>Play session at the Coordination Unit has been re initiated monthly, after a relaxation of COVID requirements. Children and Educators coming together as a larger group, facilitating networking between the Educators and Staff and engagement of the children with others enrolled in the Service.</p>	



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Delivery Program	Operational Plan	Status	Comments	Responsible
DP033 - Support agencies to implement community programs and initiatives	OP066 - Provide financial assistance to community projects through the Wingecarribee Community Assistance Scheme		The Wingecarribee Community Assistance Scheme is currently on hold awaiting the adoption of the Donations, Grants and Sponsorship Policy being developed by Council.	Manager Governance and Corporate Performance Community Wellbeing
DP034 - Provide companion animal services	OP067 - Encourage responsible companion animal management through the application of statutory provisions and local strategies		During Q1 Council provided a high level of companion animal services to the residents of the Shire, responding to complaints and picking up a number of lost animals to take home or to the local animal shelter. In response to community concerns, Council rangers conducted increased pro-active patrols for off leash dogs, both overt and covert. Council also investigated several dog attacks and issued fines and control orders following investigations.	Manager Certification and Compliance Regulatory Compliance
DP035 - Support initiatives which enhance opportunities for learning and skill development	OP068 - Continue to foster a relationship of collaboration and cooperation between Council, TAFE NSW, the University of Wollongong and schools		Ongoing engagement with Careers Advisors Southern Highlands and finalised planning the 2022 Industry Tour. Council continued to promote locally delivered TAFE courses and attended the UoW Vice Chancellor and industry introduction forum. Council also partnered with UoW to deliver the iAccelerate RISE program - marketing and communications, assess applications, prepare for Pitch event, judge Pitch event.	Executive Manager Strategic Outcomes Economic Development

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Delivery Program	Operational Plan	Status	Comments	Responsible
DP035 - Support initiatives which enhance opportunities for learning and skill development	OP069 - Support community-based services to provide a range of opportunities for learning and skill development		<p>'Fun DA Mental' youth led creative arts project commenced during this period. This project will provide a range of learning opportunities for young people over the next six months in leadership and development of creative skills.</p> <p>Local First Nation artists will have the opportunity to learn about the Self Employment Assistance Program and Aboriginal Business Advisory Initiatives. Plans are being developed to deliver these workshops in October.</p>	<p>Manager Governance and Corporate Performance</p> <p>Community Wellbeing</p>
DP036 - Provide a range of services and programs through Council Library service	OP070 - Deliver library services that meet the information, recreation, literacy and participation needs of the community		<p>Statistics this quarter are steadily increasing and above expectations.</p> <p>The Library has met with contractors and stakeholders to discuss new place, street and directional signage for the Bowral and Mittagong Branch Libraries. Signage has been developed that will inform and complement each unique precinct. The Library is waiting on approval to have these new signs installed.</p> <p>The Library's main project for 2022-2023 is the purchase and installation of a new Integrated Library Management System. This system will be purchased using Local Priority Grant Funding through the Public Library Funding Strategy 2022/23. Benefits include greater accessibility for staff and customers with materials processed faster, items located easier and the system being more interactive. The Draft Specifications and Requirements for this new system have been completed by</p>	<p>Chief Information Officer</p> <p>Library Services</p>

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			<p>the project team.</p> <p>The Library has discussed and agreed to an arrangement with the Bowral Youth Refuge where Temporary Memberships would be available for those wanting to access the library and its resources. This will allow access to online materials, Library technology and collections.</p> <p>New computer and technology hardware will be rolled out over the coming months at the Bowral Branch Library. The upgrade includes new wi-fi connection, new staff PC's and a multi-function copier/photocopier for customers. All stakeholders including Council IT and Library contractors have been involved in this process.</p>	
DP036 - Provide a range of services and programs through Council Library service	OP071 - Develop and deliver a range of library programs, events and activities to engage the community		<p>The statistics for library programs and events are above expectations.</p> <p>The July School Holiday Program offered three events for different age groups during this break. This included:</p> <ul style="list-style-type: none"> · Rock Painting (Pet Rocks): 77 children attended the 8 activities at the Bowral (2 activities), Mittagong (2 activities), Moss Vale (2 activities) and the Mobile (2 activities) branch libraries. Commenced with Easter Craft at the Bowral, Moss Vale, Mittagong and Mobile Branch Libraries. · LEGO Challenge (Mittagong Branch Library): 18 children attended the Lego challenge where participants had to follow instructions and designs which were handed out to 	<p>Chief Information Officer</p> <p>Library Services</p>

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			<p>them by the Library staff. The creations were very colourful with many wanting to stay back to add extra features to their model.</p> <ul style="list-style-type: none"> · HSC Seminar with Senior HSC Marker and Head English Teacher Larry Grumley: 5 HSC students attended this talk and although a small group each of the students gave praise and positive feedback about this event. <p>Wingecarribee Public Libraries Book Week Extravaganza 16 August 22 - 2 September 22</p> <ul style="list-style-type: none"> · The first week of the Book Week Extravaganza 15 August 22 - 2 September 22 was very successful with 15 classes (332 children) visiting the Bowral and Mittagong Branch Libraries. Staff from the Moss Vale Library visited the Donkin Street Preschool where they read stories and left craft. · The second week of the Book Week Extravaganza 22 August 22 - 26 August 22 was again very successful with 16 classes (352 children) visiting the Bowral and Mittagong Branch Libraries. Mittagong Library had Pig the Pug and Rodney Rabbit as special guests with Gangsta Granny telling stories at the Moss Vale Library as part of the regular storytime program. · The last week of the Book Week Extravaganza 22 August 22 - 26 August 22 was very busy with 17 classes (375 	

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			<p>children) visiting the Bowral and Mittagong Branch Libraries. 48 classes and 1,059 children visited the library's over these three weeks. Many of these children had returned to become members. The Library even made it onto many school Facebook pages including the Southern Highlands Christian School.</p> <p>The FOWL author talks have proved very popular with over 106 people attending the Rae Cairns (July), Phillipa McGuinness (August) and Rachel Franks (September) events. Future author talks information and bookings can be made through the Wingecarribee Public Libraries website.</p> <p>The Winter Reading Challenge has run for 10 years and is designed to promote literacy, library resources and to encourage children to continue to read over the winter break. The Challenge was a great success with 100 children registering with 66 handing in their completed reading challenge entries. A list of all of the main prize draw winners was placed on the Library website and Facebook page. These prizes are drawn at random and include the main prize of a \$50 book voucher with a further \$20 book voucher for each age division. The program and prizes are proudly supported by the Friends of the Wingecarribee Library (FOWL). Every person who handed in their completed entries received a participation certificate in the mail from the Library.</p>	


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Delivery Program	Operational Plan	Status	Comments	Responsible
			<p>Bendooley Place Camelia Garden</p> <p>The Garden Historical Society launched the new Bendooley Place Camelia Garden on Friday, 12 August 22. Viv May, Lisa Miscamble and representatives from Council’s Outdoor and Library teams were in attendance. The Camelia’s are growing rapidly with many in bloom. Each camelia has an individual sign with unique QR code which will make it easy for the community to find out more information.</p> <p>School Holiday Program September 2022</p> <p>The Library offered two programs in the first week of the September-October 22 school holidays. These were:</p> <ul style="list-style-type: none"> · Garden Gnome plaster painting: 32 children attended the Garden Gnome plaster painting at Bowral, Moss Vale, Mittagong and Mobile Branch Library’s. Great designs and colours were used in creating this craft. · Online Holiday Trivia: 60 children have participated in the Online Holiday Trivia that tested their knowledge on book characters and Harry Potter. There were three age groups 5-7, 8-10 and 11-16-years and the random \$50 Big W gift voucher main prize for each division was drawn with the winners notified by the Library. <p>Condolence Books for Her Majesty The Queen 12-20 September 22</p>	

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			<p>The Library had created Condolence Books for Her Majesty The Queen and were available at Bowral, Moss Vale and Mittagong Branch Libraries 12-20 September 22. The completed books/entries were collected and posted to the Department of the Prime Minister and Cabinet for inclusion in the national register.</p> <p>CTC Be Connected 19 July - 13 September 22</p> <p>The CTC Be Connected programs was a collaboration between the Wingecarribee Public Libraries and CTC (Community Technology Creativity). Each 1:1 IT training session was held in the study room of the Bowral Library with a specialist from CTC. These sessions were available once a month for three months to anyone over the age of 55 with bookings made through the CTC website.</p>	
DP036 - Provide a range of services and programs through Council Library service	OP072 - Manage, preserve and provide access to archives and local history including State Archives held in trust		<p>Statistics for this quarter are steadily increasing in line with expectations.</p> <p>The Local Studies room in the Old Town Hall has experienced multiple leaks during the recent storms. The cause of the leaks is known and will be repaired as part of the Bendooley Precinct upgrade.</p> <p>Local Studies enquiries and use is starting to grow this quarter with the Local Studies Room being reopened and the</p>	Chief Information Officer Library Services

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			availability of specialist staff.	
DP037 - Implement sector plans that address key barriers to participation in community life	OP073 - Continue to implement Youth Strategy including supporting initiatives such as Youth Week and Biennial Youth Forum		<p>Council received a grant under the 30 Days of Happiness Project funded by South East Regional Development NSW. The project relates to youth mental health and increasing mental health awareness in our community. Council used the grant to plan and develop HSC Study Support Sessions to be held in October, in the lead up the Year 12 final exams.</p> <p>Fun DA Mental project commenced during this period with the first meet and greet of the youth led creative arts project. Council have partnered with Highlands Community Centres Youth Hub to work with young people in the design and development of this project which will provide creative arts experiences for young people and leadership opportunities.</p>	<p>Manager Governance and Corporate Performance</p> <p>Community Wellbeing</p>
DP037 - Implement sector plans that address key barriers to participation in community life	OP074 - Continue implementation of Positive Ageing Strategy		<p>During this period, Council has continued to distribute the updated Seniors Directory and made contact with local services supporting older people, including aged care facilities and retirement villages. Building these relationships will assist the older residents to become more aware of and engaged in Council activities.</p> <p>Planning has commenced for Seniors Festival to be held 1 - 12 February 2023. The theme for next year is Celebrating Together.</p>	<p>Manager Governance and Corporate Performance</p> <p>Community Wellbeing</p>

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DP037 - Implement sector plans that address key barriers to participation in community life	OP075 - Support an active Bush Care volunteer program		<p>The Bushcare volunteer program continued in Q1, however working bees have been impacted by wet weather between July and September. Despite these constraints volunteers completed 98 hours of bush regeneration across our bushland reserve network over the past three months.</p> <p>The Shire currently has twelve active Bushcare groups with approximately 150 volunteers. A few groups have been put into temporary recess due to current staff vacancies, however it is hoped that the program will rebuild later in the year and into 2023. The Community Nursery propagated sufficient native plants for the bushcare projects over the period.</p> <p>The Spring 2022 edition of the Bushcare and Citizen Science newsletter, Southern Highlands Nature News, was issued to over 1000 subscribers during Q1 (open rate 59%) with a number of exciting activities for community members to participate in. All editions of this newsletter are available via Council's web site.</p> <p>The Bushcare Team undertook control measures for priority weeds under the Biosecurity Act (2015) in key bushland reserves.</p>	<p>Manager Environment and Sustainability</p> <p>Natural Area Management</p>
DP038 - Develop and implement initiatives that support new residents participating in community life	OP076 - Provide information for new residents that encourages participation in Shire life		<p>Council are exploring having an online Community Directory that local organisations and groups populate with information about their activities and services.</p>	<p>Manager Governance and Corporate Performance</p> <p>Community Wellbeing</p>


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Delivery Program	Operational Plan	Status	Comments	Responsible
DP039 - Support Intergenerational programs and projects	OP077 - Investigate and provide opportunities that support intergenerational programs and projects in Council activities		Initial planning underway for an intergenerational event to be held as part of Seniors Festival in February 2023.	Manager Governance and Corporate Performance Community Wellbeing
DP040 - Support and coordinate a diverse range of community festivals and celebrations	OP078 - Deliver a program for key community celebrations including Seniors Festival, International Day of People with Disability, NAIDOC Week and National Youth Week		<p>Council hosted the 2022 NAIDOC Flag Raising ceremony and opening of the NAIDOC art exhibition in the Atrium Gallery of the Civic Centre. Gundungurra Traditional Custodian Jim Halls welcomed the community to the launch of NAIDOC week.</p> <p>The ceremony celebrated the achievements of the programs and initiatives within the Wingecarribee Aboriginal community.</p> <p>Twelve local First Nations artists submitted art works in the NAIDOC exhibition, the youngest artist was 9yrs old. The exhibition provided an opportunity for local first nations artist to display works, with the opportunity to market their works.</p> <p>Wet weather postponed the 2022 NAIDOC Family Day at Guula Ngurra until September.</p> <p>Gundungurra Aboriginal Heritage Association Incorporated (GAHAI) hosted the NAIDOC Family at Guula Ngurra National Park in collaboration and support from Wingecarribee Shire Council, National Park and Wildlife Services and Aboriginal Affairs NAIDOC grant.</p>	Manager Governance and Corporate Performance Community Wellbeing



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Delivery Program	Operational Plan	Status	Comments	Responsible
			<p>Gundungurra Elder Aunty Sharyn Halls accompanied with son Jim Halls provided a meaningful Welcome to Country and smoking ceremony to welcome around 160 people on Gundungurra Country. The Gadhungal Murring dancers performed sharing significant stories, inviting everyone to dance and participate.</p> <p>Council was successful in securing event funding of \$287,582 through the Reconnection Regional NSW Community Event Program to hold a large scale community event that aims to reconnect communities and facilitate economic recovery in the local area. The funding stipulates that the event must be held before 31 March 2023.</p> <p>Planning for International Day of People with Disability celebration has commenced. Local disability service providers have been contacted to work together in coordinating events in early December.</p>	
DP041 - Promote and deliver initiatives which enhance community understanding of Aboriginal cultural heritage	OP079 - Continue to support the Wingecarribee Aboriginal Network Priority Actions		<p>The Wingecarribee Aboriginal Network (WAN) and Wingecarribee Aboriginal Yarn (WAY) groups meet bimonthly on alternate months.</p> <p>Council provides secretarial support and coordinates the Wingecarribee Aboriginal Network meeting.</p> <p>Council assists with the coordination and secretarial duties distributing information to the wider Aboriginal networks and communities for the Wingecarribee Aboriginal Network</p>	<p>Manager Governance and Corporate Performance</p> <p>Community Wellbeing</p>

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Delivery Program	Operational Plan	Status	Comments	Responsible
			meetings.	
DP042 - Facilitate the promotion of community arts, emerging artists and cultural awareness and activities	OP080 - Review the Arts and Culture Plan		<p>Planning for the annual Arts Trail 2022 is well underway. On the 5 and 6 and 12 and 13 November, an open studio event across the Shire will showcase the creativity of our local area. Expressions of Interest demonstrate a strong interest from studios wishing to participate after it had to be cancelled last year.</p> <p>The Atrium Gallery in the Civic Centre hosted three different exhibitions during this period. July featured an exhibition of local First Nations artists as part of NAIDOC Week. In August the Southern Highlands Photographic Society displayed framed photographs taken by their members. As part of Biodiversity Month in September, the Atrium displayed photos submitted through the Southern Highlands Nature Map.</p>	<p>Manager Governance and Corporate Performance Community Wellbeing</p>
DP043 - Undertake advocacy activities to further the development of an integrated public transport network	OP081 - Develop an Integrated Transport Strategy		<p>The project was tendered and considered at the Ordinary Council Meeting on 17 August 2022. Council subsequently accepted Council Officers recommendation to reject all Tenders and enter into direct negotiations with suitable consultants.</p> <p>Council are currently in negotiation with suitable consultants to prepare the Strategy, with the project expected to commence late 2022 / early 2023. The Integrated Transport Strategy is an important component of Council's strategic</p>	<p>Executive Manager Strategic Outcomes Transport</p>

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Delivery Program	Operational Plan	Status	Comments	Responsible
			framework and will guide transport planning decision making over the coming 20 years.	
DP044 - Provide infrastructure linkages between public transport hubs	OP082 - Develop the capital works program and where practicable include projects that improve links between public transport hubs.		The capital program consists of 180 projects for a total value of \$73.9M. Of this, 10.4% of the total budget has been expended in Q1 and projects still within scoping phase only account for 7% of the total budget.	Manager Assets Transport
DP045 - Promote public transport options and linkages across the Shire	OP083 - Plan and implement the Recreational Pathways Strategy		Implementation of Recreational Pathways Strategy to the value of \$140k for Mount Alexandra features within 2022/23 Capital Program. Forecast for delivery in Q3-4.	Manager Assets Transport
DP046 - Expand our network of footpaths and cycle ways to improve connectivity of the Shire	OP084 - Review Council's Pedestrian Access Mobility Plans		Footpath projects delivered this quarter: <ul style="list-style-type: none"> • Station St carpark kerb ramps • Regent St footpath extension • Ellsmore Rd footpath missing sections • Emily Cct Bowral • Ascot Rd Bowral 	Manager Assets Transport
DP046 - Expand our network of footpaths and cycle ways to improve connectivity of the Shire	OP085 - Implement footpaths, shared paths and cycle ways construction and renewal capital works program		Over the first quarter Council completed footpath construction as part of the missing links program at: Ellsmore Road between Burgess and Erith St and also between the shared path to Bindar Cres; Ascot Road near Mona St Bowral; Emily Circuit from Old South Rd to Linden Way.	Manager Shire Presentation Transport



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Delivery Program	Operational Plan	Status	Comments	Responsible
DP046 - Expand our network of footpaths and cycle ways to improve connectivity of the Shire	OP086 - Maintain footpaths, cycleways and shared pathways		Council road maintenance teams have completed pathway maintenance in Bowral, Moss Vale and Bundanoon. Maintenance includes replacement on sections of damaged concrete footpath, kerb ramps, concrete grinding of trip hazards and asphalt repairs on asphalt paths.	Manager Shire Presentation Transport
DP046 - Expand our network of footpaths and cycle ways to improve connectivity of the Shire	OP087 - Undertake the forward design of footpaths, shared paths and cycle ways projects in the four-year capital works program		Projects completed with the new \$150,000 footpath budget: <ul style="list-style-type: none"> • Station St kerb ramps • Regent St footpath extension • Ellsmore Rd missing footpath • Emily Cct • Ascot Rd 	Manager Project Delivery Transport
DP047 - Partner with agencies to advocate for improved transport services	OP088 - Participate in the Canberra Regional Working Group Infrastructure Delivery and advocate for the development of an integrated public transport network		No opportunities this quarter.	Manager Assets Transport
DP048 - Provide a rigorous planning assessment framework which reflects State legislation and Council's adopted land use	OP089 - Implement and monitor a local housing strategy to strategically address the future		Council adopted the Wingecarribee Local Housing Strategy in June 2020, and two (2) amendments to the strategies were publicly exhibited during 2020 and 2021. The amendments were considered at the Council meeting of 14 July 2021, where the strategy was re- adopted with minor amendments.	Executive Manager Strategic Outcomes Strategic & Land Use Planning

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Delivery Program	Operational Plan	Status	Comments	Responsible
strategy to ensure appropriate development outcomes	housing needs of the Shire		Since this time significant work has been undertaken in implementing the Strategy, including developing a housing monitor, commencing infrastructure assessments for the first new living area, commissioning a review of the Development Control Plans (DCP) provisions for low and medium density housing, and working with local housing providers to increase the stock of social and affordable housing in the Shire. The work being undertaken to implement the Local Housing Strategy will ensure that the communities housing needs are met in the short and longer terms.	
DP048 - Provide a rigorous planning assessment framework which reflects State legislation and Council's adopted land use strategy to ensure appropriate development outcomes	OP090 - Assess planning proposals in accordance with statutory frameworks and the adopted strategies of Council		All Planning Proposals are assessed against the local and regional planning framework to determine strategic and site-specific merit in accordance with the State Government's Guidelines for Local Environmental Plan making. This ensures that decisions on Planning Proposals are consistent with the strategic priorities outlined in Council's strategic planning framework.	Executive Manager Strategic Outcomes Strategic & Land Use Planning
DP049 - Review and prepare planning strategies, policies and studies that retain the character of the Shire's towns and villages	OP091 - Undertake a comprehensive review of Council's Development Control Plan (DCP) documents in accordance with the Department of Planning, Industry and		Council has commenced work on a comprehensive review of its Development Control Plans (DCPs). The review is being undertaken in sections (starting with low and medium density housing controls), and will ultimately result in a single, consolidated DCP that will apply across the Shire. The review aims to provide a clear planning framework, that is easy to use and understand, that gives effect to the strategic	Executive Manager Strategic Outcomes Strategic & Land Use Planning



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Delivery Program	Operational Plan	Status	Comments	Responsible
	Environment's template DCP requirements		priorities outlined in Council's broader strategic planning framework.	
DP050 - Implement initiatives that promote and protect cultural heritage	OP092 - Prepare and implement a heritage assistance policy and education and recognition program		Council are undertaking a major review of heritage items within the Shire and the heritage education and recognition program is on hold pending the completion of the review. Following the completion of the review, Council will recommence its education and recognition program.	Executive Manager Strategic Outcomes Strategic & Land Use Planning
DP050 - Implement initiatives that promote and protect cultural heritage	OP093 - Review the current list of heritage items and potential heritage items		A draft Heritage Study, including a review of the deferred heritage items will be reported to the Local Planning Panel as soon as practicable for public exhibition. Following the adoption of the Heritage Study, a Planning Proposal will be prepared to implement the outcomes of the adopted study as well as a review of existing heritage item descriptions in Schedule 5 and mapping of items in the Wingecarribee Local Environmental Plan 2010.	Executive Manager Strategic Outcomes Strategic & Land Use Planning
DP051 - Implement a program of town and village centre improvements	OP094 - Develop place-based plans, including finalising the Robertson Place Plan		Council staff have been working collaboratively with the Robertson community to prepare the Robertson Place Plan, which will be reported to Council in December 2022 for public exhibition. The Robertson Place Plan project will be used as a model to develop place-based plans for towns and villages across the Shire.	Executive Manager Strategic Outcomes Strategic & Land Use Planning
DP051 - Implement a program of town and	OP095 - Maintain existing CBD towns and village		Town and village centres have been maintained as per service level standards. The team delivered services in garbage removal, street sweeping, pavement cleaning and repairs,	Manager Shire Presentation



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Delivery Program	Operational Plan	Status	Comments	Responsible
village centre improvements	precincts to operating service standards		amenities cleaning, street gardens maintenance, graffiti removal, reactive requests, and shire wide illegal dump removal. Additional to the scheduled works program, the team supported the success of premier community events, including Tulip Time and Bowral Classic	Asset Planning & Support
DP053 - Provide and maintain high quality community facilities across the Shire	OP096 - Manage community facilities in partnership with licensees and community groups		Facilities continued to be managed in partnership with community groups and 355 Committees.	Manager Assets Community Facilities
DP053 - Provide and maintain high quality community facilities across the Shire	OP097 - Design and undertake the Mittagong Memorial Hall structural repair and refurbishment		Council was unsuccessful in its Creative Capital Grant application. This has left the complete project currently unfunded. Council is awaiting final determination of the Development Application before it can proceed with finalisation of documentation. If unsuccessful in securing the complete project budget, it is proposed that Council consider phasing the construction within the allocated budget. This is presenting numerous challenges as the level of compliance works required to repair the structural deficiencies would be prohibitive considering the budget available. Council continues to pursue funding opportunities and has an	Manager Project Delivery Community Facilities

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Delivery Program	Operational Plan	Status	Comments	Responsible
			active application with DRNSW via the Regional Tourism Activation Fund.	
DP053 - Provide and maintain high quality community facilities across the Shire	OP098 - Commence construction of the new Animal Shelter and SES building		<p>Designs are complete for the Animal Shelter and Moss Vale SES. Council is expecting Development approval from the Regional Planning Panel in October.</p> <p>Council still has a shortfall in funding to deliver the SES component of the project but anticipates resolving this in the next quarter with an aim to go to market early in 2023.</p>	Manager Project Delivery Community Facilities
DP053 - Provide and maintain high quality community facilities across the Shire	OP099 - 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 des		<p>A working group with representatives from all branches within the Civic Centre has been formed and work has progressed to determine the required scope of works to address shortcomings in the back office as well as refining modern ways of working. This includes consideration of functional working groups, transition to paper light operations and providing staff with a collaborative and effective working environment.</p> <p>A roadmap has been established to capture required milestones in order to progress the conceptualization into a functional brief and commence specifications and documentation via a Principal Design Consultant.</p> <p>It is anticipated that a functional scope will be established by March 2023 with a high level concept cost estimate to be reported back to Council prior to progressing into a detailed design phase.</p>	Manager Project Delivery Asset Planning & Support

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Delivery Program	Operational Plan	Status	Comments	Responsible
DP053 - Provide and maintain high quality community facilities across the Shire	OP100 - Deliver major capital works program for community facilities		<p>Numerous community facility projects are currently being undertaken, the majority of which are reported via specific Operational Plan items such as the Bowral Memorial Hall upgrade, the Southern Highlands Regional Animal Shelter, Moss Vale Branch SES, Southern Highlands Livestock Exchange facility upgrade, and the Mittagong Memorial Hall repair and refurbishment project.</p> <p>Other projects captured within this program include:</p> <p><u>Bundanoon Soldiers Memorial Hall upgrade</u></p> <p>Finalisation of scoping and investigations such as the statement of heritage impacts report and the review of environmental factors are nearing completion. It is anticipated that a tender process will commence imminently with construction forecast to be complete by mid 2023. Staff continue to work with stakeholders to plan around key user group events.</p> <p><u>Moss Vale Senior Citizens retaining wall</u></p> <p>Engineering designs are currently under way to address the dilapidated retaining wall structures at this facility. It is anticipated that the procurement process will commence prior to the end of 2022 and with a forecast construction completion by mid 2023.</p>	<p>Manager Project Delivery Community Facilities</p>

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Delivery Program	Operational Plan	Status	Comments	Responsible
DP054 - Undertake the redevelopment of Bowral Memorial Hall	OP101 - Deliver the Bowral Memorial Hall refurbishment works		The Bowral Memorial project is progressing well with the construction moving into the fit out and finishes phase. A secondary community and stakeholder sneak peek is being organised for November with a forecast completion and opening still scheduled for March 2023.	Manager Project Delivery Asset Planning & Support
DP055 - Effectively plan for and deliver on the diverse needs of people with a disability	OP102 - Implement the Disability Inclusion Action Plan		Following extensive consultation internally and externally, the Disability Inclusion Action Plan 2022 - 2026 was activated July 1 2022. The DIAP identifies strategies that supports and encourages positive and inclusive attitudes and behaviours, employment opportunities, improves systems and processes and encourages equal opportunities to live, work and play.	Manager Governance and Corporate Performance Community Wellbeing
DP056 - Ensure planning controls allow for diversity of housing choice	OP103 - Implement the recommendations of the Local Housing Strategy to promote diversity of housing choice within the Shire		The Strategic Team do not support any Planning Proposals located outside the Housing areas as defined within the approved Housing Strategy. This stance has been consistently supported by the Administrator. The Development Assessment Team also recognise the need to manage development throughout the Shire moving forward and actively seek advice from the Strategic team when such questions arise.	Manager Development Assessment Strategic & Land Use Planning
DP057 - Partner with agencies to plan and deliver a program of road	OP104 - Design Moss Vale Bypass		The Design of the Moss Vale Bypass is continuing with Constructability and Health and Safety in Design Workshops completed this quarter. Concept design, environmental	Manager Project Delivery Transport



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Delivery Program	Operational Plan	Status	Comments	Responsible
upgrades, renewals and maintenance			assessment and cost estimates are expected by the end of the year.	
DP057 - Partner with agencies to plan and deliver a program of road upgrades, renewals and maintenance	OP105 - Design and Construct Old South Road Upgrade		Council resolved to award the Construction Contract to Stefanutti Construction Pty Ltd at Council meeting 19/10/22. Letter of Award to be issued by Procurement, Works on ground expected to commence November/December 2022.	Manager Project Delivery Transport
DP057 - Partner with agencies to plan and deliver a program of road upgrades, renewals and maintenance	OP106 - Develop and implement road safety initiatives in conjunction with Transport for NSW		Council was successful in receiving \$60k of funding from TfNSW for the 2022/23 Road Safety Program, comprising of six events/programs and part funding of Road Safety Officer.	Manager Assets Transport
DP058 - Implement a long-term solution for the use and disposal of roadside spoil	OP107 - Implementation complete- no annual deliverable			
DP059 - Review and implement Water Master Plan	OP108 - Implement projects that support the delivery of the Integrated Water Cycle Management Strategy		The 2022/23 Capital Works Program consists of 50 water & waste water projects with a combined budget total of \$23.25M.	Manager Assets Water & Sewer

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Delivery Program	Operational Plan	Status	Comments	Responsible
DP059 - Review and implement Water Master Plan	OP109 - Deliver capital works program for the Water Master Plan		Current 2022/23 Projects that support implementation of the Water Master Plan: - Hill Road Reservoir Duplication - WWTP to MV Water Main Duplication - Water Supply Zone Valves	Manager Assets Water & Sewer
DP060 - Review and implement Sewage Treatment Plant Upgrade Strategy	OP110 - Plan for the upgrade of Moss Vale, Bowral and Mittagong Sewage Treatment Plants		<u>Bowral STP Upgrade</u> : Evaluation of the tender for the construction of the proposed upgrade works reported to Council meeting 19/10/22. Council resolved to decline all tenders, and enter into negotiations. Negotiations (with the view of entering into a contract for the works) expected to be completed by the end of 2022, which would allow works to commence early 2023. <u>Moss Vale STP Upgrade</u> : Detailed design at 75% completed - to be finalised following Bowral STP Upgrade negotiations outcomes (as above) - say March 2023. Effluent Discharge Assessment report complete. This will allow liaising with EPA on suggested variations to the discharge licence conditions, and for the final draft REF to be completed. <u>Mittagong STP Upgrade</u> : Concept Design completed. This will allow the detailed design to be progressed, which will be undertaken in a staggered approach in conjunction with the Moss Vale STP Upgrade design. Mittagong STP Upgrade design expected completed in mid 2023 (together with the	Manager Project Delivery Water & Sewer

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Delivery Program	Operational Plan	Status	Comments	Responsible
			draft REF).	
DP061 - Improve Stormwater management across the Shire	OP111 - Review and implement floodplain management strategies		Focus for 2022/23 is implementation of following infrastructure recommendations from Flood Risk Management Plans: - Retford Farm Detention Basin - Bowral Golf Course Detention Basins	Manager Assets Water & Sewer
DP061 - Improve Stormwater management across the Shire	OP112 - Deliver stormwater drainage works as per capital works program		Council operations teams have completed storm water and kerb and guttering on Prince Street Mittagong. Ongoing works include, storm water drainage on Jasmine Street Colo Vale, set for completion February 2023.	Manager Shire Presentation Water & Sewer
DP061 - Improve Stormwater management across the Shire	OP113 - Undertake the forward design of drainage projects in the four-year capital works program		Current design projects: <ul style="list-style-type: none"> • Sunninghill Ave Burradoo • Sackville St Hill Top • Priestly St Mittagong • Robinson St Mittagong • Wattle St Colo Vale 	Manager Project Delivery Water & Sewer
DP061 - Improve Stormwater management across the Shire	OP114 - Maintain stormwater assets		Council road maintenance teams have continued drainage maintenance works clearing debris for roadside table drains, GPT and stormwater assets. The works included natural disaster storm debris clearing, sediment remove from underground pipe assets, gross pollutant trap clearing at Lake Alexandra, East Bowral and root cutting and relining pipes throughout the shire.	Manager Shire Presentation Water & Sewer


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Delivery Program	Operational Plan	Status	Comments	Responsible
DP062 - Undertake drinking water quality management	OP115 - Manage and deliver operational programs to ensure water quality compliance within the water supply network as per NSW Health requirements and the adopted Drinking Water Management System protocols		<p>An extensive program of operational water quality sampling is carried out within the water supply network by both the water headworks and water reticulation teams, at all storage reservoirs and a proportion of widespread distribution network sampling points on an ongoing weekly basis.</p> <p>A total of 56 sample points at 28 storage reservoirs sites are sampled for checks on up to 11 characteristics resulted in 1476 operational headworks water quality analyses in the water supply network in the first quarter. Additionally, the water reticulation team collected 121 operational water quality field samples, from locations spread across the water supply network; each checked in the field for 5 characteristics and submitted for lab analysis for microbiology compliance (2 characteristics) resulting in a further 847 water quality analyses. This amounts to a sum total of 2,323 operational analyses carried in the third quarter (with 100% microbiological compliance).</p> <p>The results of these field samples are used to trigger operational improvement actions if required e.g. reservoir chlorine re-dosing adjustments or network flushing. Lab analysis of the operational reticulation sampling is also used to proactively check for biological compliance.</p> <p>This proactive operation sampling is carried out to ensure water quality compliance with the Australian Drinking Water Guidelines (ADWG) and NSW Health requirements. System</p>	Manager Water Services Water & Sewer

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			<p>performance sampling is then carried out by the environment team, as an objective party, submitting their samples of the water supply network for lab analysis, the results being directly reported to NSW Health as an official record.</p> <p>The NSW Health database records that in the first quarter there were 117 field system performance samples collected and each checked against 5 characteristics; 109 samples analysed specifically for an additional 2 microbiological characteristics; plus 6 samples submitted for full chemistry analysis covering 34 characteristics each. Out of the total 1007 analyses carried out, only 2 were found to be above the guideline values, indicating a water quality compliance rate of 99.8%</p>	
DP063 - Ensure the integrity of water and sewer infrastructure	OP116 - Deliver water treatment plants electrical and mechanical maintenance programs		<p>Wingecarribee water treatment plant and Bundanoon water treatment plant preventive maintenance carried out as per the schedule.</p> <ul style="list-style-type: none"> • All air compressors maintenance completed as per the plan. • Filter water backwash pump major overhauling carried out at Wingecarribee water treatment plant. • Reservoirs regular inspections and cathodic protection bi annual inspection completed. • Water pumping station electrical and mechanical checks completed as per schedule. 	Manager Water Services Water & Sewer

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Delivery Program	Operational Plan	Status	Comments	Responsible
DP063 - Ensure the integrity of water and sewer infrastructure	OP117 - Manage the trade waste management policy and associated protocols and standards		Our Trade Waste team deliver an ongoing inspection program for trade waste customers across the shire. This is to ensure regulatory compliance on various businesses, ranging from cafés/restaurants to hospitals and manufacturers. Our Trade Waste team conduct approximately 170 inspections each quarter, confirming pre-treatment devices and requirements are in place, operational and are suitably maintained. In addition to these inspections, the team also reviews and processes approximately 40 applications for Backflow Prevention Devices across the Shire. These inspections form an integral function to safeguard public health in addition to protecting Council’s Wastewater Treatment systems.	Manager Water Services Water & Sewer
DP063 - Ensure the integrity of water and sewer infrastructure	OP118 - Manage and deliver treatment plant operational protocols as per regulatory and adopted Drinking Water Management System requirements		WSC employ 7 critical control points at each water treatment plant to assist with the monitoring of the water quality. These parameters are continuously measured using online meters that are connected to our Supervisory Control and Data Acquisition (SCADA) system. If these parameters deviate sufficiently from their target values, operators will receive alarms to investigate and implement corrective action. If a dramatic change is detected, the SCADA system will automatically shut down the treatment plant as a safe measure. In the first quarter there were two operational interventions at the plant, which ensured water quality was maintained to the required standards.	Manager Water Services Water & Sewer

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Delivery Program	Operational Plan	Status	Comments	Responsible
DP063 - Ensure the integrity of water and sewer infrastructure	OP119 - Manage raw water storage availability and dam safety compliance		Raw water storage is inspected daily to confirm availability. For the period of 1st July 2022 to 30th September 2022, Bundanoon dam has been consistently full due to large rainfall, while Wingecarribee dam has been within 78% and 100% full. Operators complete weekly inspections of the Medway and Bundanoon dams to ensure dam safety compliance, while WaterNSW are responsible for the management of the Wingecarribee dam. Due to dam safety requirements, ongoing heavy rainfall and spilling of the Bundanoon dam, a contractor has been engaged to complete a comprehensive evaluation of the civil structure at the foot of the dam wall.	Manager Water Services Water & Sewer
DP064 - Ensure regulatory compliance of sewerage infrastructure	OP120 - Manage and operate sewage treatment plants to meet license and regulatory standards		Five of the six treatment plants have continued to meet the EPA licence requirements in this period even with bouts of severe wet weather in the Shire. The EPA licence annual return 21-22 for Robertson STP is currently being finalised and will be submitted this month (Oct 22) There are no non-compliances reported for this reporting period. The Moss Vale STP process has recorded some high Faecal Coliform results for its final effluent discharge due to storm events that increased the flow above the UV disinfection process capacity. Since these events the process has continued to meet licence requirements and ongoing optimisation and monitoring of the process is being	Manager Water Services Water & Sewer



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Delivery Program	Operational Plan	Status	Comments	Responsible
			conducted to ensure minimum impact to the receiving waterways. Moss Vale STP is due for upgrade in 2023-24 with the inclusion of an upgraded disinfection system as per new licence requirements.	
DP064 - Ensure regulatory compliance of sewerage infrastructure	OP121 - Deliver sewer network distribution operational programs to manage environmental risk and meet regulatory requirements		<p>CCTV surveys of the Wastewater Reticulation Network this quarter - 1685 m of the network has completed surveys. To combat Inflow and Infiltration - strategies have been identified and tasks are currently being developed for implementation.</p> <p>As a priority - Operations have been assisting the Project Delivery team on the upgrade of Station St, Bowral storm water system. Approximately 65 preventative cleans have been carried out on known overflow locations to continue seeing a reduction in dry weather wastewater overflows.</p> <p>Network Maintenance team has completed cleaning of 77 wastewater pump stations (SPS) and continue to assist Headworks operators with routine maintenance of wastewater treatment plants necessary for achieving regulatory compliance. EPA reporting is being completed as required. Construction of private works are on schedule and connections are being completed in a timely manner.</p>	Manager Water Services Water & Sewer
DP065 - Facilitate and advocate for enhanced access to	OP122 - Advocate for improved		Council continues to participate in a Regional Telecommunications Forum Steering Committee facilitated by Regional Development Australia Southern Inland. Council	Executive Manager Strategic Outcomes Economic Development

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Delivery Program	Operational Plan	Status	Comments	Responsible
telecommunication networks	telecommunications across the Shire		officers have also briefed the local NBN representatives on new release areas and industrial sites as part of ensuring that utility providers are aware of and plan for the infrastructure needs of new areas.	
DP066 - Manage public natural assets	OP123 - Undertake coordinated actions to manage vertebrate pest and weed biosecurity threats to the Shire		<p>The East Bowral Bushland Reserves rabbit control program continued during this Q1. Warren fumigation was carefully undertaken within Hammock Hill and Mansfield reserves and additional baiting programs scheduled for later this year when the weather is suitable. Rabbit activity was monitored within Berrima Weir and Riverbend Reserves Berrima and arrangements made for testing of the rabbit population for immunity to the RHDV (calicivirus) in preparation for a control program.</p> <p>Council collaborated closely with South East Local Land Services (SELLS) in the development of a vertebrate pest matrix to guide decision making and planning.</p> <p>Council continued to be represented on the Southern Highlands Wild Dog Working Group with meetings recommencing over the coming months.</p>	Manager Environment and Sustainability Natural Area Management
DP066 - Manage public natural assets	OP124 - Implement management actions across identified high value natural assets.		In Q1 Council delivered management actions through its active Bushcare Program across 29 Council owned or managed bushland reserves. This program of work focused on ecological restoration and control of priority biosecurity weeds within areas categorised as Natural Area - Bushland and Watercourse (under the Local Government Act) across these reserves. Drafting of the Mount Gibraltar Heritage Reserve Plan of Management commenced in this period	Manager Environment and Sustainability Natural Area Management

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Delivery Program	Operational Plan	Status	Comments	Responsible
			<p>following initial community input.</p> <p>Two reserves were surveyed during Q1 to establish accurate boundary information including Paddys River Reserve and Oxley Hills Reserve.</p> <p>A Local Strategic Weed Management Plan was further developed by Councils Local Weed Management Working Group with the support of a consultant. In addition to priority weed management, other threats were monitored such as breaches to boundary protection works and illegal access and firewood collection. Threatened species were monitored and protected as much as practicable during Hazard Reduction work.</p> <p>The State Vegetation Type Map (2022) and data was made available to Council staff, developers and the general community, along with the Trees Near Me mapping app.</p> <p>Council provided input and support to the NSW Government on several Saving Our Species projects, including the Robertson Rainforest and Robertson Basalt Tall Open Forest projects. Conservation programs were ongoing for other species, including the Glossy Black-cockatoo, Platypus, Koalas, Eucalyptus aquatica, Eucalyptus macarthurii (Paddys River Box) and Phyllota humifusa.</p> <p>The NSW Environmental Trust funded research project Wingecarribee Rare Flora Surveys, has delivered additional surveys for rare plant species across several locations in the</p>	


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Delivery Program	Operational Plan	Status	Comments	Responsible
			shire to assess recovery from the 2019-2020 bushfires. This important new data collected from these surveys will be added to BioNet, the NSW Wildlife Atlas. This may result in new or updated listings of threatened species.	
DP066 - Manage public natural assets	OP125 - Undertake works to facilitate flora and fauna recovery from the impacts of bushfires		<p>Council bushland reserves were generally not impacted by recent bushfires, however work is continuing to ensure flora and fauna is conserved and protected in our reserves.</p> <p>Council environmental officers attended and provided advice and support to the Public Land Management Working Group and Southern Highlands Flora Reserves Working Group meetings. The private land conservation program supports private landholders to conserve biodiversity and links people to the Biodiversity Conservation Trust.</p> <p>In addition to the NSW Koala Strategy Regional Partnership, Council has been successful in negotiating funding agreements to improve outcomes from the Southern Highlands Koala Conservation Project. Latest funding support includes:</p> <ul style="list-style-type: none"> • \$100,000 to deliver koala habitat restoration on private land • \$150,000 over two years to undertake koala habitat and priority corridor mapping • \$100,000 to purchase Vehicle Activated Signs (VAS) signs and develop community engagement materials around prevention of vehicle strike on two key roads which intersect koala habitat. 	<p>Manager Environment and Sustainability Natural Area Management</p>



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Delivery Program	Operational Plan	Status	Comments	Responsible
			<p>Council and the state government work closely together to protect and conserve the following animal and plant species:</p> <ul style="list-style-type: none"> • Playtpus • Glossy Black-cockatoo • Eucalyptus macarthurii (Paddys River Box) • Persoonia glaucescens (Mittagong Geebung) • Phyllota humifusa • Eucalyptus aquatica 	
DP066 - Manage public natural assets	OP126 - Support an active Bush Care Volunteer program		<p>The Bushcare volunteer program continued in Q1, however working bees have been impacted by wet weather between July and September. Despite these constraints volunteers completed 98 hours of bush regeneration across our bushland reserve network over the past three months.</p> <p>The Shire currently has twelve active Bushcare groups with approximately 150 volunteers. A few groups have been put into temporary recess due to current staff vacancies, however it is hoped that the program will rebuild later in the year and into 2023. The Community Nursery propagated sufficient native plants for the bushcare projects over the period.</p> <p>The Spring 2022 edition of the Bushcare and Citizen Science newsletter, Southern Highlands Nature News, was issued to over 1000 subscribers during Q1 (open rate 59%) with a number of exciting activities for community members to participate in. All editions of this newsletter are available via Council's web site.</p> <p>The Bushcare Team undertook control measures for priority</p>	<p>Manager Environment and Sustainability Natural Area Management</p>

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Delivery Program	Operational Plan	Status	Comments	Responsible
			weeds under the Biosecurity Act (2015) in key bushland reserves.	
DP067 - Maintain and build high value environmental lands and corridors	OP127 - Encourage conservation on private land		<p>Private landholders continued to show interest in Land for Wildlife, with three expressions of interest for property assessments completed over the past quarter. Ecologists worked with landholders and undertook site visits to support them to conserve and protect habitat on their properties.</p> <p>Koala preferred feed trees were distributed to participating landholders for planting on their properties later in the year. Preparation commenced for a program of activities for private landholders, including a Koalarama roadshow planned for early December.</p> <p>The Wingecarribee Koala Habitat Restoration Project was progressed and will provide new opportunities for landholders to access funds and technical support to restore and/or reconstruct koala habitat over the next few years.</p> <p>Council collaborated closely with South East Local Land Services and promoted events through the Land for Wildlife electronic newsletter. Two newsletters were issued to over 200 Land for Wildlife members.</p>	<p>Manager Environment and Sustainability</p> <p>Natural Area Management</p>
DP068 - Ensure the impacts of development on biodiversity are assessed, monitored and mitigated	OP128 - Assess development applications in accordance with the statutory provisions of the Environmental Planning and Assessment		<p>178 development applications were lodged and 148 applications determined during the three months of Q1. Development applications were assessed in accordance with Councils statutory obligations under the EP&A Act. Natural and built environmental impacts were duly assessed and considered in the determination of applications and imposition of conditions to manage or mitigate impacts.</p>	<p>Manager Development Assessment</p> <p>Development Control</p>

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Delivery Program	Operational Plan	Status	Comments	Responsible
	Act 1979 to ensure that environmental impacts are appropriately managed and mitigated		A majority of the development proposals approved during the quarter were for residential housing, mostly within the urban town and village areas.	
DP069 - Build community partnerships and education programs to reduce pollution	OP129 - Implement community education programs to reduce pollution		<p>The past quarter has seen an increased focus on water quality and urban pollution of waterways. A partnership with WaterNSW has been entered into which allows cross agency collaboration and sharing of resources.</p> <p>A campaign was planned for Water Week (17 - 21 October) to raise awareness around the valuable water assets of the Shire. The Water Week campaign includes events such as library story times, a tour of the Water Treatment Plant as well as a social media campaign and newsletter mentions.</p>	Manager Environment and Sustainability Environmental Services
DP069 - Build community partnerships and education programs to reduce pollution	OP130 - Develop and implement programs and initiatives which specifically target environmental pollution associated with construction		A sediment control fencing campaign continued during Q1, using social media channels, on-site face to face conversations and proactive targeted patrols.	Manager Certification and Compliance Regulatory Compliance
DP070 - Reduce the impact from Council infrastructure and operations	OP131 - Review and implement initiatives to minimise environmental impacts from Council operations		<p>Council undertook a Review of Environmental Factors (REF) for planned Council works, utilising adopted procedure and assessment tools. Controls to minimise and mitigate environmental impacts are identified through this process.</p> <p>Council procedures and REF assessment tools were updated</p>	Manager Environment and Sustainability Environmental Services

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Delivery Program	Operational Plan	Status	Comments	Responsible
			to include amendments to relevant legislation and training was provided to project delivery staff who undertake REF assessments.	
DP071 - Develop and implement policies that support health, environment and sustainability outcomes within Council and across the Shire	OP132 - Maintain policies and plans that are adequate and appropriate to address both Council and community needs		<p>The final draft of the Environment and Climate Change Strategy was completed in Q1 and the document is now being laid out by a graphic designer before being presented to Council.</p> <p>The drafted Emissions Reduction Plan and proposed emission reduction actions were made ready for internal consultation in Q2. Work on a review of the Council Climate Change Adaptation Plan commenced, as well as developing a Sustainable Events Policy for both Council events and external events held on Council land.</p>	Manager Environment and Sustainability Environmental Services
DP072 - Implement planning controls that protect the Shire's natural resources	OP133 - Continually monitor local plans and strategies to ensure relevance in the protection of local natural resources		Council officers continue to work together to ensure the planning framework provides adequate protection for local natural resources. The adopted Local Strategic Planning Statement provides an important strategic framework for land use management and the protection of natural resources.	Executive Manager Strategic Outcomes Strategic Land Use Planning
DP073 - Advocate to State and Federal government to ensure planning controls, plans and proposals reflect community priorities	OP134 - Advocate and respond to State and Federal Government to ensure that planning controls, plans and priorities reflect community priorities and		Council continue to work with State and Federal Government to ensure that local priorities are considered and reflected in the State and Regional Planning framework. Council are currently working with DPE on the review of the South Eastern Tablelands Regional Strategic Plan to ensure that the concerns of the community are addressed, and their priorities are reflected in the updated plan.	Executive Manager Strategic Outcomes Strategic Land Use Planning



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Delivery Program	Operational Plan	Status	Comments	Responsible
	expectations, including the provision of submissions to key government initiatives			
DP074 - Develop partnerships with community and agencies to identify, update and maintain awareness of key natural resources	OP135 - Maintain Council's mapping and other information tools for key natural resources		<p>Council's mapping was updated with the State Vegetation Type Map (2022) including Vegetation Formation and Plant Community Types (PCTs). These datasets can now be accessed by all staff to assist with decision-making and project planning and delivery.</p> <p>Council received important Threatened Ecological Community (TECs) mapping for several TECs, which will be shared with decision-makers.</p>	Manager Environment and Sustainability Natural Area Management
DP074 - Develop partnerships with community and agencies to identify, update and maintain awareness of key natural resources	OP136 - Engage with Rural stakeholders for natural resource conservation		<p>Council encourages and recruits rural landholders into the Land For Wildlife program. This program delivers conservation on private land through a three tiered program to support different types of landholders and conservation values. Property assessments, property information and advice are provided when landholders join the program. LFW members are also eligible for small grants to help manage their properties.</p> <p>The Rural Living Handbook has been made available to customers and at Council and other events. This useful and informative booklet has been reprinted.</p>	Manager Environment and Sustainability Natural Area Management
DP074 - Develop partnerships with community and agencies	OP137 - Undertake education programs and		Wingecarribee Web was published in July and sent to over 2000 subscribers, with a 46.2% open rate. This and previous issues are available from Council's web site.	Manager Environment and Sustainability

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Delivery Program	Operational Plan	Status	Comments	Responsible
to identify, update and maintain awareness of key natural resources	initiatives for natural resource management		<p>The Southern Highlands Nature News Spring 2022 edition was sent to over 1000 subscribers with a very high open rate of 59%. This newsletter focuses on Bushcare, Biodiversity, Biosecurity and Citizen Science.</p> <p>The Southern Highlands Koala Conservation Project had a recent sighting posted on the Facebook Page.</p> <p>Two Land for Wildlife e-newsletters were issued to registered private landholders introducing the new Council environment officer Casey Taylor and providing information about upcoming events and opportunities.</p>	Natural Area Management
DP074 - Develop partnerships with community and agencies to identify, update and maintain awareness of key natural resources	OP138 - Undertake and facilitate environmental monitoring (including citizen science monitoring) to support better data-based decision making		<p>Rare flora surveys were completed using grant funds from the NSW Environmental Trust. The survey results are providing the region and the state important information of rare flora impacts and recovery from bushfire affected land, and also the impacts of climate change. This data will help inform their vulnerability to extreme bushfire events, and future protection and recovery in the Shire.</p> <p>Monitoring activities were undertaken at Mittagong Creek, Whites Creek, Medway Rivulet, Lake Alexandra and Caalong Creek. The monitoring program is providing data on catchment health.</p>	<p>Manager Environment and Sustainability</p> <p>Natural Area Management</p>
DP075 - Implement community awareness programs that promote sustainable living	OP139 - Implement a sustainable living program which will include hosting community events,		<p>The Sustainable Us program is going from strength to strength and the final two events for the calendar year were scheduled for November and December. Planning for next year's events commenced for the 2023 event program to be published in January.</p>	<p>Manager Environment and Sustainability</p> <p>Environmental Services</p>



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Delivery Program	Operational Plan	Status	Comments	Responsible
	running programs and delivering education campaigns		<p>Council held conversations with Endeavour Energy to deliver the district's first community battery in East Bowral. Scoping work is currently under way for the battery and the solar resident's opportunity to opt into a shared battery experience.</p> <p>Council also subscribed to the Water Conservancy's education program and will be using the education material for the Council website as well as education opportunities in schools and at events.</p>	
DP076 - Develop partnerships and networks to leverage off existing programs	OP140 - Participate in and promote existing networks and programs (including State and Commonwealth programs) that advance environmental and sustainability objectives of the Shire		During Q1 Council continued its involvement in a number of programs, including Solar My Cities Power Partnership and Sustainability Advantage. These programs provide resources that are used to deliver the best services to the community, and act to knowledge share and upskill staff.	Manager Environment and Sustainability Environmental Services
DP076 - Develop partnerships and networks to leverage off existing programs	OP141 - Provide financial assistance through the Environment Levy-funded component of the Community Assistance Scheme		Council reviewed its grant donations and sponsorship activities during the period in preparation for the drafting of a new policy and guidelines to manage activities into the future.	Manager Environment and Sustainability Development Control



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Delivery Program	Operational Plan	Status	Comments	Responsible
DP077 - Implement State Government Regulations	OP142 - Assess and certify applications related to development		<p>Council assessed, inspected and issued a total of 440 various certificates for works during Q1. This included:</p> <ul style="list-style-type: none"> • 54 Construction Certificates • 7 Complying Development Certificates • 41 Occupation Certificates • 100 S.138 Roads Act Certificates (driveways and road works) • 221 S.68 Local Government Act Certificates (drainage, sewer and other activities) • 17 Subdivision Certificates <p>The number of construction certificates issued was higher than the 40 lodged during this period. Council relied on assistance of certifier contractors for complying and construction certification. Recruitment of additional development engineers was commenced to maintain team capability.</p>	Manager Development Assessment Development Control
DP077 - Implement State Government Regulations	OP143 - Implement the recommendations of the review of planning, development and compliance		<p>Review ongoing and continuous improvement sought from myriad changes afoot throughout section including new staff, changes to administration, changes to portal management aspects (liaison).</p> <p>Changes implemented including development of Standard Operating Procedure for clearance of BCA Class 1-10 Development Applications.</p> <p>Systems improved in regard to management of consultant DA process - new staff involved and ongoing improvements and changes to reduce wait times for customers.</p> <p>Challenging in context of staffing levels available.</p>	Manager Development Assessment Development Control

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Delivery Program	Operational Plan	Status	Comments	Responsible
			Staff have been attending training with the Department of Planning in regard to the future use of the NSW Planning portal for the production and preparation of consents (DA).	
DP077 - Implement State Government Regulations	OP144 - Administer the Local Planning Panel		Three Local Planning Panel meetings were held in Q1, with Council administering the preparation of the business paper and minutes, organisation of the Panel members and notification of stakeholders for attendance. 7 planning matters were considered by the Panel, 5 being planning proposals (including land rezonings and heritage listings) and 2 being development applications. The Panel of expert and community representatives generally supported or concurred with 6 of the 7 (86%) of the Council planner recommendations.	Director Communities and Place Development Control
DP078 - Advocate and educate for improved development outcomes	OP145 - Work in partnership with State Government, development / building industry and the community to achieve improved development outcomes		The DPU at the Department of Planning have assisted Council where Agencies have not achieved reasonable timeframes for critical referrals to be completed e.g RFS, NRAR (now DPE Water).	Manager Development Assessment Development Control
DP079 - Support the establishment and expansion of businesses that produce goods locally	OP146 - Facilitate networks that support and promote businesses that produce goods locally		Continued collaboration with and support of networks involved in promotion and support of local food and wine producers, retailers and creatives through strategic planning, marketing and communications.	Executive Manager Strategic Outcomes Economic Development

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Delivery Program	Operational Plan	Status	Comments	Responsible
DP080 - Promote and encourage waste minimisation and recycling	OP147 - Undertake a community education program about reducing contamination in bins		2 workshops were undertaken during the period focusing on waste streams and impacts of contamination. Regular monitoring and reporting of kerbside bin contamination has occurred with contamination letters being issued to residents. Information is being collated to inform the waste education strategy and ongoing programs.	Manager Business Services Waste Management
DP081 - Implement strategies to reduce illegal dumping	OP148 - Participate in the Regional Illegal Dumping (RID) program to facilitate a reduction in the amount of illegally dumped waste		Wingecarribee Shire continued to participate in the RID program ensuring all reported incidents of dumping are investigated by rangers. The RID officer position was vacant during the period and will be recruited in Q2.	Manager Certification and Compliance Regulatory Compliance
DP082 - Manage the Resource Recovery Centre in accordance with Environmental Protection Authority licence and ensure efficient and cost-effective operations	OP149 - Plan and implement the recommendations from the site water management plan		Water management plan has been finalised and approved by the EPA and NSW DPIE. Procurement activities have been initiated for the associated works to deliver the plan.	Manager Business Services Waste Management
DP082 - Manage the Resource Recovery Centre in accordance with Environmental Protection	OP150 - Commence preparation of a master		A procurement process has been undertaken with Talis Consultants appointed to assist council with the development of the master plan.	Manager Business Services Waste Management

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Delivery Program	Operational Plan	Status	Comments	Responsible
Authority licence and ensure efficient and cost-effective operations	plan for the Resource Recovery Centre		Initial kick off meeting for the project was held in September.	
DP082 - Manage the Resource Recovery Centre in accordance with Environmental Protection Authority licence and ensure efficient and cost-effective operations	OP151 - Undertake a review of the lease for the Reviva Centre		This Initiative has not commenced	Manager Business Services Waste Management
DP083 - Develop and implement a Council Waste Strategy and Policy	OP152 - Prepare a new Waste and Resource Management Strategy		A procurement process has been undertaken with Impact environmental Consultants being appointed to assist council with the development of our Waste and Resource Management strategy. An initial kick off meeting was held with the consultant in September.	Manager Business Services Waste Management
DP083 - Develop and implement a Council Waste Strategy and Policy	OP153 - Participate in the regional Project 2024 tender for the disposal of waste		Tender evaluation report was presented to council at the extra-ordinary meeting 11 October 2022 recommending to decline all tenders and negotiate with nominated parties within the report.	Manager Business Services Waste Management
DP083 - Develop and implement a Council Waste Strategy and Policy	OP154 - Commence preparations for the new waste collection contract		Impact Environmental Consulting have been appointed as the consultant to assist council in defining the specification for the new collections contract. Initial project kick off meeting was held in September with	Manager Business Services Waste Management

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Delivery Program	Operational Plan	Status	Comments	Responsible
			consultant briefing. RFT's were also released for the provision of legal services and probity services for the procurement phase.	
DP084 - Implement strategies to improve energy management	OP155 - Scope and implement energy management actions across Council facilities including projects funded through Council's Revolving Energy Fund, capital works, and maintenance program		The emissions reduction actions in the Emissions Reduction Plan have been scoped further and will form the basis of internal consultation to confirm which actions will be adopted. Once actions have been confirmed scoping will create business cases which can be used to implement projects in 2023 using both the REFund as well as capital budgets.	Manager Environment and Sustainability Environmental Services
DP085 - Undertake initiatives that increase awareness and encourage water, energy and waste reduction	OP156 - Raise community awareness of the impacts of climate change and actions to build resilience to the changing climate		Council committed to adopting the Climate Wise program, which will accompany the SIM table, a resource co-funded through the Canberra Regional Joint Organisation. The table is an education tool which will be used in conjunction with the education program to assist community members develop emergency response plans.	Manager Environment and Sustainability Environmental Services
DP086 - Implement strategies to address the impacts of climate change	OP157 - Implement Council's Environment and Climate Change Strategy, Greenhouse Gas Reduction Plan and Community Climate		The implementation of these strategic documents has not yet commenced as the documents first need to be adopted. Consultation with internal teams continues to deliver the best possible outcomes.	Manager Environment and Sustainability Environmental Services

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Delivery Program	Operational Plan	Status	Comments	Responsible
	Action Plan and monitor progress			
DP087 - Improve resource and energy efficiency at Council facilities and monitor carbon emission	OP158 - Undertake annual monitoring and reporting on Council's carbon emissions		Data on Council's carbon emissions was monitored. An annual summary was completed for the 2021/2022 year and is published on Council's webpage. A summary will also be included in Council's Annual Report. This reporting period saw the increased monitoring accuracy on the fugitive emissions from the Council sewage treatments plants with a new sampling methodology having been adopted. This, in combination with the new Smart Meter technology, will significantly improve the data accuracy and availability.	Manager Environment and Sustainability Environmental Services
DP088 - Encourage carbon reduction across the Shire	OP159 - Support and participate in national and State initiatives which aim to reduce carbon emissions across the Shire		Council was actively engaged in carbon emission reduction initiatives through Sustainability Advantage and the Climate Professional Officers Group of the LGNSW and State Government's Office of Energy and Climate Change.	Manager Environment and Sustainability Environmental Services
DP089 - Support regional activities and partnerships to broaden and promote the range business and industry investment	OP160 - Work with event organisers to help them bring their events to the Southern Highlands		DSH is working with local industry to develop some key new events such as Horse Week (Dec 2023) and external event organisers including Andrew Kay & Associates on bringing "The Northern Lights - Borealis" to the region next May and June. Both events are dependent on State Government funding.	Director Corporate Strategy and Resourcing Economic Development

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Delivery Program	Operational Plan	Status	Comments	Responsible
DP089 - Support regional activities and partnerships to broaden and promote the range business and industry investment	OP161 - Participate in Business Forums and work with Business Chambers		DSH is working with DSSS and industry to deliver a recommendation regarding Visitor Servicing in the Southern Highlands. Undertaken by Carolyn Childs of My Travel Research, who has run two workshops for industry and staff in the region, her report will help to form the way forward for how visitor servicing, particularly at the Welcome Centre in Mittagong, will look like.	Director Corporate Strategy and Resourcing Economic Development
DP089 - Support regional activities and partnerships to broaden and promote the range business and industry investment	OP162 - Commence investigation and planning for development of an emergency services hub in the Wingecarribee in the medium to long		Council is investigating suitable sites in public ownership and existing emergency services sites to determine the suitability for the development of an emergency services hub.	Director Corporate Strategy and Resourcing Emergency Management
DP090 - Build on partnerships that increase and broaden local employment opportunities	OP163 - Respond to business and investment enquiries		Responses are routinely provided to enquiries from various sources.	Executive Manager Strategic Outcomes Economic Development
DP091 - Ensure tourism Development assessment is based on quadruple bottom line principles (i.e. considers environmental, economic, social and governance factors)	OP164 - Explore partnership opportunities that increase and broaden local employment opportunities		Continued collaboration with the Local Jobs Program and other training and industry partners on a project to improve staffing levels in the hospitality and tourism sectors. Engaged with the Aboriginal Yarn forum to introduce resources available for skills, training and employment opportunities.	Executive Manager Strategic Outcomes Economic Development

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Delivery Program	Operational Plan	Status	Comments	Responsible
DP091 - Ensure tourism Development assessment is based on quadruple bottom line principles (i.e. considers environmental, economic, social and governance factors)	OP165 - Assess tourism development applications in accordance with statutory provisions, ensuring outcomes are consistent with Council's adopted Rural Tourism Strategy		One development application for tourism development was lodged during this quarter, and another was approved. The approved tourism development was assessed against relevant applicable zoning and planning controls. There continued to be enquiries about local tourism development opportunities, including agritourism.	Manager Development Assessment Development Control
DP092 - Promote the Southern Highlands as a world class tourist destination	OP166 - Develop promotional strategies in alignment with the Southern Highlands Destination Strategy 2020- 2030		DSH continues to partner with local industries to deliver key projects around agritourism and events this quarter. Following the announcement by the Deputy Premier and Minister for Regional NSW, the agritourism policy was launched and it aims to make it cheaper and easier for our farmers to diversify their income by starting, running and growing agritourism experiences, such as farm stays, cafes, cellar doors, retreats, roadside stalls, fruit picking and small wedding venues.	Director Corporate Strategy and Resourcing Tourism
DP092 - Promote the Southern Highlands as a world class tourist destination	OP167 - Develop appropriate tourist information programs to ensure delivery of high-quality information to meet visitor requirements.		<p>Figures represent totals - July/August/September</p> <p>Merchandise and Retail Sales Income – \$37,589 (+\$6,046 or +19% on last qtr)</p> <p>Accommodation booking commission – \$12,209 (-\$1,334 or -12% on last qtr)</p> <p>Visitors to VIC – 8,798 (+1,642 or +23% on last quarter)</p> <p>Website visits – 230,696 (+59,663 or +35% on last qtr)</p>	Director Corporate Strategy and Resourcing Tourism

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Delivery Program	Operational Plan	Status	Comments	Responsible
			There is currently a review of Visitor Servicing in the Southern Highlands to determine Council's best use of the Mittagong Welcome Centre site.	
DP092 - Promote the Southern Highlands as a world class tourist destination	OP168 - Develop and market Business Event Tourism		DSH continues to work with industry to develop a thriving mid-week for the Southern Highlands as a 'boutique conference destination'. New properties such as Osborn House (Bundanoon) and Moss Manor (Moss Vale) have recently entered the market with luxury product offerings for conferences. An audit will be undertaken to determine the best boutique conference destinations and once determined, DSH will encourage presentations from Professional Conference Organisers that specialise in such conferences.	Director Corporate Strategy and Resourcing Tourism
DP093 - Develop and implement marketing and promotional activities to promote the Southern Highlands	OP169 - Provide enhanced partnership and services program to local community		The previous partnerships program is not being pursued. DSH provides promotional services to all industries most recently through a digital and social marketing campaign and through social posts on Council's DSH website, instagram and facebook page.	Director Corporate Strategy and Resourcing Tourism
DP093 - Develop and implement marketing and promotional activities to promote the Southern Highlands	OP170 - Develop and implement Destination Marketing Campaigns for the Southern Highlands		The digital marketing campaign (Jan-Apr) yielded better than expected results so DSH has engaged The Life Style Edit for another campaign Aug-Nov. Results are positive to date. Highlights include a 121% increase in Instagram followers and a 60% increase in Face book likes in the month of August. Insights tell us that the audience likes history, faces of the Southern Highlands and bright, lush green images that feature nature so these will continue to be the key themes of	Director Corporate Strategy and Resourcing Tourism

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Delivery Program	Operational Plan	Status	Comments	Responsible
			the campaign.	
DP093 - Develop and implement marketing and promotional activities to promote the Southern Highlands	OP171 - Enhance and refine 2023 Southern Highlands Publication		Production on the Southern Highlands brochure will commence next March for launch in Spring 2023.	Director Corporate Strategy and Resourcing Tourism
DP094 - Explore options to progress Moss Vale Enterprise Zone	OP172 - Finalise plans for the Southern Highlands Innovation Park		Council has commenced work on a Master Plan and Servicing Strategy for the Southern Highlands Innovation Park and are currently working with State Government agencies to develop a governance model to oversee the preparation of the detailed Master Plan and Servicing Strategy. Stage 1 of the Master Planning Process will be reported to Council by the end of the calendar year for endorsement for public exhibition with recommendations for an appropriate governance structure. The Master Plan and Servicing Strategy will provide certainty to Government and industry in the provision of key enabling infrastructure and assist in unlocking this regionally significant employment precinct.	Executive Manager Strategic Outcomes Economic Development
DP095 - Support the establishment and expansion of clean industries	OP173 - Promote opportunities for the establishment and expansion of clean industries		Council continues to monitor government and industry announcements and initiatives which may have implications for the Shire; and encourage clean industry initiatives in briefings with prospective investors.	Executive Manager Strategic Outcomes Economic Development

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Delivery Program	Operational Plan	Status	Comments	Responsible
DP096 - Manage the operation of the Southern Region Livestock Exchange	OP174 - Undertake a tender process for the lease of the Southern Region Livestock Exchange		The Expression Of Interest document is being finalised. Quotes from independent probity advisers obtained and legal advice being sought on relevant documentation. Lease nearing finalisation and all documentation being put together in anticipation of opening of EOI which is on track from late October/early November.	Manager Business Services Southern Regional Livestock Exchange
DP096 - Manage the operation of the Southern Region Livestock Exchange	OP175 - Complete the Southern Regional Livestock Exchange Facility Upgrade		The main contract for the replacement of the livestock yards and animal handling equipment is at 75% complete (and to date have caused minimal impact to the sale day operation), These works are expected to be significantly completed by the end of 2022. Additional fire safety services works to address legacy issues are required for compliance.	Manager Project Delivery Southern Regional Livestock Exchange
DP097 - Ensure development does not impact on viable primary production and food security	OP176 - Assess Planning Proposals submitted on Rural Lands to ensure that impacts on primary production and food security are mitigated		All Planning Proposals submitted on rural lands are assessed for strategic and site specific merit and consider the impacts of the proposal on primary production. The Local Housing Strategy was adopted in July 2021 and identifies how and where new living areas will be provided to meet the long term housing needs of the community. Impacts on productive agricultural lands was a key consideration in identifying new living areas in the strategy, to ensure that future Planning Proposals do not undermine primary production in the Shire.	Executive Manager Strategic Outcomes Development Control

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Delivery Program	Operational Plan	Status	Comments	Responsible
DP098 - Facilitate programs and networks that support and strengthen business development	OP177 - Support industry and business in COVID-19 recovery initiatives		Ongoing communication with business groups and networks re bushfire and Covid-19 support and funding opportunities from various sources. Encourage users of Grant Funding Finder to source and administer relevant funding programs. Conduct procurement for services required for Highlands Fest funded through a NSW government recovery grant.	Executive Manager Strategic Outcomes Economic Development
DP098 - Facilitate programs and networks that support and strengthen business development	OP178 - Progress the implementation of the Southern Highlands Destination Strategy 2020-2030		Work continues on the implementation of the actions in the Destination Plan.	Executive Manager Strategic Outcomes Economic Development
DP099 - Support initiatives that provide opportunities for business mentoring and connection	OP179 - Participate in Business Forums and work with Business Chambers		Council officers have attended Business Chamber meeting to provide updates and have partnered the Chambers to secure grant funding to deliver a program of events for Small Business Month scheduled in November.	Executive Manager Strategic Outcomes Economic Development
DP100 - Support regional economic development initiatives	OP180 - Participate in regional economic development initiatives		Routine engagement with Regional NSW South East, Regional Development Australia Southern Inland, Canberra Region Joint Organisation, Destination Sydney Surrounds South, Business NSW, AusIndustry, Business Australia, Enterprise Plus, Southern Tablelands Arts, Business NSW Business Facilitator, Local Jobs Program Illawarra South Coast. Facilitate informal monthly online meetings of key partners across three levels of government working in the region. Confer with Council colleagues in other LGAs on initiatives in support of local economic development. Participate in NSW	Executive Manager Strategic Outcomes Economic Development

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 16 NOVEMBER 2022**



Delivery Program	Operational Plan	Status	Comments	Responsible
			government facilitated workshops reviewing the Wingecarribee Regional Economic Development Strategy and South East and Tablelands Regional Plan. Judge two categories for the Illawarra Business Awards.	

Quarterly Budget Review Statement 2022/23

September Quarter

Working with you

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

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This document forms part of Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

Introduction

Clause 203(1) of the Local Government (General) Regulation 2021 (the Regulation) requires Council's Responsible Accounting Officer to prepare and submit a Quarterly Budget Review Statement (QBRS) to Council. The QBRS must show, by reference to the estimated income and expenditure that is set out in the Operational Plan, a revised estimate of income and expenditure for the year.

Council's Operational Plan sets out the achievements, goals and revenue policy, including estimates of income and expenditure. The QBRS plays an important role in monitoring Council's progress against the plan and ongoing management of the annual budget.

The QBRS is the mechanism whereby Councillors and the community are informed of Council's progress against the Operational Plan (original budget) and the recommended changes and reasons for major variances.

The QBRS is composed of the following Statements:

- 1 Responsible Accounting Officer Statement
- 2 Income and Expenses Budget Review Statement
- 3 Capital Budget Review Statement
- 4 Cash and Investments Budget Review Statement
- 5 Net Cost of Services Statement
- 6 Budget Review Contracts and Other Expenses

A standard set of budget review statements will assist Council in meeting its charter with regard to its finances and related responsibilities in respect of its Operational Plan. Further information on these statements are set out below.

1. Responsible Accounting Officer Statement

The Regulation requires that a budget review statement must include or be accompanied by a report as to whether or not the Responsible Accounting Officer believes that the QBRS indicates that Council's financial position is satisfactory, having regard to the original estimate of income and expenditure. If Council's financial position is considered by the Responsible Accounting Officer to be unsatisfactory, then recommendations for remedial action must be included.

2. Income and Expenses Budget Review Statement

This statement sets out the details of variations between Council's revised operating budget and the proposed budget as part of the September Quarterly Budget Review.

3. Capital Budget Review Statement

This statement sets out the details of variations between Council's revised capital budget and the September Quarterly Budget Review.

4. Cash and Investments Budget Review Statement

This statement shows the original budgeted cash and investment position and projected year-end position. This statement also includes detail on the transfers to and from Council's reserves.

This document forms part of Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRS.

1

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL
QUARTERLY BUDGET REVIEW STATEMENT
for the 2022/23 financial year

5. Net Cost of Services Statement

This statement sets out the details of variations between Council's revised budget and the proposed budget as part of the September Quarterly Budget Review, by Activity of Council.

6. Budget Review Contracts and Other Expenses

Councillors are provided with information regarding tenders in the Annual Report. However, Councillors should be made aware of other material contracts entered into by Council and details of other expenses that are of particular interest. To this end a contract listing and details of legal fees and consultancy expenses are included in the QBRS.

This document forms part of Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRS.

2

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

1. Responsible Accounting Officer Statement

Budget Review for the Quarter ended 30 September 2022

The following statement is made in accordance with clause 203(2) of the Local Government (General) Regulation 2021.

It is my opinion that the Quarterly Budget Review Statement for Wingecarribee Shire Council for the quarter ending 30 September 2022 indicates that Council's projected financial position at 30 June 2023 will be satisfactory, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Name: Pav Kuzmanovski
Responsible Accounting Officer, Wingecarribee Shire Council

This document forms part of Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

3

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

2. Income & Expenses Budget Review Statement

Budget Review for the Quarter ended 30 September 2022

Income & Expenses - Council Consolidated

	Original Budget 2022/23 ¹	Approved Changes		Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³
		Budget Carryovers	Revised Budget ²		
Income					
Rates and Annual Charges	88,420,765	-	88,420,765	-	88,420,765
User Charges and Fees	23,351,954	-	23,351,954	654,002	24,005,956
Interest and Investment Revenues	1,142,117	-	1,142,117	4,382,000	5,524,117
Other Revenue from Ordinary Activities	1,615,911	-	1,615,911	13,400	1,629,311
Grants & Contributions - Operating	9,419,797	-	9,419,797	(1,583,502)	7,836,295
Grants & Contributions - Capital	20,454,672	-	20,454,672	3,489,175	23,943,847
Rental Income	773,354	-	773,354	-	773,354
Total Income	145,178,570	-	145,178,570	6,955,075	152,133,645
Expenses					
Employee Costs	45,395,589	-	45,395,589	(125,190)	45,270,399
Borrowing Costs	616,217	-	616,217	-	616,217
Materials & Contracts	44,896,082	1,979,528	46,875,610	6,775,758	53,651,368
Depreciation	31,232,000	-	31,232,000	-	31,232,000
Other Expenses	4,119,134	-	4,119,134	-	4,119,134
Loss / (Gain) on Disposal of Assets	-	-	-	-	-
Total Expenses	126,259,022	1,979,528	128,238,550	6,650,568	134,889,118
Net Operating Result	18,919,548	(1,979,528)	16,940,020	304,507	17,244,526
Net Operating Result before Capital Items	(1,535,124)	(1,979,528)	(3,514,652)	(3,184,668)	(6,699,321)
Reconciliation to Budget					
Net Operating Result for the year (as above)	18,919,548	(1,979,528)	16,940,020	304,507	17,244,526
Less:					
Capital Purchases	60,053,174	15,275,061	75,328,234	6,738,365	82,066,599
Loan Principal Repayments	2,968,273	-	2,968,273	-	2,968,273
Transfer to Reserve	37,149,146	-	37,149,146	4,400,001	41,549,147
Add:					
Net Disposal Assets	-	-	-	-	-
Proceeds from sale of assets	1,616,333	-	1,616,333	-	1,616,333
Transfer from Reserve	48,795,710	17,254,589	66,050,299	10,916,366	76,966,665
New Borrowings	-	-	-	-	-
Depreciation Expense	31,232,000	-	31,232,001	-	31,232,001
Budget Surplus/Deficit Result	392,999	-	393,000	82,506	475,506

Notes:

1. Original Budget was adopted by Council on 29 June 2022 MN 2022/135
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget Review

This document forms part of Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBR5.

4

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

2. Income & Expenses Budget Review Statement

Budget Review for the Quarter ended 30 September 2022

Income & Expenses - General Fund

	Original Budget 2022/23 ¹	Approved Changes		Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³
		Carryovers	Revised Budget ²		
Income					
Rates and Annual Charges	65,722,671	-	65,722,671	-	65,722,671
User Charges and Fees	13,257,271	-	13,257,271	654,002	13,911,273
Interest and Investment Revenues	506,000	-	506,000	1,693,000	2,199,000
Other Revenue from Ordinary Activities	1,560,164	-	1,560,164	13,400	1,573,564
Grants & Contributions - Operating	9,419,797	-	9,419,797	(1,583,502)	7,836,295
Grants & Contributions - Capital	15,431,844	-	15,431,844	3,489,175	18,921,019
Rental Income	566,969	-	566,969	-	566,969
Total Income	106,464,716	-	106,464,716	4,266,075	110,730,791
Expenses					
Employee Costs	37,228,625	-	37,228,625	(125,190)	37,103,435
Borrowing Costs	427,726	-	427,726	-	427,726
Materials & Contracts	31,302,950	1,592,173	32,895,123	6,175,758	39,070,881
Depreciation	19,870,000	-	19,870,000	-	19,870,000
Other Expenses	4,094,114	-	4,094,114	-	4,094,114
Loss / (Gain) on Disposal of Assets	-	-	-	-	-
Total Expenses	92,923,415	1,592,173	94,515,588	6,050,568	100,566,156
Net Operating Result	13,541,301	(1,592,173)	11,949,128	(1,784,493)	10,164,635
Net Operating Result before Capital Items	(1,890,543)	(1,592,173)	(3,482,716)	(5,273,668)	(8,756,384)
Reconciliation to Budget					
Net Operating Result for the year (as above)	13,541,301	(1,592,173)	11,949,128	(1,784,493)	10,164,635
Less:					
Capital Purchases	40,048,548	12,106,143	52,154,691	6,034,825	58,189,516
Loan Principal Repayments	1,559,593	-	1,559,593	-	1,559,593
Transfer to Reserve	24,417,578	-	24,417,578	1,711,000	26,128,578
Add:					
Net Disposal Assets	-	-	-	-	-
Proceeds from sale of assets	1,419,949	-	1,419,949	-	1,419,949
Transfer from Reserve	31,587,469	13,698,316	45,285,785	9,612,825	54,898,610
New Borrowings	-	-	-	-	-
Depreciation Expense	19,870,000	-	19,870,000	-	19,870,000
Budget Surplus/Deficit Result	393,000	-	393,000	82,506	475,506

Notes:

1. Original Budget was adopted by Council on 29 June 2022 MN 2022/135
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget Review

This document forms part of Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

5

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

2. Income & Expenses Budget Review Statement

Budget Review for the Quarter ended 30 September 2022

Income & Expenses - General Fund

This statement sets out the details of variations between Council's Revised Budget and the Projected Year End Result as part of the Quarterly Budget Review.

Note that for budgetary changes: **F** = favourable budget change, **U** = unfavourable budget change.

	Budget Change	
	F/U	
<u>Income</u>		
User Charges and Fees	654,002	F
The increase in user charges and fees is predominately for the income received from Transport for NSW for Council to perform works on the carpark at the Bowral Train Station, which is owned by Sydney Trains.		
Interest & Investments Revenue	1,693,000	F
Council's 2022/23 budget for return on investments was based on the market conditions and expectations at the time, which was a protracted low interest rate environment. After Council's 2022/23 budget was adopted, there have been sharp increases in the official cash rate and this has seen an increase in the interest rates being offered in the fixed interest market.		
Other Revenues	13,400	F
The increase is attributable to the monetary contributions paid to Council to cover part of the costs of rental accommodation provided.		
Grants & Contributions - Operating	(1,583,502)	U
There are several proposed changes to the budget for operating grants and contributions resulting in a net decrease in income of \$1.58 million, with the significant changes being:		
<ul style="list-style-type: none">- Reduction in Financial Assistance Grant of \$4 million as this was received in advance in 2021/22,- Koala strategy grant for \$200,000- Recognition of income of \$1 million for continued storm damage works- Grant for Wing Festival reconnecting regional NSW of \$287,000		
Grants & Contributions - Capital	3,489,175	F
The net proposed increase to capital grants and contributions of \$3.49 million is mainly attributable to the following grants:		
<ul style="list-style-type: none">- \$2.479 million for the Casburn Park resilience project at Wingello.- Wingello Adventure Park - \$440K- Wilson Drive reconstruction - \$250K- Jordans crossing off leash dog park - \$150K.		

This document forms part of Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

6

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

2. Income & Expenses Budget Review Statement

Budget Review for the Quarter ended 30 September 2022

Income & Expenses - General Fund

This statement sets out the details of variations between Council's Revised Budget and the Projected Year End Result as part of the Quarterly Budget Review.

Note that for budgetary changes: **F** = favourable budget change, **U** = unfavourable budget change.

Budget Change
F/U

Expenses

Employee Costs (125,190) F

The net increase in employee costs is attributable to:

- Reduction in salaries in the Town Planning function due to vacancies of \$395K. This is offset by an increase in contractor expenses to backfill the vacancies (refer to materials and contract below)
- Increase in salaries under the koala partnership grant funded program - \$94K
- Increase in salaries for the Regional Illegal Dumping (RID) grant funded program - \$85K

Materials & Contracts 6,175,758 U

The material proposed changes resulting in an increase in materials and contracts of \$6.18 million include:

- Wing Festival reconnecting regional NSW - \$287K
- Koala strategy and partnership programs \$426K
- Increase in contractors in the Town Planning function offset by salaries and wages vacancies of \$395K
- Natural disaster management for grant funded works from June storm event - \$1 million
- Bushfire generated green waste project - \$2.29 million

This document forms part of Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRS.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

2. Income & Expenses Budget Review Statement

Budget Review for the Quarter ended 30 September 2022

Income & Expenses - Water Fund

	Original Budget 2022/23 ¹	Approved Changes		Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³
		Budget Carryovers	Revised Budget ²		
Income					
Rates and Annual Charges	3,921,732	-	3,921,732	-	3,921,732
User Charges and Fees	8,878,727	-	8,878,727	-	8,878,727
Interest and Investment Revenues	373,470	-	373,470	1,294,000	1,667,470
Other Revenue from Ordinary Activities	48,133	-	48,133	-	48,133
Grants & Contributions - Operating	-	-	-	-	-
Grants & Contributions - Capital	1,065,983	-	1,065,983	-	1,065,983
Rental Income	206,385	-	206,385	-	206,385
Total Income	14,494,430	-	14,494,430	1,294,000	15,788,430
Expenses					
Employee Costs	3,897,512	-	3,897,512	-	3,897,512
Borrowing Costs	-	-	-	-	-
Materials & Contracts	6,580,176	50,483	6,630,659	-	6,630,659
Depreciation	5,400,000	-	5,400,000	-	5,400,000
Other Expenses	12,510	-	12,510	-	12,510
Loss / (Gain) on Disposal of Assets	-	-	-	-	-
Total Expenses	15,890,198	50,483	15,940,681	-	15,940,681
Net Operating Result	(1,395,768)	(50,483)	(1,446,251)	1,294,000	(152,251)
Net Operating Result before Capital Items	(2,461,751)	(50,483)	(2,512,234)	1,294,000	(1,218,234)
Reconciliation to Budget					
Net Operating Result for the year (as above)	(1,395,768)	(50,483)	(1,446,251)	1,294,000	(152,251)
Less:					
Capital Purchases	8,440,758	1,974,386	10,415,144	434,708	10,849,852
Loan Principal Repayments	-	-	-	-	-
Transfer to Reserve	4,004,233	-	4,004,233	1,294,000	5,298,233
Add:					
Net Disposal Assets	-	-	-	-	-
Proceeds from sale of assets	135,492	-	135,492	-	135,492
Transfer from Reserve	8,305,266	2,024,869	10,330,135	434,708	10,764,843
New Borrowings	-	-	-	-	-
Depreciation Expense	5,400,000	-	5,400,000	-	5,400,000
Budget Surplus/Deficit Result	-	-	-	-	-

Notes:

1. Original Budget was adopted by Council on 29 June 2022 MN 2022/135
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget Review

This document forms part of Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

8

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

2. Income & Expenses Budget Review Statement

Budget Review for the Quarter ended 30 September 2022

Income & Expenses - Water Fund

This statement sets out the details of variations between Council's Revised Budget and the Projected Year End Result as part of the Quarterly Budget Review.

Note that for budgetary changes: **F** = favourable budget change, **U** = unfavourable budget change.

Budget Change
F/U

Income

Interest & Investments Revenue

1,294,000 **F**

Council's 2022/23 budget for return on investments was based on the market conditions and expectations at the time, which was a protracted low interest rate environment. After Council's 2022/23 budget was adopted, there have been sharp increases in the official cash rate and this has seen an increase in the interest rates being offered in the fixed interest market.

Expenses

Nil

This document forms part of Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

2. Income & Expenses Budget Review Statement

Budget Review for the Quarter ended 30 September 2022

Income & Expenses - Sewer Fund

	Original Budget 2022/23 ¹	Approved Changes		Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³
		Budget Carryovers	Revised Budget ²		
Income					
Rates and Annual Charges	18,776,362	-	18,776,362	-	18,776,362
User Charges and Fees	1,215,956	-	1,215,956	-	1,215,956
Interest and Investment Revenues	262,647	-	262,647	1,395,000	1,657,647
Other Revenue from Ordinary Activities	7,614	-	7,614	-	7,614
Grants & Contributions - Operating	-	-	-	-	-
Grants & Contributions - Capital	3,956,845	-	3,956,845	-	3,956,845
Rental Income	-	-	-	-	-
Total Income	24,219,424	-	24,219,424	1,395,000	25,614,424
Expenses					
Employee Costs	4,269,452	-	4,269,452	-	4,269,452
Borrowing Costs	188,491	-	188,491	-	188,491
Materials & Contracts	7,012,956	336,872	7,349,828	600,000	7,949,828
Depreciation	5,962,000	-	5,962,000	-	5,962,000
Other Expenses	12,510	-	12,510	-	12,510
Loss / (Gain) on Disposal of Assets	-	-	-	-	-
Total Expenses	17,445,409	336,872	17,782,281	600,000	18,382,281
Net Operating Result	6,774,015	(336,872)	6,437,143	795,000	7,232,143
Net Operating Result before Capital Items	2,817,170	(336,872)	2,480,298	795,000	3,275,298
Reconciliation to Budget					
Net Operating Result for the year (as above)	6,774,015	(336,872)	6,437,143	795,000	7,232,143
Less:					
Capital Purchases	11,563,868	1,194,532	12,758,400	268,832	13,027,232
Loan Principal Repayments	1,408,680	-	1,408,680	-	1,408,680
Transfer to Reserve	8,727,335	-	8,727,335	1,395,001	10,122,336
Add:					
Net Disposal Assets	-	-	-	-	-
Proceeds from sale of assets	60,892	-	60,892	-	60,892
Transfer from Reserve	8,902,975	1,531,404	10,434,379	868,833	11,303,212
New Borrowings	-	-	-	-	-
Depreciation Expense	5,962,000	-	5,962,000	-	5,962,000
Budget Surplus/Deficit Result	-	-	-	-	-

Notes:

1. Original Budget was adopted by Council on 29 June 2022 MN 2022/135
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget Review

This document forms part of Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

2. Income & Expenses Budget Review Statement

Budget Review for the Quarter ended 30 September 2022

Income & Expenses - Sewer Fund

This statement sets out the details of variations between Council's Revised Budget and the Projected Year End Result as part of the Quarterly Budget Review.

Note that for budgetary changes: **F** = favourable budget change, **U** = unfavourable budget change.

Budget Change
F/U

Income

Interest & Investments Revenue

1,395,000 F

Council's 2022/23 budget for return on investments was based on the market conditions and expectations at the time, which was a protracted low interest rate environment. After Council's 2022/23 budget was adopted, there have been sharp increases in the official cash rate and this has seen an increase in the interest rates being offered in the fixed interest market.

Expenses

Materials & Contracts

600,000 U

Implement the Improvement Notice issued by SafeWork NSW to ensure that the information, training and instruction provided to workers is suitable and adequate to enable sludge dewatering at the Moss Vale Sewage Treatment Plant to be safely carried out.

This document forms part of Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

3. Capital Budget Review Statement

Budget Review for the Quarter ended 30 September 2022

Capital Budget - Council Consolidated

	Original Budget 2022/23 ¹	Approved Changes		Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³
		Budget	Revised		
		Carryovers	Budget ²		
Capital Expenditure					
<i>New Assets</i>					
Plant & Equipment	-	-	-	-	-
Furniture & Fittings	-	-	-	-	-
Office Equipment	-	98,950	98,950	52,000	150,950
Land - Operational Land	-	-	-	-	-
Buildings - Specialised	5,811,348	1,904,334	7,715,682	1,728,702	9,444,384
Other Structures	2,617,598	1,594,076	4,211,674	3,321,558	7,533,232
Infrastructure - Roads	19,881,644	3,542,644	23,424,288	741,627	24,165,915
Infrastructure - Bridges	1,975,508	1,502,718	3,478,226	-	3,478,226
Infrastructure - Footpaths	300,000	228,288	528,288	-	528,288
Infrastructure - Stormwater Drainage	3,023,000	2,232,747	5,255,747	(158,663)	5,097,084
Infrastructure - Water Supply Network	6,185,000	1,974,386	8,159,386	434,708	8,594,094
Infrastructure - Sewerage Network	9,105,000	894,532	9,999,532	268,833	10,268,365
Other Assets - Open Space Recreation	-	-	-	-	-
<i>Renewal Assets</i>					
Plant & Equipment	3,416,540	-	3,416,539	-	3,416,539
Office Equipment	99,039	-	99,039	-	99,039
Land - Operational Land	-	-	-	-	-
Buildings - Specialised	-	-	-	-	-
Other Structures	242,560	-	242,560	349,600	592,160
Infrastructure - Roads	2,996,937	119,163	3,116,100	-	3,116,100
Infrastructure - Bridges	-	833,223	833,223	-	833,223
Infrastructure - Footpaths	-	-	-	-	-
Infrastructure - Stormwater Drainage	-	-	-	-	-
Infrastructure - Water Supply Network	1,950,000	-	1,950,000	-	1,950,000
Infrastructure - Sewerage Network	2,265,000	300,000	2,565,000	-	2,565,000
Other Assets - Library Books	184,000	50,000	234,000	-	234,000
Total Capital Expenditure	60,053,174	15,275,061	75,328,234	6,738,365	82,066,599
Capital Funding					
General Revenue	(3,392,206)	(2,348,175)	(5,740,380)	(882,191)	(6,622,571)
Sale of Assets	(1,616,333)	-	(1,616,333)	-	(1,616,333)
Grants & Contributions	(25,001,926)	(6,372,487)	(31,374,413)	(3,638,247)	(35,012,660)
Special rate Variation (SRV)	(8,276,619)	(1,908,668)	(10,185,287)	(804,253)	(10,989,540)
Other Reserves	(5,412,456)	(1,245,519)	(6,657,975)	(713,983)	(7,371,958)
Developer Contributions	(10,992,250)	(231,295)	(11,223,545)	3,900	(11,219,645)
Borrowings	-	-	-	-	-
Water Fund	(2,270,492)	(1,974,386)	(4,244,878)	(434,708)	(4,679,586)
Sewer Fund	(3,090,892)	(1,194,532)	(4,285,424)	(268,883)	(4,554,307)
Total Capital Funding	(60,053,174)	(15,275,061)	(75,328,234)	(6,738,365)	(82,066,599)
Net Capital Funding - Surplus/(Deficit)	-	-	-	-	-

Notes:

1. Original Budget was adopted by Council on 29 June 2022 MN 2022/135
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget Review

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

3. Capital Budget Review Statement

Budget Review for the Quarter ended 30 September 2022

Capital Budget - Council Consolidated

This statement sets out the details of variations between Council's Revised Budget and the Projected Year End Result as part of the Quarterly Budget Review.

Note that for budgetary changes: **F** = favourable budget change, **U** = unfavourable budget change.

	Budget Change	
	\$	F/U
Office Equipment	52,000	U
This budget adjustment is for the Integrated Library Management system, which is funded from an external grant.		
Buildings	1,728,702	U
The proposed net increase of \$1.73 million for buildings is predominately attributable to:		
<ul style="list-style-type: none"> - Bowral Memorial Hall project increase in budget for \$850,000 as per resolution of September council meeting (MN 2022/208). - Mt Gibraltar telecom tower security upgrade budget adjustment of (\$23,725) due to project completed under budget. - Mittagong Memorial Hall Playhouse rectification works increase in budget of \$124,139, to align with forecast expenditure for completion of design and development application phase. - Southern Regional Livestock Exchange (SRLX) main contract 6330/20 budget increase by \$320,000 for required fire compliance works. This can be funded from the SRLX capital improvement internal reserve. - Moss Vale War Memorial Aquatic Centre (MVAC) additional change room budget increase \$265,000 (MN 2022/61) 		
Other Structures	3,671,158	U
The proposed net increase of \$3.67 million for other structures is predominately attributable to:		
<ul style="list-style-type: none"> - Resource Recovery Centre (RRC) site security system budget reduction (\$80,000), with project scope reduced to solely vehicle registration plate recognition cameras. - Hill Top Loop Line Lookout budget increase \$55,000 to align with market base price. - Children's Play space renewal - Ritchie Park budget for \$150,000 from which \$118,000 grant funded and \$32,000 SRV. - Casburn park Wingello resilience project budget \$2,479,000 grant funded. 		

This document forms part of Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

3. Capital Budget Review Statement

Budget Review for the Quarter ended 30 September 2022

Capital Budget - Council Consolidated

Roads, Bridges and Footpaths **741,627** **U**

The proposed net increase of \$742K for roads, bridges and footpaths is predominately attributable to:

- Station St carpark lighting and pedestrian facilities \$350,000. Funding for this project has been reallocated from deferring the construction phase of Garrett St drainage
- Budget required for design of Hill Top pedestrian bridge \$45,000.
- Robinson Street stormwater renewal budget required \$75,000 to be funded by DRFA as an Essential Public Asset Reconstruction Works (EPARW)
- Oxley Drive stormwater renewal \$50,000, project required in accordance with the outcomes of a legal mediation
- Sheffield Rd Bowral kerb and gutter budget required for \$20,000
- Below three projects to be funded by Disaster Recovery Funding Arrangements (DRFA- March 2022) as an Essential Public Asset Reconstruction Works (EPARW)
 - o Oxley Drive embankment renewal \$75,000
 - o Wombeyan Caves Road - slip repair \$75,000
 - o Robinson Street stormwater renewal \$100,000

Stormwater Drainage **(158,663)** **F**

The proposed net decrease of \$159K for stormwater drainage is predominately attributable to:

- Design Wattle St Colo Vale Culvert Replacement Increase in budget \$133,941 Priority condition-based project addressing failed stormwater pipe to be funded from deferred Hood Cook Drainage construction phase which will carry across 22/23 and 23/24.
- Oxley Drive Stormwater Renewal \$50,000 adjustment Project required in accordance with the outcomes of a legal mediation.
- Construct Bessemer St Drainage budget adjustment for \$50,000.
- Construct Prince St Drainage minor budget adjustment \$35,000 to alien with final expenditure.
- Construction Hood Cook St Drainage consolidated with Design upgrade Drainage Hood Cook St \$798,000.
- Design Gascoigne St Carlton orient drainage reduction in budget (\$38,000), design phase to be reprogrammed for 2023/24
- Reeyana place drainage works reduction in budget for (\$18,525)
- Design Cavendish St drainage reduction in budget (\$5,178) design phase deferred.

Water Supply Network **434,708** **U**

The proposed net increase in water supply network is predominately attributable to:

- Wingecarribee water treatment plant's and water pumping station (WTP & WPS) budget reduction (\$160,292) for new generators since project completed under budget.
- Some water pumping station valve renewals budget required for \$45,000.
- Adjustment for BTWP Sludge Lagoon Refurbishment \$50,000.
- Wastewater treatment plant (WWTP) fluoride system upgrade required for \$200,000.
- Water treatment plant asset renewal \$200,000 allocation of funds to enable renewal of critical pumps.
- Water treatment plant lime silo dust extractors budget required for \$100,000

This document forms part of Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

3. Capital Budget Review Statement

Budget Review for the Quarter ended 30 September 2022

Capital Budget - Council Consolidated

Sewerage Network **268,833** **U**

The proposed net increase in sewerage network is predominately attributable to:

- Sewage pumping station-BU8 Penola St containment upgrade budget required for \$100,000 to align with latest project forecast.
- Robertson sewage treatment plant efficiency improvements budget required for \$118,883, budget revised upon further definition of efficiency improvement strategy.
- Sewage pumping station access way renewals budget required for \$50,000

This document forms part of Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

4. Cash & Investment Budget Review Statement Budget Review for the Quarter ended 30 September 2022

	Original	Approved Changes		Recommended changes	Projected Year End
	Budget 2022/23 ¹	Budget Carryovers	Revised Budget ²	for Council Resolution	Result 2022/23 ³
External Restrictions					
s7.11 Developer Contributions	21,576,286	-	21,576,286	551,000	22,127,286
s64 Developer Contributions	28,090,176	(969,601)	27,120,575	878,900	27,999,475
Domestic Waste Management	7,588,712	-	7,588,712	(24,841)	7,563,871
Environment Levy	1,207,474	(157,486)	1,049,988	(144,000)	905,988
Unexpended Grants	11,024,800	(6,292,121)	4,732,679	(2,853,829)	1,878,850
Stormwater Management	709,609	(33,540)	676,069	-	676,069
Water Sales Fluctuation Reserve	11,037,675	-	11,037,675	-	11,037,675
Augmentation - Water	32,162,870	(1,900,744)	30,262,126	442,292	30,704,418
Augmentation - Sewer	45,068,849	(669,868)	44,398,981	128,168	44,527,149
Total External Restrictions	158,466,451	(10,023,360)	148,443,091	(1,022,310)	147,420,781
Internal Restrictions					
Service units	1,410,899	(17,712)	1,393,187	(448,983)	944,204
Capital works	11,796,876	(4,217,368)	7,579,508	(333,364)	7,246,144
Property development	2,897,494	-	2,897,494	-	2,897,494
Council election	184,600	-	184,600	375,000	559,600
Employee leave entitlements	1,196,308	-	1,196,308	-	1,196,308
Financial Assistance Grant	4,296,496	-	4,296,496	(4,296,496)	-
Investing in our future (SRV)	10,733,729	(2,996,149)	7,737,580	(870,212)	6,867,368
Plant and fleet replacement	4,978,312	-	4,978,312	-	4,978,312
Revolving energy fund	219,536	-	219,536	-	219,536
Waste facilities (General Fund)	2,998,659	-	2,998,659	80,000	3,078,659
Business transformation	57,775	-	57,775	-	57,775
Total Internal Restrictions	40,770,684	(7,231,229)	33,539,455	(5,494,055)	28,045,400
Total Cash & Investments	199,237,135	(17,254,589)	181,982,546	(6,516,365)	175,466,181

Notes:

External restrictions are funds that must be spent for a specific purpose and cannot be used by Council for general operations. Internal restrictions are funds that council has determined will be used for a specific future purpose.

1. Original Budget was adopted by Council on 29 June 2022 MN 2022/135
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget Review

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

4. Cash & Investment Budget Review Statement

Budget Review for the Quarter ended 30 September 2022

Statements

Investments

Investments have been made in accordance with Council's Investment Policy.

Cash

This cash at bank amount has been reconciled to Council's physical bank statements.

The date of completion of this bank reconciliation is 30/09/2022.

Reconciliation Status

The year to date cash & investment figure reconciles to the actual balances held as follows:

		\$
Cash at Bank (as per bank statements)		981,220
Investments on Hand		215,069,940
less: Unpresented Cheques	(Timing Difference)	(21,569)
add: Undeposited Funds	(Timing Difference)	804,428
Reconciled Cash at Bank & Investments		216,834,019

This document forms part of Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

5. Net Cost of Services Statement

Budget Review for the Quarter ended 30 September 2022
Income & Expenses - Council Consolidated

	Original Budget 2022/23 ¹	Approved Changes Budget Carryovers	Revised Budget ²	Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³	Reasons for Budget Variations
02 - Corporate Strategy & Resourcing						
02 - Corporate & Community						
005 - Corp & Community Admin						
Income	(8,596)	0	(8,596)	0	(8,596)	
Expenses	553,029	0	553,029	0	553,029	
Sub-Total Corp & Community Admin	544,433	0	544,433	0	544,433	
020 - Family Day Care						
Income	(930,453)	0	(930,453)	0	(930,453)	
Expenses	1,025,982	0	1,025,982	19,121	1,045,103	Budget for Child Care Sustainability Program grant funded
Reserves	(39,530)	0	(39,530)	(19,121)	(58,651)	Transfer budget from unspent grant reserve in line with the above expenses
Sub-Total Family Day Care	56,000	0	56,000	0	56,000	
023 - Community Development						
Income	(115,474)	0	(115,474)	(413,727)	(529,202)	New grant fundings for the following programs: Wing Festival Reconnecting Regional NSW (\$287,582); Black Summer Bushfire Recovery Community Resilience Officer (\$116,700); 30 Days of Happiness Youth Mental Health Event (\$4,545); NAIDOC Week (\$4,900). Increase expenses budget for the above new grant funding programs (total \$413,727), and the below grant funding program from reserves (total \$296,574); and \$10,000 budget for village community facilities and public spaces projects.
Expenses	1,430,224	25,592	1,455,815	720,302	2,176,117	Transfer budget from unspent grant reserve: Youth Opportunities (\$50,000); Bushfire Recovery Community Engagement & Development (\$10,000), Bushfire Comm Recovery & Resilience Fund (\$80,975); and Black Summer Bushfire Recovery Community Resilience Officer (\$155,600).
Reserves	0	(25,592)	(25,592)	(296,574)	(322,166)	
Sub-Total Community Development	1,314,750	0	1,314,750	10,000	1,324,750	
026 - Community Engagement						
Expenses	137,182	0	137,182	0	137,182	
Sub-Total Community Engagement	137,182	0	137,182	0	137,182	
032 - Corporate Strategy & Governance						
Expenses	685,900	0	685,900	(25,649)	660,251	Budget saving due to a vacant position.
Sub-Total Corporate Strategy & Governance	685,900	0	685,900	(25,649)	660,251	
058 - Donations & Civic Events						
Expenses	328,767	0	328,767	0	328,767	
Sub-Total Donations & Civic Events	328,767	0	328,767	0	328,767	

Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

5. Net Cost of Services Statement

Budget Review for the Quarter ended 30 September 2022
Income & Expenses - Council Consolidated

	Original Budget 2022/23 ¹	Approved Changes Budget Carryovers	Revised Budget ²	Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³	Reasons for Budget Variations
062 - Legal						
Expenses	50,555	0	50,555	0	50,555	
Sub-Total Legal	50,555	0	50,555	0	50,555	
101 - Risk Management						
Income	0	0	0	0	0	
Expenses	1,675,445	0	1,675,445	110,000	1,785,445	Budget adjustment due to FY22-23 public liability insurance increase significantly
Sub-Total Risk Management	1,675,445	0	1,675,445	110,000	1,785,445	
170 - WHS						
Income	(192,000)	0	(192,000)	0	(192,000)	
Expenses	408,480	0	408,480	(10,980)	397,500	Transfer budget to Activity 196 - Workers Wellbeing for EAP Program Subscription
Sub-Total WHS	216,480	0	216,480	(10,980)	205,500	
179 - Internal Audit						
Expenses	7,000	0	7,000	63,000	70,000	Increase budget as internal audit service needed
Sub-Total Internal Audit	7,000	0	7,000	63,000	70,000	
187 - Out of School Hours Care						
Income	(322,242)	0	(322,242)	0	(322,242)	
Expenses	322,241	0	322,241	0	322,241	
Sub-Total Out of School Hours Care	(0)	0	(0)	0	(0)	
195 - Corporate Planning						
Expenses	171,468	51,845	223,313	50,000	273,313	Increase budget for Integrated Planning & Reporting Review
Reserves	0	(51,845)	(51,845)	0	(51,845)	
Sub-Total Corporate Planning	171,468	0	171,468	50,000	221,468	
Sub-Total Corporate & Community	5,187,980	0	5,187,980	196,371	5,384,351	
03 - Information Services						
006 - Corporate Information						
Expenses	815,843	0	815,843	0	815,843	
Sub-Total Corporate Information	815,843	0	815,843	0	815,843	
033 - Corporate Systems						
Income	(26,331)	0	(26,331)	0	(26,331)	
Expenses	786,291	0	786,291	(66,000)	720,291	Transfer budget to Activity 064 - Library for Computer Software Maintenance

Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

5. Net Cost of Services Statement

Budget Review for the Quarter ended 30 September 2022
Income & Expenses - Council Consolidated

	Original Budget 2022/23 ¹	Approved Changes Budget Carryovers	Revised Budget ²	Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³	Reasons for Budget Variations
Sub-Total Corporate Systems	759,960	0	759,960	(66,000)	693,960	
034 - Information Services						
Expenses	234,310	0	234,310	80,000	314,310	Budget for NSW Planning Portal API Program grant funded
Capital Purchases	99,039	98,950	197,989	0	197,989	
Reserves	0	(98,950)	(98,950)	(80,000)	(178,950)	Transfer budget from unspent grant reserve in line with the above expenses
Sub-Total Information Services	333,349	0	333,349	0	333,349	
055 - Customer Service						
Income	(1,659)	0	(1,659)	0	(1,659)	
Expenses	1,188,232	0	1,188,232	0	1,188,232	
Sub-Total Customer Service	1,186,573	0	1,186,573	0	1,186,573	
061 - ICT Operations						
Income	(88,529)	0	(88,529)	0	(88,529)	
Expenses	1,915,729	0	1,915,729	(11,000)	1,904,729	Transfer budget to Activity 064 - Library for Data Communication Charges
Sub-Total ICT Operations	1,827,200	0	1,827,200	(11,000)	1,816,200	
064 - Library Services						
Income	(147,325)	0	(147,325)	(52,000)	(199,325)	Income budget for State Library Priority Grant Transfer budget from Activity 033 & 061 - Corporate System and ICT Operations for Computer Software Maintenance and Data Communication Charges
Expenses	1,630,638	0	1,630,638	77,000	1,707,638	Expense budget for State Library Priority Grant funded Integrated Library Management System project
Capital Purchases	184,000	50,000	234,000	52,000	286,000	
Reserves	0	(50,000)	(50,000)	0	(50,000)	
Sub-Total Library Services	1,667,312	0	1,667,312	77,000	1,744,312	
183 - Website Development						
Expenses	5,236	0	5,236	0	5,236	
Sub-Total Website Development	5,236	0	5,236	0	5,236	
189 - Business Transformation						
Expenses	112,044	0	112,044	0	112,044	
Capital Purchases	0	0	0	0	0	
Reserves	(112,044)	0	(112,044)	0	(112,044)	
Sub-Total Business Transformation	(0)	0	(0)	0	(0)	
Sub-Total Information Services	6,595,474	0	6,595,474	(0)	6,595,474	

Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

5. Net Cost of Services Statement

Budget Review for the Quarter ended 30 September 2022
Income & Expenses - Council Consolidated

	Original Budget 2022/23 ¹	Approved Changes Budget Carryovers	Revised Budget ²	Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³	Reasons for Budget Variations
05 - Finance Procurement & Fleet Services						
014 - Bushfire Services						
Income	(299,635)	0	(299,635)	0	(299,635)	
Expenses	1,367,258	0	1,367,258	0	1,367,258	
Sub-Total Bushfire Services	1,067,622	0	1,067,622	0	1,067,622	
042 - Accounting Services						
Income	(6,686)	0	(6,686)	0	(6,686)	
Expenses	1,167,795	0	1,167,795	0	1,167,795	
Sub-Total Accounting Services	1,161,110	0	1,161,110	0	1,161,110	
044 - Financial Services						
Income	(388,110)	0	(388,110)	0	(388,110)	
Expenses	445,564	0	445,564	20,000	465,564	Increase expenses for animal shelter & SES capital expenditure review
Sub-Total Financial Services	57,454	0	57,454	20,000	77,454	
045 - Corporate Finance						
Income	(10,655,000)	0	(10,655,000)	3,333,640	(7,321,360)	Budget adjustment for the followings: increase interest income \$1,082,000; reduce Financial Assistance Grant \$4,072,640 which was paid in advanced in FY21-22; and reduce Emergency Services Levy Grant \$343,000 which was paid in advanced in FY21-22.
Expenses	(594,843)	0	(594,843)	0	(594,843)	
Reserves	655,000	0	655,000	(4,640,252)	(3,985,252)	Transfer from Financial Assistance Grant Reserve \$4,296,496 and Emergency Services Levy Reserve \$343,000.
Sub-Total Corporate Finance	(10,594,843)	0	(10,594,843)	(1,306,611)	(11,901,454)	
046 - Fleet and Supply Admin (Sewer Fund)						
Income	(466,820)	0	(466,820)	0	(466,820)	
Expenses	331,921	0	331,921	0	331,921	
Capital Purchases	193,868	0	193,868	0	193,868	
Reserves	(58,969)	0	(58,969)	0	(58,969)	
Sub-Total Fleet and Supply Admin (Sewer Fund)	(0)	0	(0)	0	(0)	
047 - Fleet and Supply Admin (Water Fund)						
Income	(472,870)	0	(472,870)	0	(472,870)	
Expenses	356,413	0	356,413	0	356,413	
Capital Purchases	305,758	0	305,758	0	305,758	
Reserves	(189,301)	0	(189,301)	0	(189,301)	
Sub-Total Fleet and Supply Admin (Water Fund)	(0)	0	(0)	0	(0)	
048 - Leased Vehicles						

Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

5. Net Cost of Services Statement

Budget Review for the Quarter ended 30 September 2022
Income & Expenses - Council Consolidated

	Original Budget 2022/23 ¹	Approved Changes Budget Carryovers	Revised Budget ²	Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³	Reasons for Budget Variations
Income	(957,330)	0	(957,330)	0	(957,330)	
Expenses	557,330	0	557,330	0	557,330	
Capital Purchases	800,000	0	800,000	0	800,000	
Reserves	(400,000)	0	(400,000)	0	(400,000)	
Sub-Total Leased Vehicles	(0)	0	(0)	0	(0)	
049 - Plant						
Income	(3,480,694)	0	(3,480,694)	0	(3,480,694)	
Expenses	2,303,341	0	2,303,341	0	2,303,341	
Capital Purchases	2,116,914	0	2,116,914	0	2,116,914	
Reserves	(939,561)	0	(939,561)	0	(939,561)	
Sub-Total Plant	0	0	0	0	0	
050 - Supply						
Expenses	5,000	0	5,000	0	5,000	
Sub-Total Supply	5,000	0	5,000	0	5,000	
051 - Workshops						
Income	(399,800)	0	(399,800)	0	(399,800)	
Expenses	399,800	0	399,800	0	399,800	
Sub-Total Workshops	(0)	0	(0)	0	(0)	
092 - Property Services						
Income	(549,032)	0	(549,032)	0	(549,032)	
Expenses	478,592	0	478,592	0	478,592	
Capital Purchases	0	0	0	0	0	
Loan Repayment	58,038	0	58,038	0	58,038	
Reserves	(98,500)	0	(98,500)	0	(98,500)	
Sub-Total Property Services	(110,903)	0	(110,903)	0	(110,903)	
100 - Revenue Accounting						
Income	(56,409,757)	0	(56,409,757)	0	(56,409,757)	
Expenses	1,341,284	0	1,341,284	0	1,341,284	
Reserves	13,573,644	0	13,573,644	0	13,573,644	
Sub-Total Revenue Accounting	(41,494,828)	0	(41,494,828)	0	(41,494,828)	
177 - State Emergency Services						
Expenses	107,546	0	107,546	0	107,546	
Sub-Total State Emergency Services	107,546	0	107,546	0	107,546	
178 - Fire & Rescue NSW						

Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

5. Net Cost of Services Statement

Budget Review for the Quarter ended 30 September 2022
Income & Expenses - Council Consolidated

	Original Budget 2022/23 ¹	Approved Changes Budget Carryovers	Revised Budget ²	Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³	Reasons for Budget Variations
Expenses	165,286	0	165,286	0	165,286	
Sub-Total Fire & Rescue NSW	165,286	0	165,286	0	165,286	
181 - Procurement						
Expenses	255,856	0	255,856	0	255,856	
Sub-Total Procurement	255,856	0	255,856	0	255,856	
184 - Lease of Land (Water Fund)						
Income	(206,385)	0	(206,385)	0	(206,385)	
Expenses	0	0	0	0	0	
Reserves	206,386	0	206,386	0	206,386	
Sub-Total Lease of Land (Water Fund)	1	0	1	0	1	
Sub-Total Finance Procurement & Fleet Services	(49,380,698)	0	(49,380,698)	(1,286,611)	(50,667,310)	
08 - Tourism and Economic Development						
037 - Economic Development						
Income	0	0	0	(5,000)	(5,000)	Budget for Small Business Month grant income
Expenses	165,712	0	165,712	5,000	170,712	Budget for Small Business Month expense in line with above grant income
Sub-Total Economic Development	165,712	0	165,712	0	165,712	
040 - Events						
Income	(373,545)	0	(373,545)	(70,801)	(444,346)	Income budget for Tulip After Dark Regional Events Acceleration Fund
Expenses	373,545	0	373,545	70,801	444,346	Expense budget increase in line with the above grant funding
Sub-Total Events	0	0	0	0	0	
144 - Tourism						
Income	(372,056)	0	(372,056)	0	(372,056)	
Expenses	1,280,478	0	1,280,478	35,000	1,315,478	Increase Budget for 2 grant funding programs due to return to funding body: Southern Highland Business Event \$10,000 And Savour The Unexpected \$25,000.
Reserves	0	0	0	(35,000)	(35,000)	Transfer budget from unspent grant reserve in line with the above 2 grants
Sub-Total Tourism	908,421	0	908,421	(0)	908,421	
Sub-Total Tourism and Economic Development	1,074,133	0	1,074,133	(0)	1,074,133	
16 - Media & Communication						
069 - Media & Communications						
Expenses	267,894	0	267,894	0	267,894	
Sub-Total Media & Communications	267,894	0	267,894	0	267,894	

Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRS.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

5. Net Cost of Services Statement

Budget Review for the Quarter ended 30 September 2022
Income & Expenses - Council Consolidated

	Original Budget 2022/23 ¹	Approved Changes Budget Carryovers	Revised Budget ²	Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³	Reasons for Budget Variations
Sub-Total Media & Communication	267,894	0	267,894	0	267,894	
18 - Corporate Strategy and Resources						
031 - Director Corporate Strategy & Resourcing						
Expenses	598,148	0	598,148	0	598,148	
Sub-Total Director Corporate Strategy & Resourci	598,148	0	598,148	0	598,148	
Sub-Total Corporate Strategy and Resources	598,148	0	598,148	0	598,148	
Total Corporate Strategy & Resourcing	(35,657,069)	0	(35,657,069)	(1,090,241)	(36,747,310)	
03 - Service & Project Delivery						
07 - Assets						
013 - Built Assets						
Income	(124,799)	0	(124,799)	0	(124,799)	
Expenses	387,495	65,161	452,657	65,089	517,746	Increase in budget for Asset revaluation.
Capital Purchases	803,557	19,048	822,604	(41,848)	780,756	
Reserves	(697,383)	(84,209)	(781,592)	1,598	(779,994)	
Sub-Total Built Assets	368,870	0	368,870	24,839	393,709	
025 - Management Committees						
Income	(1,714)	0	(1,714)	0	(1,714)	
Expenses	63,059	101,418	164,477	0	164,477	
Reserves	0	(101,418)	(101,418)	0	(101,418)	
Sub-Total Management Committees	61,345	0	61,345	0	61,345	
054 - Floodplain & Stormwater Engineering						
Income	(10,000)	0	(10,000)	0	(10,000)	
Expenses	229,908	33,540	263,448	0	263,448	
Reserves	(96,937)	(33,540)	(130,477)	0	(130,477)	
Sub-Total Floodplain & Stormwater Engineering	122,971	0	122,971	0	122,971	
084 - Parks Assets						
Income	(1,090,000)	0	(1,090,000)	(308,175)	(1,398,175)	
Expenses	691,453	246,869	938,322	61,190	999,512	
Capital Purchases	1,658,501	0	1,658,501	395,175	2,053,676	Project budget adjustment to align with market base price
Reserves	(33,607)	(246,869)	(280,476)	(93,190)	(373,666)	
Sub-Total Parks Assets	1,226,347	0	1,226,347	55,000	1,281,347	
094 - Public Cemeteries						
Income	(235,868)	0	(235,868)	0	(235,868)	

Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

5. Net Cost of Services Statement

Budget Review for the Quarter ended 30 September 2022
Income & Expenses - Council Consolidated

	Original Budget 2022/23 ¹	Approved Changes Budget Carryovers	Revised Budget ²	Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³	Reasons for Budget Variations
Expenses	362,863	0	362,863	0	362,863	
Capital Purchases	27,000	0	27,000	(0)	27,000	
Reserves	(11,329)	0	(11,329)	0	(11,329)	
Sub-Total Public Cemeteries	142,665	0	142,665	(0)	142,665	
106 - Roads & Drainage Engineering						
Income	(35,710)	0	(35,710)	0	(35,710)	
Expenses	1,128,085	102,682	1,230,767	0	1,230,767	
Reserves	0	(102,682)	(102,682)	0	(102,682)	
Sub-Total Roads & Drainage Engineering	1,092,375	0	1,092,375	0	1,092,375	
146 - Traffic						
Income	(6,345)	0	(6,345)	0	(6,345)	
Expenses	112,626	0	112,626	0	112,626	
Sub-Total Traffic	106,281	0	106,281	0	106,281	
147 - Road Safety Officer						
Income	(48,094)	0	(48,094)	(17,030)	(65,123)	Road safety programs such as Car Safe kids, Speed Busters Community Speed
Expenses	127,918	0	127,918	27,686	155,604	Displays, Senior Driver and Look Pedestrian Safety to be funded from grants.
Reserves	0	0	0	(10,656)	(10,656)	
Sub-Total Road Safety Officer	79,825	0	79,825	(0)	79,825	
150 - Street Lighting						
Income	(112,059)	0	(112,059)	0	(112,059)	
Expenses	740,000	0	740,000	0	740,000	
Sub-Total Street Lighting	627,941	0	627,941	0	627,941	
155 - Section 64 Contributions (Sewer)						
Income	(1,452,845)	0	(1,452,845)	(398,000)	(1,850,845)	Additional interest forecast on unspent developer contributions which is
Reserves	1,452,845	0	1,452,845	398,000	1,850,845	externally restricted.
Sub-Total Section 64 Contributions (Sewer)	0	0	0	0	0	
156 - Section 64 Contributions (Water)						
Income	(1,175,983)	0	(1,175,983)	(417,000)	(1,592,983)	Additional interest forecast on unspent developer contributions which is
Reserves	1,175,983	0	1,175,983	417,000	1,592,983	externally restricted.
Sub-Total Section 64 Contributions (Water)	(0)	0	(0)	0	(0)	
157 - Sewer Engineering Admin						
Income	(19,950,026)	0	(19,950,026)	(997,000)	(20,947,026)	Additional interest forecast on unspent cash in the Sewer Fund which is
Expenses	2,960,674	212,024	3,172,698	0	3,172,698	externally restricted.
Loan Repayment	1,408,680	0	1,408,680	0	1,408,680	

Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

5. Net Cost of Services Statement

Budget Review for the Quarter ended 30 September 2022
Income & Expenses - Council Consolidated

	Original Budget 2022/23 ¹	Approved Changes Budget Carryovers	Revised Budget ²	Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³	Reasons for Budget Variations
Reserves	7,139,591	(212,024)	6,927,567	997,000	7,924,567	
Sub-Total Sewer Engineering Admin	(8,441,081)	0	(8,441,081)	0	(8,441,081)	
158 - Water Engineering Admin						
Income	(13,087,099)	0	(13,087,099)	(877,000)	(13,964,099)	Additional interest forecast on unspent cash in the Water Fund which is externally restricted.
Expenses	2,888,891	50,483	2,939,374	0	2,939,374	
Capital Purchases	0	145,813	145,813	0	145,813	
Reserves	2,505,407	(196,296)	2,309,111	877,000	3,186,111	
Sub-Total Water Engineering Admin	(7,692,801)	0	(7,692,801)	0	(7,692,801)	
174 - Asset Support						
Expenses	0	0	0	0	0	
Sub-Total Asset Support	0	0	0	0	0	
Sub-Total Assets	(12,305,263)	0	(12,305,263)	79,839	(12,225,424)	
10 - Business Services						
107 - Commercial Waste Management						
Income	(441,493)	0	(441,493)	0	(441,493)	
Expenses	250,897	0	250,897	0	250,897	
Sub-Total Commercial Waste Management	(190,596)	0	(190,596)	0	(190,596)	
108 - Domestic Waste Management						
Income	(9,873,222)	0	(9,873,222)	0	(9,873,222)	Funding from internal reserves to complete a waste bin audit.
Expenses	9,401,718	0	9,401,718	19,698	9,421,416	
Reserves	471,504	0	471,504	(19,698)	451,806	
Sub-Total Domestic Waste Management	(0)	0	(0)	0	(0)	
109 - Hazardous Waste						
Income	(56,760)	0	(56,760)	0	(56,760)	
Expenses	45,378	0	45,378	0	45,378	
Sub-Total Hazardous Waste	(11,382)	0	(11,382)	0	(11,382)	
111 - Inert Waste						
Income	(1,568,152)	0	(1,568,152)	0	(1,568,152)	
Expenses	1,185,481	0	1,185,481	0	1,185,481	
Sub-Total Inert Waste	(382,671)	0	(382,671)	0	(382,671)	
112 - Better Waste & Recycling Fund						
Expenses	0	0	0	116,156	116,156	Non Contestable waste grant transfer from prior year.
Reserves	0	0	0	(116,156)	(116,156)	

Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

5. Net Cost of Services Statement

Budget Review for the Quarter ended 30 September 2022
Income & Expenses - Council Consolidated

	Original Budget 2022/23 ¹	Approved Changes Budget Carryovers	Revised Budget ²	Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³	Reasons for Budget Variations
Sub-Total Better Waste & Recycling Fund	0	0	0	0	0	
113 - Organic Product & Waste						
Income	(1,607,556)	0	(1,607,556)	0	(1,607,556)	
Expenses	993,476	0	993,476	0	993,476	
Sub-Total Organic Product & Waste	(614,080)	0	(614,080)	0	(614,080)	
114 - Putrescible Waste						
Income	(4,023,705)	0	(4,023,705)	0	(4,023,705)	
Expenses	2,491,040	0	2,491,040	0	2,491,040	
Sub-Total Putrescible Waste	(1,532,666)	0	(1,532,666)	0	(1,532,666)	
115 - Recycling						
Income	(1,260,545)	0	(1,260,545)	0	(1,260,545)	
Expenses	907,354	0	907,354	17,394	924,748	Education program comm recycling centre grant transfer from prior year
Reserves	0	0	0	(17,394)	(17,394)	
Sub-Total Recycling	(353,191)	0	(353,191)	0	(353,191)	
116 - RRC Operations						
Income	(141,771)	0	(141,771)	0	(141,771)	
Expenses	3,350,268	148,519	3,498,787	0	3,498,787	
Capital Purchases	500,000	0	500,000	(80,000)	420,000	Reduction in budget for RRC water division system with project scope reduced
Loan Repayment	84,862	0	84,862	0	84,862	to solely vehicle registration plate recognition cameras
Reserves	(708,773)	(148,519)	(857,292)	80,000	(777,292)	
Sub-Total RRC Operations	3,084,586	0	3,084,586	0	3,084,586	
117 - Welby Rehabilitation						
Expenses	20,422	0	20,422	0	20,422	
Reserves	(20,422)	0	(20,422)	0	(20,422)	
Sub-Total Welby Rehabilitation	0	0	0	0	0	
141 - Operations SRLE						
Income	(971,684)	0	(971,684)	0	(971,684)	
Expenses	785,042	0	785,042	0	785,042	
Capital Purchases	132,000	0	132,000	0	132,000	
Reserves	54,643	0	54,643	0	54,643	
Sub-Total Operations SRLE	0	0	0	0	0	
Sub-Total Business Services	(0)	0	(0)	(0)	(0)	
11 - Infrastructure Services						

Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

5. Net Cost of Services Statement

Budget Review for the Quarter ended 30 September 2022
Income & Expenses - Council Consolidated

	Original Budget 2022/23 ¹	Approved Changes Budget Carryovers	Revised Budget ²	Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³	Reasons for Budget Variations
002 - Cyclepaths						
Expenses	150,852	0	150,852	0	150,852	
Sub-Total Cyclepaths	150,852	0	150,852	0	150,852	
003 - Footpaths						
Expenses	294,289	0	294,289	0	294,289	
Sub-Total Footpaths	294,289	0	294,289	0	294,289	
007 - Bridge Construction						
Capital Purchases	0	0	0	0	0	
Sub-Total Bridge Construction	0	0	0	0	0	
022 - Civil Design & Projects						
Capital Purchases	40,000	219,164	259,164	1,677,041	1,936,205	
Reserves	(40,000)	(219,164)	(259,164)	(677,041)	(936,206)	Funds allocated from Pavement Rehab Program to specific Projects. \$1M to Range Rd Renewal
Sub-Total Civil Design & Projects	0	(0)	(0)	1,000,000	1,000,000	
027 - Concrete						
Capital Purchases	300,000	228,288	528,288	(0)	528,288	
Reserves	0	(228,288)	(228,288)	0	(228,288)	
Sub-Total Concrete	300,000	0	300,000	(0)	300,000	
028 - Construction						
Income	(948,000)	0	(948,000)	0	(948,000)	
Expenses	191,332	0	191,332	0	191,332	
Capital Purchases	948,000	25,828	973,828	0	973,828	
Reserves	0	(25,828)	(25,828)	0	(25,828)	
Sub-Total Construction	191,331	(0)	191,331	0	191,331	
035 - Design and Construction Admin						
Income	(41,616)	0	(41,616)	0	(41,616)	
Expenses	1,622,517	0	1,622,517	0	1,622,517	
Sub-Total Design and Construction Admin	1,580,901	0	1,580,901	0	1,580,901	
052 - Operations Support Admin						
Income	0	0	0	0	0	
Expenses	578,699	0	578,699	0	578,699	
Sub-Total Operations Support Admin	578,699	0	578,699	0	578,699	
053 - Floodplain & Stormwater Construction						

Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

5. Net Cost of Services Statement

Budget Review for the Quarter ended 30 September 2022
Income & Expenses - Council Consolidated

	Original Budget 2022/23 ¹	Approved Changes Budget Carryovers	Revised Budget ²	Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³	Reasons for Budget Variations
Capital Purchases	3,023,000	1,334,718	4,357,718	(288,703)	4,069,015	Increase in budget for Construct Prince St drainage \$35k. One project consolidation
Reserves	(3,023,000)	(1,334,718)	(4,357,718)	288,703	(4,069,015)	
Sub-Total Floodplain & Stormwater Construction	0	0	0	(0)	0	
065 - Bridge M&R						
Expenses	30,732	0	30,732	0	30,732	
Sub-Total Bridge M&R	30,732	0	30,732	0	30,732	
066 - Drainage						
Expenses	421,145	0	421,145	0	421,145	
Reserves	(264,274)	0	(264,274)	0	(264,274)	
Sub-Total Drainage	156,871	0	156,871	0	156,871	
067 - Floodplain & Stormwater Maintenance						
Expenses	303,107	0	303,107	0	303,107	
Reserves	(180,175)	0	(180,175)	0	(180,175)	
Sub-Total Floodplain & Stormwater Maintenance	122,932	0	122,932	0	122,932	
068 - Kerb & Guttering						
Expenses	197,845	0	197,845	0	197,845	
Capital Purchases	50,001	0	50,001	20,000	70,001	Budget required for Sheffield Rd Kerb & gutter installation.
Reserves	0	0	0	(20,000)	(20,000)	
Sub-Total Kerb & Guttering	247,846	0	247,846	0	247,846	
079 - Operations Management Admin						
Income	(49,939)	0	(49,939)	0	(49,939)	
Expenses	888,569	0	888,569	0	888,569	
Sub-Total Operations Management Admin	838,630	0	838,630	0	838,630	
102 - Local Roads Construction						
Income	(2,498,890)	0	(2,498,890)	0	(2,498,890)	
Expenses	93,315	0	93,315	0	93,315	
Capital Purchases	10,087,831	2,304,622	12,392,453	(1,858,524)	10,533,929	Funds allocated from Program to specific Projects; Wilson Dr Colo Vale, Range Rd, High St Robertson, Kelly PI exeter renewal
Loan Repayment	441,447	0	441,447	0	441,447	
Reserves	(4,554,583)	(2,304,622)	(6,859,205)	438,165	(6,421,040)	
Sub-Total Local Roads Construction	3,569,120	0	3,569,120	(1,420,359)	2,148,761	
103 - Regional Roads Construction						
Income	(1,364,000)	(0)	(1,364,000)	(250,000)	(1,613,999)	Regional Road Repair Program (RRRP). To be matched 1:1 with Council funds
Capital Purchases	627,000	1,324,661	1,951,661	995,000	2,946,661	Funds allocated from Pavement Rehab Program to specific Projects
Reserves	737,000	(1,324,661)	(587,661)	(325,000)	(912,661)	

Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

5. Net Cost of Services Statement

Budget Review for the Quarter ended 30 September 2022
Income & Expenses - Council Consolidated

	Original Budget 2022/23 ¹	Approved Changes Budget Carryovers	Revised Budget ²	Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³	Reasons for Budget Variations
Sub-Total Regional Roads Construction	0	(0)	(0)	420,000	420,001	
104 - Local Roads Maintenance						
Income	0	0	0	(61,000)	(61,000)	Wattle ridge Rd hilltop shooting transfer of unspent prior year contribution
Expenses	6,226,184	0	6,226,184	119,363	6,345,546	
Reserves	(1,362,434)	0	(1,362,434)	(58,363)	(1,420,797)	
Sub-Total Local Roads Maintenance	4,863,750	0	4,863,750	0	4,863,750	
105 - Regional Roads Maintenance						
Expenses	632,288	0	632,288	0	632,288	
Reserves	(632,288)	0	(632,288)	0	(632,288)	
Sub-Total Regional Roads Maintenance	(0)	0	(0)	0	(0)	
148 - Shire Signs & Markings						
Expenses	90,615	0	90,615	0	90,615	
Sub-Total Shire Signs & Markings	90,615	0	90,615	0	90,615	
151 - Traffic Facilities						
Income	(210,000)	0	(210,000)	0	(210,000)	
Expenses	411,155	0	411,155	0	411,155	
Reserves	(0)	0	(0)	0	(0)	
Sub-Total Traffic Facilities	201,155	0	201,155	0	201,155	
188 - Natural Disaster Management						
Income	(90,000)	0	(90,000)	(1,250,000)	(1,340,000)	Storm Event Feb 20222 OLG local recovery transfer from unspent grant
Expenses	105,719	0	105,719	1,000,000	1,105,719	Storm even March 2022 fund essential public asset reconstruction works for Oxley St, Robison St & Wombeyan caves sloop remediation
Capital Purchases	0	0	0	250,000	250,000	
Sub-Total Natural Disaster Management	15,719	0	15,719	0	15,719	
190 - Infrastructure Services Roads (Water Fund)						
Capital Purchases	0	761,733	761,733	0	761,733	
Reserves	0	(761,733)	(761,733)	0	(761,733)	
Sub-Total Infrastructure Services Roads (Water Fund)	0	0	0	0	0	
191 - Infrastructure Services Roads (Sewer Fund)						
Sub-Total Infrastructure Services Roads (Sewer Fund)	0	0	0	0	0	
Sub-Total Infrastructure Services	13,233,441	(0)	13,233,441	(359)	13,233,081	
12 - Projects & Contracts						

Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

5. Net Cost of Services Statement

Budget Review for the Quarter ended 30 September 2022
Income & Expenses - Council Consolidated

	Original Budget 2022/23 ¹	Approved Changes Budget Carryovers	Revised Budget ²	Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³	Reasons for Budget Variations
091 - Projects & Contracts (General Fund)						
Income	(7,715,633)	0	(7,715,633)	(3,508,002)	(11,223,635)	Casburan park Wingello resilience project funded by DPE bushfire local economy recovery
Expenses	57,089	0	57,089	629,002	686,091	Mittagong play house rectification works
Capital Purchases	17,977,050	5,928,584	23,905,634	4,135,411	28,041,044	
Loan Repayment	186,110	0	186,110	0	186,110	
Reserves	(10,349,310)	(5,928,584)	(16,277,894)	(406,410)	(16,684,304)	
Sub-Total Projects & Contracts (General Fund)	155,306	0	155,306	850,000	1,005,306	Bowral memorial hall budget required as per council resolution MN2022/208
182 - Assets and Projects						
Expenses	332,719	0	332,719	0	332,719	
Sub-Total Assets and Projects	332,719	0	332,719	0	332,719	
185 - Projects & Contracts (Water Fund)						
Income	0	0	0	0	0	
Expenses	10,900	0	10,900	0	10,900	
Capital Purchases	4,245,000	790,570	5,035,570	39,708	5,075,278	New generators WTP & WPS project completed under budget with Certain
Reserves	(4,245,000)	(790,570)	(5,035,570)	(39,708)	(5,075,278)	Project consolidations
Sub-Total Projects & Contracts (Water Fund)	10,900	0	10,900	(0)	10,900	
186 - Projects & Contracts (Sewer Fund)						
Income	(2,600,000)	0	(2,600,000)	0	(2,600,000)	
Expenses	30,500	0	30,500	0	30,500	
Capital Purchases	8,700,000	506,274	9,206,274	100,000	9,306,274	Sewage Pumping Station SPS Penola St containment upgrade increased with latest project forecast
Reserves	(6,100,000)	(506,274)	(6,606,274)	(100,000)	(6,706,274)	
Sub-Total Projects & Contracts (Sewer Fund)	30,500	0	30,500	(0)	30,500	
Sub-Total Projects & Contracts	529,426	0	529,426	850,000	1,379,426	
13 - Water and Sewer						
118 - Berrima Pumping Station						
Expenses	90,112	0	90,112	0	90,112	
Sub-Total Berrima Pumping Station	90,112	0	90,112	0	90,112	
119 - Berrima Sewerage Network						
Expenses	92,175	0	92,175	0	92,175	
Sub-Total Berrima Sewerage Network	92,175	0	92,175	0	92,175	
120 - Berrima Treatment Plant						
Expenses	251,249	0	251,249	0	251,249	
Sub-Total Berrima Treatment Plant	251,249	0	251,249	0	251,249	

Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

5. Net Cost of Services Statement

Budget Review for the Quarter ended 30 September 2022
Income & Expenses - Council Consolidated

	Original Budget 2022/23 ¹	Approved Changes Budget Carryovers	Revised Budget ²	Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³	Reasons for Budget Variations
121 - Bowral Pumping Station						
Expenses	156,656	0	156,656	0	156,656	
Sub-Total Bowral Pumping Station	156,656	0	156,656	0	156,656	
122 - Bowral Sewerage Network						
Expenses	287,197	0	287,197	0	287,197	
Sub-Total Bowral Sewerage Network	287,197	0	287,197	0	287,197	
123 - Bowral Treatment Plant						
Expenses	834,350	0	834,350	0	834,350	
Sub-Total Bowral Treatment Plant	834,350	0	834,350	0	834,350	
124 - Bundanoon Pumping Station						
Expenses	167,238	0	167,238	0	167,238	
Sub-Total Bundanoon Pumping Station	167,238	0	167,238	0	167,238	
125 - Bundanoon Sewerage Network						
Expenses	134,831	0	134,831	0	134,831	
Sub-Total Bundanoon Sewerage Network	134,831	0	134,831	0	134,831	
126 - Bundanoon Treatment Plant						
Expenses	339,526	0	339,526	0	339,526	
Sub-Total Bundanoon Treatment Plant	339,526	0	339,526	0	339,526	
127 - Mittagong Pumping Station						
Expenses	447,239	0	447,239	0	447,239	
Sub-Total Mittagong Pumping Station	447,239	0	447,239	0	447,239	
128 - Mittagong Sewerage Network						
Expenses	308,288	0	308,288	0	308,288	
Sub-Total Mittagong Sewerage Network	308,288	0	308,288	0	308,288	
129 - Mittagong Treatment Plant						
Expenses	806,068	0	806,068	0	806,068	
Sub-Total Mittagong Treatment Plant	806,068	0	806,068	0	806,068	
130 - Moss Vale Pumping Station						
Expenses	276,682	0	276,682	0	276,682	
Sub-Total Moss Vale Pumping Station	276,682	0	276,682	0	276,682	

Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

5. Net Cost of Services Statement

Budget Review for the Quarter ended 30 September 2022
Income & Expenses - Council Consolidated

	Original Budget 2022/23 ¹	Approved Changes Budget Carryovers	Revised Budget ²	Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³	Reasons for Budget Variations
131 - Moss Vale Sewerage Network						
Expenses	276,100	0	276,100	0	276,100	
Sub-Total Moss Vale Sewerage Network	276,100	0	276,100	0	276,100	
132 - Moss Vale Treatment Plant						
Expenses	772,124	0	772,124	0	772,124	
Sub-Total Moss Vale Treatment Plant	772,124	0	772,124	0	772,124	
133 - Robertson Treatment Plant						
Expenses	585,183	0	585,183	0	585,183	
Sub-Total Robertson Treatment Plant	585,183	0	585,183	0	585,183	
134 - Sewer Capital Works						
Income	0	0	0	0	0	
Expenses	0	0	0	0	0	
Capital Purchases	2,595,000	688,257	3,283,257	168,833	3,452,090	Increase in project budget with latest project forecast and defining of efficiency
Reserves	(2,595,000)	(688,257)	(3,283,257)	(168,833)	(3,452,090)	improvement strategy
Sub-Total Sewer Capital Works	(0)	0	(0)	0	0	
135 - Sewer Depot Operating						
Expenses	597,464	0	597,464	600,000	1,197,464	Implement the Improvement Notice issued by SafeWork NSW to ensure that the information, training and instruction provided to workers is suitable and adequate to enable sludge dewatering at the Moss Vale Sewerage Treatment Plant to be safely carried out.
Reserves	0	0	0	(600,000)	(600,000)	
Sub-Total Sewer Depot Operating	597,464	0	597,464	0	597,464	
137 - Trade Waste						
Income	(169,135)	0	(169,135)	0	(169,135)	
Expenses	5,686	0	5,686	0	5,686	
Sub-Total Trade Waste	(163,449)	0	(163,449)	0	(163,449)	
138 - Sewer Planned Maintenance						
Expenses	1,006,995	124,848	1,131,843	0	1,131,843	
Reserves	0	(124,848)	(124,848)	0	(124,848)	
Sub-Total Sewer Planned Maintenance	1,006,995	0	1,006,995	0	1,006,995	
139 - Sewer Reticulation Private Works						
Income	(39,803)	0	(39,803)	0	(39,803)	
Expenses	0	0	0	0	0	
Capital Purchases	75,000	0	75,000	0	75,000	

Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

5. Net Cost of Services Statement

Budget Review for the Quarter ended 30 September 2022
Income & Expenses - Council Consolidated

	Original Budget 2022/23 ¹	Approved Changes Budget Carryovers	Revised Budget ²	Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³	Reasons for Budget Variations
Reserves	(75,000)	0	(75,000)	0	(75,000)	
Sub-Total Sewer Reticulation Private Works	(39,803)	0	(39,803)	0	(39,803)	
159 - Treatment Plants						
Expenses	2,981,343	0	2,981,343	0	2,981,343	
Sub-Total Treatment Plants	2,981,343	0	2,981,343	0	2,981,343	
160 - Dams						
Expenses	80,256	0	80,256	0	80,256	
Sub-Total Dams	80,256	0	80,256	0	80,256	
161 - Flouridation Plants						
Expenses	82,443	0	82,443	0	82,443	
Sub-Total Flouridation Plants	82,443	0	82,443	0	82,443	
162 - Pumping Stations						
Expenses	298,069	0	298,069	0	298,069	
Sub-Total Pumping Stations	298,069	0	298,069	0	298,069	
163 - Reservoirs						
Expenses	314,405	0	314,405	0	314,405	
Sub-Total Reservoirs	314,405	0	314,405	0	314,405	
164 - Water Capital Works						
Income	(22,745)	0	(22,745)	0	(22,745)	
Capital Purchases	3,690,000	276,270	3,966,270	245,000	4,211,270	Fund required for new project to enable renewal of critical pumps. Also some project consolidation
Reserves	(3,690,000)	(276,270)	(3,966,270)	(245,000)	(4,211,270)	
Sub-Total Water Capital Works	(22,745)	0	(22,745)	(0)	(22,745)	
165 - Water Depot Operating						
Expenses	527,014	0	527,014	0	527,014	
Sub-Total Water Depot Operating	527,014	0	527,014	0	527,014	
166 - Water Mains Planned Maintenance						
Expenses	1,341,736	0	1,341,736	0	1,341,736	
Sub-Total Water Mains Planned Maintenance	1,341,736	0	1,341,736	0	1,341,736	
167 - Water Meter Planned Maintenance						
Expenses	750,606	0	750,606	0	750,606	
Sub-Total Water Meter Planned Maintenance	750,606	0	750,606	0	750,606	

Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

5. Net Cost of Services Statement

Budget Review for the Quarter ended 30 September 2022
Income & Expenses - Council Consolidated

	Original Budget 2022/23 ¹	Approved Changes Budget Carryovers	Revised Budget ²	Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³	Reasons for Budget Variations
168 - Water Planned Maintenance						
Income	0	0	0	0	0	
Expenses	393,714	0	393,714	0	393,714	
Sub-Total Water Planned Maintenance	393,714	0	393,714	0	393,714	
169 - Water Reticulation Private Works						
Income	0	0	0	0	0	
Capital Purchases	200,000	0	200,000	(0)	200,000	
Reserves	(200,000)	0	(200,000)	0	(200,000)	
Sub-Total Water Reticulation Private Works	0	0	0	(0)	(0)	
173 - Robertson Sewerage Network						
Expenses	116,457	0	116,457	0	116,457	
Sub-Total Robertson Sewerage Network	116,457	0	116,457	0	116,457	
175 - Water Headworks Administration						
Expenses	832,595	0	832,595	0	832,595	
Sub-Total Water Headworks Administration	832,595	0	832,595	0	832,595	
176 - Sewer Headworks Administration						
Income	0	0	0	0	0	
Expenses	965,437	0	965,437	0	965,438	
Sub-Total Sewer Headworks Administration	965,437	0	965,437	0	965,438	
Sub-Total Water and Sewer	15,887,553	(0)	15,887,553	0	15,887,553	
17 - Open Space Buildings & Pools						
004 - Outdoor Dining						
Income	(59,886)	0	(59,886)	0	(59,886)	
Expenses	449,024	0	449,024	0	449,024	
Sub-Total Outdoor Dining	389,138	0	389,138	0	389,138	
008 - Civic Centre						
Expenses	610,273	0	610,273	0	610,273	
Reserves	(52,644)	0	(52,644)	0	(52,644)	
Sub-Total Civic Centre	557,629	0	557,629	0	557,629	
009 - Land & Buildings						
Income	0	0	0	0	0	
Expenses	525,071	0	525,071	0	525,071	Mt Gibraltar Telecom tower security upgrade project completion under budget.
Capital Purchases	(2)	86,896	86,895	(23,724)	63,170	

Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

5. Net Cost of Services Statement

Budget Review for the Quarter ended 30 September 2022
Income & Expenses - Council Consolidated

	Original Budget 2022/23 ¹	Approved Changes Budget Carryovers	Revised Budget ²	Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³	Reasons for Budget Variations
Reserves	0	(86,896)	(86,896)	(0)	(86,897)	
Sub-Total Land & Buildings	525,069	0	525,069	(23,725)	501,344	
010 - Public Halls						
Income	(19,346)	0	(19,346)	0	(19,346)	
Expenses	1,748,029	0	1,748,029	0	1,748,029	
Capital Purchases	0	0	0	0	0	
Reserves	(1,020,234)	0	(1,020,234)	0	(1,020,234)	
Sub-Total Public Halls	708,449	0	708,449	0	708,449	
011 - Public Toilets						
Expenses	494,509	0	494,509	0	494,509	
Capital Purchases	0	57,808	57,808	40,000	97,808	Design Berrima Campground amenities block.
Reserves	0	(57,808)	(57,808)	0	(57,808)	
Sub-Total Public Toilets	494,510	0	494,510	40,000	534,510	
012 - Senior Citizens Centres						
Income	0	0	0	0	0	
Expenses	13,021	0	13,021	0	13,021	
Sub-Total Senior Citizens Centres	13,021	0	13,021	0	13,021	
015 - Car Parks						
Expenses	44,608	0	44,608	0	44,608	
Sub-Total Car Parks	44,608	0	44,608	0	44,608	
017 - Roads Ancillaries Cleaning						
Income	(2,047)	0	(2,047)	0	(2,047)	
Expenses	795,301	0	795,301	0	795,301	
Sub-Total Roads Ancillaries Cleaning	793,254	0	793,254	0	793,254	
080 - Parks & Open Space Admin						
Income	(1,143)	0	(1,143)	0	(1,143)	
Expenses	752,860	0	752,860	0	752,860	
Capital Purchases	0	0	0	0	0	
Sub-Total Parks & Open Space Admin	751,717	0	751,717	0	751,717	
081 - Parks & Reserves						
Income	(60,000)	0	(60,000)	0	(60,000)	
Expenses	1,623,479	0	1,623,479	(0)	1,623,479	Funds for Station St Camelia works required. Some funding consolidated onto
Capital Purchases	180,797	96,855	277,652	370,700	648,352	single cost centre .
Reserves	(575,739)	(96,855)	(672,594)	(396,700)	(1,069,294)	

Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

5. Net Cost of Services Statement

Budget Review for the Quarter ended 30 September 2022
Income & Expenses - Council Consolidated

	Original Budget 2022/23 ¹	Approved Changes Budget Carryovers	Revised Budget ²	Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³	Reasons for Budget Variations
Sub-Total Parks & Reserves	1,168,537	0	1,168,537	(26,000)	1,142,537	
082 - Parks Town Approaches						
Expenses	67,451	0	67,451	0	67,451	
Sub-Total Parks Town Approaches	67,451	0	67,451	0	67,451	
083 - Sports Fields						
Income	(59,254)	0	(59,254)	0	(59,254)	
Expenses	1,263,951	0	1,263,951	0	1,263,951	Park Furniture & Sportsfield Furniture consolidated into Sportsfield park furniture
Capital Purchases	316,700	330,720	647,420	44,300	691,720	renewal.
Reserves	(302,000)	(330,720)	(632,720)	(18,300)	(651,020)	
Sub-Total Sports Fields	1,219,398	0	1,219,398	26,000	1,245,398	
085 - Bowral Pool						
Income	(182,278)	0	(182,278)	0	(182,278)	
Expenses	547,113	0	547,113	0	547,113	
Sub-Total Bowral Pool	364,836	0	364,836	0	364,836	
086 - Bundanoon Pool						
Income	(28,342)	0	(28,342)	0	(28,342)	
Expenses	219,253	0	219,253	0	219,253	
Sub-Total Bundanoon Pool	190,911	0	190,911	0	190,911	
087 - MVWMAC Construction						
Expenses	191,405	0	191,405	0	191,405	
Loan Repayment	510,616	0	510,616	0	510,616	
Sub-Total MVWMAC Construction	702,021	0	702,021	0	702,021	
088 - Mittagong Pool						
Income	(207,171)	0	(207,171)	0	(207,171)	
Expenses	518,399	0	518,399	0	518,399	
Loan Repayment	278,520	0	278,520	0	278,520	
Sub-Total Mittagong Pool	589,748	0	589,748	0	589,748	
089 - MVWMAC Operations						
Income	(1,983,677)	0	(1,983,677)	0	(1,983,677)	Budget to fund the additional change room at the Moss Vale War Memorial
Expenses	2,581,698	0	2,581,698	0	2,581,698	Aquatic Centre.
Capital Purchases	0	0	0	265,000	265,000	
Reserves	100,000	0	100,000	(265,000)	(165,000)	
Sub-Total MVWMAC Operations	698,021	0	698,021	0	698,021	

Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

5. Net Cost of Services Statement

Budget Review for the Quarter ended 30 September 2022
Income & Expenses - Council Consolidated

	Original Budget 2022/23 ¹	Approved Changes Budget Carryovers	Revised Budget ²	Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³	Reasons for Budget Variations
090 - Pools & Facilities						
Expenses	230,422	0	230,422	0	230,422	
Capital Purchases	177,161	0	177,161	(0)	177,160	
Sub-Total Pools & Facilities	407,583	0	407,583	(0)	407,583	
149 - Street Furniture						
Expenses	20,945	0	20,945	0	20,945	
Sub-Total Street Furniture	20,945	0	20,945	0	20,945	
153 - Roadside Mowing						
Expenses	158,500	0	158,500	0	158,500	
Sub-Total Roadside Mowing	158,500	0	158,500	0	158,500	
154 - Vegetation Management						
Income	(7,051)	0	(7,051)	(459,205)	(466,256)	Grant funded bushfire generated greenwaste project budget.
Expenses	1,031,751	0	1,031,751	2,289,699	3,321,451	
Capital Purchases	(0)	0	(0)	0	(0)	
Reserves	0	0	0	(1,830,494)	(1,830,494)	
Sub-Total Vegetation Management	1,024,701	0	1,024,701	(0)	1,024,700	
193 - WSUD Maintenance						
Expenses	53,996	0	53,996	0	53,996	
Reserves	(13,900)	0	(13,900)	0	(13,900)	
Sub-Total WSUD Maintenance	40,096	0	40,096	0	40,096	
Sub-Total Open Space Buildings & Pools	10,930,142	0	10,930,142	16,275	10,946,417	
19 - Service and Project Delivery						
078 - Director Service & Project Delivery						
Expenses	393,442	0	393,442	0	393,442	
Sub-Total Director Service & Project Delivery	393,442	0	393,442	0	393,442	
Sub-Total Service and Project Delivery	393,442	0	393,442	0	393,442	
Total Service & Project Delivery	28,668,742	(0)	28,668,741	945,754	29,614,496	
04 - General Manager						
06 - People and Culture						
060 - Human Resources						
Income	(2,290,802)	0	(2,290,802)	(47,000)	(2,337,802)	Commonwealth government apprenticeship subsidy
Expenses	3,829,081	0	3,829,081	99,000	3,928,081	Recruitment expenses for senior positions

Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

5. Net Cost of Services Statement

Budget Review for the Quarter ended 30 September 2022
Income & Expenses - Council Consolidated

	Original Budget 2022/23 ¹	Approved Changes Budget Carryovers	Revised Budget ²	Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³	Reasons for Budget Variations
Sub-Total Human Resources	1,538,279	0	1,538,279	52,000	1,590,279	
196 - Workers Compensation Wellbeing						
Expenses	0	0	0	10,980	10,980	Transfer wellbeing budget from WHS to People & Culture
Sub-Total Workers Compensation Wellbeing	0	0	0	10,980	10,980	
Sub-Total People and Culture	1,538,279	0	1,538,279	62,980	1,601,259	
14 - Strategic Outcomes						
142 - Development Contrib. (\$7.11,VPA & WIK)						
Income	(3,171,667)	0	(3,171,667)	(611,000)	(3,782,667)	Additional interest forecast on unspent developer contributions which is
Reserves	3,171,667	0	3,171,667	611,000	3,782,667	externally restricted.
Sub-Total Development Contrib. (\$7.11,VPA & WIK)	(0)	0	(0)	0	(0)	
143 - Strategic Planning						
Income	(61,702)	0	(61,702)	(16,320)	(78,022)	Recognition of additional \$22,320 grant income and expenditure for review of low & medium density housing. Move \$6,000 heritage advisor grant income to development services.
Expenses	1,091,453	530,000	1,621,453	22,320	1,643,773	Grant expenditure recognised for housing review
Reserves	(61,000)	(530,000)	(591,000)	0	(591,000)	
Sub-Total Strategic Planning	968,750	0	968,750	6,000	974,750	
Sub-Total Strategic Outcomes	968,750	0	968,750	6,000	974,750	
15 - General Managers Office						
056 - Councillors						
Income	0	0	0	(13,400)	(13,400)	Monetary contributions paid to Council to cover part of the costs of rental accommodation provided.
Expenses	833,798	0	833,798	(361,600)	472,198	The Local Government elections for Wingecarribee Shire Council were not held in 2022/23 and the funding for the election is no longer required in this financial year.
Reserves	(307,700)	0	(307,700)	375,000	67,300	
Sub-Total Councillors	526,098	0	526,098	0	526,098	
057 - General Manager						
Expenses	589,463	0	589,463	0	589,463	
Sub-Total General Manager	589,463	0	589,463	0	589,463	
192 - Commonwealth Government Disaster Recovery Program						
Expenses	0	0	0	0	0	

Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

5. Net Cost of Services Statement

Budget Review for the Quarter ended 30 September 2022
Income & Expenses - Council Consolidated

	Original Budget 2022/23 ¹	Approved Changes Budget Carryovers	Revised Budget ²	Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³	Reasons for Budget Variations
Capital Purchases	0	0	0	0	0	
Sub-Total Commonwealth Government Disaster R	0	0	0	0	0	
Sub-Total General Managers Office	1,115,561	0	1,115,561	(0)	1,115,561	
Total General Manager	3,622,590	0	3,622,590	68,980	3,691,570	
05 - Communities and Place						
04 - Environment & Sustainability						
038 - Environment & Sustainability Admin						
Income	(19,712)	0	(19,712)	0	(19,712)	
Expenses	641,742	0	641,742	0	641,742	
Sub-Total Environment & Sustainability Admin	622,029	0	622,029	0	622,029	
071 - Biodiversity Conservation (EL)						
Income	(123,000)	0	(123,000)	(435,000)	(558,000)	New grant fundings for the following programs: Southern Highlands Regional Koala Partnership (\$150,000); Koala Monitoring Framework (\$20,000); NSW Koala Strategy (\$200,000); Koala Conservation Project (\$65,000).
Expenses	902,474	173,350	1,075,824	674,616	1,750,440	Increase expense budget in line with the new grant funded projects above and unspent grant reserves and environmental levy funded projects below.
Capital Purchases	0	0	0	65,000	65,000	Increase capital expense budget for the above new grant funding program for Koala Conservation Project Road Kill Mitigation Vehicles Trailer
Reserves	(779,475)	(173,350)	(952,825)	(304,616)	(1,257,440)	Transfer budget from unspent grant reserves for Koala Conservations (\$159,362) and Rare Flora Species Surveys (\$21,254); Transfer budget from Environmental Levy Reserves for reserve repair works due to storm events (\$120,000) and signage for fauna interpretive material and Wall to Wollondilly projects (\$4,000).
Sub-Total Biodiversity Conservation (EL)	(1)	0	(1)	0	(0)	
072 - Community Capacity & Commitment (EL)						
Expenses	263,730	108,197	371,927	0	371,927	
Reserves	(263,731)	(108,197)	(371,928)	0	(371,928)	
Sub-Total Community Capacity & Commitment (E	(1)	0	(1)	0	(1)	
073 - Environment Levy Management (EL)						
Income	(8,323)	0	(8,323)	0	(8,323)	
Expenses	235,949	5,000	240,949	0	240,949	
Reserves	(227,626)	(5,000)	(232,626)	0	(232,626)	
Sub-Total Environment Levy Management (EL)	0	0	0	0	0	
074 - Environmental Systems (EL)						

Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

5. Net Cost of Services Statement

Budget Review for the Quarter ended 30 September 2022
Income & Expenses - Council Consolidated

	Original Budget 2022/23 ¹	Approved Changes Budget Carryovers	Revised Budget ²	Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³	Reasons for Budget Variations
Income	(171,749)	0	(171,749)	0	(171,749)	
Expenses	307,987	0	307,987	0	307,987	
Reserves	(7,283)	0	(7,283)	0	(7,283)	
Sub-Total Environmental Systems (EL)	128,955	0	128,955	0	128,955	
076 - River Health & Wetlands (EL)						
Expenses	69,407	0	69,407	20,000	89,407	Increase budget to repair the river banks damaged by storm events
Reserves	(69,407)	0	(69,407)	(20,000)	(89,407)	Transfer from Environment Levy reserve for storm damage repair projects
Sub-Total River Health & Wetlands (EL)	(0)	0	(0)	0	(0)	
077 - Sustainable Living (EL)						
Expenses	62,409	0	62,409	0	62,409	
Reserves	(62,409)	0	(62,409)	0	(62,409)	
Sub-Total Sustainable Living (EL)	0	0	0	0	0	
Sub-Total Environment & Sustainability	750,982	0	750,982	0	750,983	
09 - Development & Compliance						
036 - Development Services						
Income	(1,137)	0	(1,137)	(6,000)	(7,137)	Transfer heritage advisor grant income from Activity 143 - Strategic Planning
Expenses	763,965	0	763,965	6,000	769,965	Budget adjustment in line with the above grant funding
Sub-Total Development Services	762,827	0	762,827	0	762,827	
095 - Rangers						
Income	(368,165)	0	(368,165)	0	(368,165)	
Expenses	1,269,648	0	1,269,648	0	1,269,648	
Capital Purchases	0	0	0	18,000	18,000	Increase budget for animal shelter office capital works
Sub-Total Rangers	901,484	0	901,484	18,000	919,484	
096 - Weeds						
Income	(5,257)	0	(5,257)	0	(5,257)	
Expenses	166,626	0	166,626	8,239	174,866	Budget increase for 2 weeds control projects funded by grant
Reserves	0	0	0	(8,239)	(8,239)	Transfer budget from unspent grant reserve in line with the above expenses
Sub-Total Weeds	161,370	0	161,370	0	161,370	
098 - Regulatory Services						
Income	(17,500)	0	(17,500)	0	(17,500)	
Expenses	279,953	0	279,953	0	279,953	
Sub-Total Regulatory Services	262,453	0	262,453	0	262,453	
145 - Town Planning						

Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRs.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

5. Net Cost of Services Statement

Budget Review for the Quarter ended 30 September 2022
Income & Expenses - Council Consolidated

	Original Budget 2022/23 ¹	Approved Changes Budget Carryovers	Revised Budget ²	Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³	Reasons for Budget Variations
Income	(4,209,114)	0	(4,209,114)	(25,000)	(4,234,114)	Income budget increase for hoarding fees
Expenses	3,992,697	0	3,992,697	(0)	3,992,696	
Reserves	(46,000)	0	(46,000)	0	(46,000)	
Sub-Total Town Planning	(262,417)	0	(262,417)	(25,000)	(287,417)	
171 - RID						
Income	0	0	0	(51,055)	(51,055)	Budget for new grant funding Regional Illegal Dumping Program
Expenses	0	0	0	89,141	89,141	Increase expense for Regional Illegal Dumping Program funded by grant and reserves
Reserves	0	0	0	(38,086)	(38,086)	Transfer budget from previous year unspent grant of Regional Illegal Dumping Program (\$13,245) and domestic waste reserve (\$24,841) to fund the above expense
Sub-Total RID	0	0	0	0	0	
Sub-Total Development & Compliance	1,825,717	0	1,825,717	(7,000)	1,818,717	
20 - Communities and Place						
194 - Director Communities & Place						
Expenses	396,039	0	396,039	0	396,039	
Sub-Total Director Communities & Place	396,039	0	396,039	0	396,039	
Sub-Total Communities and Place	396,039	0	396,039	0	396,039	
Total Communities and Place	2,972,738	0	2,972,738	(7,000)	2,965,738	
Total Council Budget (Surplus)/Deficit Result	(393,000)	(0)	(393,000)	(82,506)	(475,506)	

Notes:

1. Original Budget was adopted by Council on 29 June 2022 MN 2022/135
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget Review

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

6. Budget Review Contracts and Other Expenses

Budget Review for the Quarter ended 30 September 2022

Councillors are provided with information regarding tenders in the Annual Report. However, Councillors should be made aware of other material contracts entered into by Council and details of other expenses that are of particular interest. To this end a contract listing and details of legal fees and consultancy expenses are included in the QBRS.

Part A lists contracts (other than employment contracts and contracts entered into from Council's preferred suppliers list) that:

- were entered into during the quarter ending 30 September 2022; and
- have a value equal to or greater than \$50,000.

Part B of the report shows expenditure as at 30 September 2022 for:

- consultancies; and
- legal fees.

Part A - Contracts Listing - contracts entered into during the quarter

Contractor	Contract detail and purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)
Technology One Limited	Technology One Software Licence as a Service Agreement - Existing Customer	in excess of \$9,000,000	15/09/2022	10 Years	Y
Christmas Concepts Australia Pty Ltd	Wingecarribee Shire Christmas Tree Hire	\$ 52,800.00	28/11/2022	6 week Contract period	Y
Sydney Trucks & Machinery Pty Ltd	Purchase of a Mobile Library Van	\$ 85,925.00	N/A	N/A	Y
Hunter H2O Holdings Pty Ltd	Bowral STP Upgrade - Project Management Services	\$ 846,318.00	01/10/2022	2 year Contract period	Y
Fuso Illawarra	Purchase of a Single Cab Truck	\$ 53,278.15	N/A	N/A	Y
KPMG Australia	Internal Audit Services	in excess of \$60,000.00 per year	29/08/2022	4 Year Contract period	Y

This document forms part of Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRS.

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**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 16 NOVEMBER 2022**

WINGECARRIBEE SHIRE COUNCIL
QUARTERLY BUDGET REVIEW STATEMENT
for the 2022/23 financial year

6. Budget Review Contracts and Other Expenses

Budget Review for the Quarter ended 30 September 2022

Data Signs Pty Ltd	Purchase of Two (2) Variable Message Sign Trailers	\$ 63,120.00	12/09/2022	2 month Contract period	Y
Play Matta Pty Ltd	Rectification Works to Rubber in Glebe Park, Bowral	\$ 95,782.28	15/09/2022	1 week Contract period	Y
Impact Environmental Consulting Pty Ltd	Waste Strategy and Kerbside Collection Consultancy Services	\$ 139,040.00	01/09/2022	11 month Contract period	Y
Ivory Group Pty Ltd	Assessment of Development Applications and provide report to Council	\$ 66,936.87	29/08/2022	6 month Contract period	Y
Geogenic Landscapes	Dry Wall Restoration - Station Street, Bowral	\$ 89,490.00	17/10/2022	2 month Contract period	Y
Payble	Payment management system for rate payers and water/sewer customers	\$ 131,670.00	01/09/2022	3 Year Contract Period	Y
Stantec New Zealand	Traffic modelling for intersection design and business case for the Moss Vale Bypass	\$ 55,000.00	12/08/2022	1 Month Contract Period	Y
Infrastructure Renewal Services Pty Ltd	Sherwood Avenue Pipe Bursting Renewal	\$ 125,939.00	15/09/2022	1 Month Contract Period	Y
Premier Contact Point Pty Ltd	Online phone Contact Centre solution for Customer Service, Rates Team and Development Portal team	\$ 209,000.00	01/09/2022	3 Year Contract Period	Y
Comms Group Operations Pty Ltd	Provide the cloud communications phone numbers and links required to operate our Microsoft Teams telephony	\$ 180,000.00	01/09/2022	3 Year Contract Period	Y
Euro Civil Pty Ltd	Guardrail Installation Program	\$ 70,631.00	01/09/2022	2 week Contract period	Y
Complete Urban Pty Ltd	Casburn Park Upgrade – Design	\$ 147,421.43	01/08/2022	15 month Contract period	Y
Coregas Pty Ltd	Carbon Dioxide (CO2) Bulk Chemical purchases for Wingecarribee & Bundanoon WTP for 2022-2023	\$ 177,182.35	01/07/2022	1 year Contract period	Y
Boral	Chemical Bulk Order for Hydrated Lime 2022/23	\$ 142,180.10	01/07/2022	1 year Contract period	Y

This document forms part of Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRS.

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**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 16 NOVEMBER 2022**

**WINGECARRIBEE SHIRE COUNCIL
QUARTERLY BUDGET REVIEW STATEMENT
for the 2022/23 financial year**

6. Budget Review Contracts and Other Expenses

Budget Review for the Quarter ended 30 September 2022

Proterra Group Pty Ltd	Sewer Manhole Survey and Condition Assessment	\$ 63,665.00	15/08/2022	10 month Contract period	Y
Thinkex Holdings Pty Ltd	Printer and Scanner Replacement	\$ 382,802.56	01/08/2022	5 Year Contract period	Y
First Choice Earthworks Pty Ltd	Osborne Road Intersection Retaining Wall	\$ 369,108.11	25/07/2022	6 week Contract period	Y
Skilltech Consulting Services Pty Ltd	Scheduled Water Meter Reads for the 1st 2022/23 Billing Period	\$ 65,576.39	25/07/2022	2 week Contract period	Y
Moss Vale Mazda	Purchase of 2022 BT50 XT 4X4 DUAL CAB UTE W/CANOPY	\$ 59,900.00	11/08/2022	N/A	Y
Moss Vale Motor GroupStudio GL Pty Ltd	Purchase of 2023 NISSAN TI XTRAIL 4WD (7 SEATER) SUV	\$ 51,038.00	30/09/2022	N/A	Y

Notes:

1. Minimum reporting level is the lesser of 1% of estimated income from continuing operations of Council or \$50,000.
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Suppliers List.

This document forms part of Wingecarribee Shire Council's Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRS.

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AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

WINGECARRIBEE SHIRE COUNCIL QUARTERLY BUDGET REVIEW STATEMENT for the 2022/23 financial year

6. Budget Review Contracts and Other Expenses

Part B - Consultancy & Legal expenses

Expense	Original Budget 2022/23 ¹	Approved Changes		Recommended changes for Council Resolution	Projected Year End Result 2022/23 ³	Actual YTD 2022/23
		Budget Carryovers	Revised Budget ²			
Consultancies	1,172,968	-	1,172,968	86,247	1,259,215	88,342
Legal Fees	575,227	-	575,227	-	575,227	89,751

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Legal Fees includes legal services relating to planning and development, regulatory compliance and general administrative matters. This figure also includes costs associated with debt recovery activities.

Notes:

1. Original Budget was adopted by Council on 29 June 2022 MN 2022/135
2. Revised Budget = Original Budget +/- approved budget changes in previous Quarterly Budget Reviews
3. Projected Year End Result = Revised Budget +/- recommended changes for Council resolution as part of this Quarterly Budget Review

9.4 Investment Report - October 2022

Report Author: Deputy Chief Financial Officer

Authoriser: Director Corporate Strategy and Resourcing

PURPOSE

This report presents Council's Cash Investment Portfolio held at 31 October 2022.

OFFICER'S RECOMMENDATION

THAT Council receives and notes this Cash Investment Report as at 31 October 2022.

REPORT

In accordance with section 212 of the Local Government (General) Regulation 2021, 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 October 2022.

Attachment 1 to this report provides Council's Cash 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 2021, the investments listed in **Attachment 1** have been made in accordance with:

- The Local Government Act 1993,
- The Local Government (General) Regulation 2021,
- The Ministerial Investment Order 2011, and
- Council's Investment Policy.

Interest earned from investments totalled \$1,507,474 four months to 31 October 2022.

Interest earned is ahead of budget by \$1,168,140 to 31 October 2022.

The interest is attributable to each fund as listed in the table below.

Fund	YTD budget	YTD actual	Variance
General fund	138,667	590,131	451,464
Water Fund	117,667	467,441	349,774
Sewer Fund	83,000	449,902	366,902
Total	339,334	1,507,474	1,168,140

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 16 NOVEMBER 2022**

ATTACHMENTS

1. October 2022 - Investment Report Summary [9.4.1 - 6 pages]

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 16 NOVEMBER 2022**

**Wingecarribee Shire Council
Investment Report Summary**

For the period ending 31 October 2022

List of Investments

Council's investment portfolio as at 31 October 2022 consists of the following investments:

INVESTMENT PORTFOLIO AS AT 31 October 2022						
Institution	Type	Amount	Interest Rate	Investment Term - Days	Maturity Date	% Investment Portfolio
AMP	Term Deposit	2,500,000	1.00%	365	15/11/2022	1.18%
NAB	Term Deposit	5,000,000	0.67%	271	21/11/2022	2.36%
Auswide	Term Deposit	5,000,000	2.60%	181	28/11/2022	2.36%
Auswide	Term Deposit	3,000,000	0.78%	365	30/11/2022	1.42%
AMP	Term Deposit	2,500,000	1.10%	365	16/12/2022	1.18%
Judo	Term Deposit	3,000,000	1.10%	365	21/12/2022	1.42%
Judo	Term Deposit	5,000,000	1.10%	364	6/01/2023	2.36%
CBA	Term Deposit	5,000,000	3.26%	153	16/01/2023	2.36%
Judo	Term Deposit	5,000,000	0.99%	364	27/01/2023	2.36%
CBA	Term Deposit	5,000,000	2.68%	277	6/02/2023	2.36%
BOQ	Term Deposit	5,000,000	2.80%	270	17/02/2023	2.36%
Auswide	Term Deposit	5,000,000	3.70%	180	22/02/2023	2.36%
NAB	Term Deposit	4,000,000	0.90%	365	3/03/2023	1.89%
AMP	Term Deposit	5,000,000	1.90%	333	10/03/2023	2.36%
Judo	Term Deposit	3,000,000	1.15%	364	17/03/2023	1.42%
ING	Term Deposit	5,000,000	1.40%	364	24/03/2023	2.36%
NAB	Term Deposit	5,000,000	1.60%	365	31/03/2023	2.36%
CBA	Term Deposit	5,000,000	1.84%	364	6/04/2023	2.36%
AMP	Term Deposit	5,000,000	1.95%	360	6/04/2023	2.36%
ING	Term Deposit	5,000,000	2.21%	365	19/04/2023	2.36%
ING	Term Deposit	5,000,000	2.50%	365	26/04/2023	2.36%
ING	Term Deposit	3,000,000	2.72%	364	28/04/2023	1.42%
Judo	Term Deposit	4,000,000	3.10%	365	5/05/2023	1.89%
ING	Term Deposit	4,000,000	3.08%	365	11/05/2023	1.89%
MyState	Term Deposit	5,000,000	3.20%	365	30/05/2023	2.36%
CBA	Term Deposit	5,000,000	3.96%	287	13/06/2023	2.36%
ME	Term Deposit	5,000,000	4.15%	365	23/06/2023	2.36%
CBA	Term Deposit	5,000,000	3.94%	365	23/06/2023	2.36%
ING	Term Deposit	6,000,000	4.00%	364	30/06/2023	2.83%
MyState	Term Deposit	4,000,000	4.05%	364	30/06/2023	1.89%
CBA	Term Deposit	5,000,000	4.02%	317	13/07/2023	2.36%
ME	Term Deposit	5,000,000	4.00%	364	28/07/2023	2.36%
CBA	Term Deposit	5,000,000	3.79%	365	3/08/2023	2.36%
CBA	Term Deposit	5,000,000	4.00%	365	10/08/2023	2.36%
NAB	Term Deposit	5,000,000	0.60%	729	25/08/2023	2.36%
NAB	Term Deposit	5,000,000	0.60%	731	28/08/2023	2.36%
MyState	Term Deposit	2,000,000	4.23%	364	1/09/2023	0.94%
BOQ	Term Deposit	8,000,000	4.41%	731	2/09/2024	3.78%

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 16 NOVEMBER 2022**

**Wingecarribee Shire Council
Investment Report Summary**

For the period ending 31 October 2022

INVESTMENT PORTFOLIO AS AT 31 October 2022						
Institution	Type	Amount	Interest Rate	Investment Term - Days	Maturity Date	% Investment Portfolio
CBA	Term Deposit	5,000,000	4.20%	365	15/09/2023	2.36%
CBA	Term Deposit	5,000,000	4.89%	720	16/09/2024	2.36%
MyState	Term Deposit	4,000,000	4.61%	365	28/09/2023	1.89%
AMP	Term Deposit	2,500,000	4.60%	365	4/10/2023	1.18%
NAB	Term Deposit	2,000,000	4.20%	365	10/10/2023	0.94%
CBA	Term Deposit	5,000,000	4.48%	360	26/10/2023	2.36%
NAB	Call Account	10,973,150	2.25%	NA	NA	5.18%
BDCU	Call Account	3,316,277	0.90%	NA	NA	1.57%
AMP	31 day Notice A/C	19,096	2.55%	NA	NA	0.01%
Total Investments		\$211,808,524				100.00%

Institution Legend

AMP = AMP Limited	CBA = Commonwealth Bank of Australia	ME = Members Equity Bank
ANZ = Australia & New Zealand Banking Group	CUA = Credit Union Australia	MyState = MyState Bank
Auswide = Auswide Bank	IMB = IMB Bank	NAB = National Australia Bank
BOQ = Bank of Queensland	ING = ING Direct	Newcastle = Newcastle Permanent
BDCU = Berrima District Credit Union	Judo = Judo Bank	St George = St George Bank
Bendigo = Bendigo & Adelaide Bank	Macquarie = Macquarie Bank	WBC = Westpac Banking Corporation

Wingecarribee Shire Council Investment Report Summary

For the period ending 31 October 2022

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%	19.82%	41,973,150	YES	YES
CBA	A1+	40%	23.61%	50,000,000	YES	YES
ING	A1	25%	13.22%	28,000,000	YES	YES
Macquarie	A1	25%	0.00%	0	YES	YES
AMP	A2	15%	8.27%	17,519,096	YES	YES
BOQ	A2	15%	10.86%	13,000,000	YES	YES
ME (acquired by BOQ)	A2	Combined with BOQ %		10,000,000	YES	YES
BDCU	A2	15%	1.57%	3,316,277	NO	YES
MyState	A2	15%	7.08%	15,000,000	NO	YES
Auswide	A2	15%	6.14%	13,000,000	NO	YES
Judo	A3	10%	9.44%	20,000,000	NO	YES
Total			100.00%	211,808,524		

Portfolio Credit Limits

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

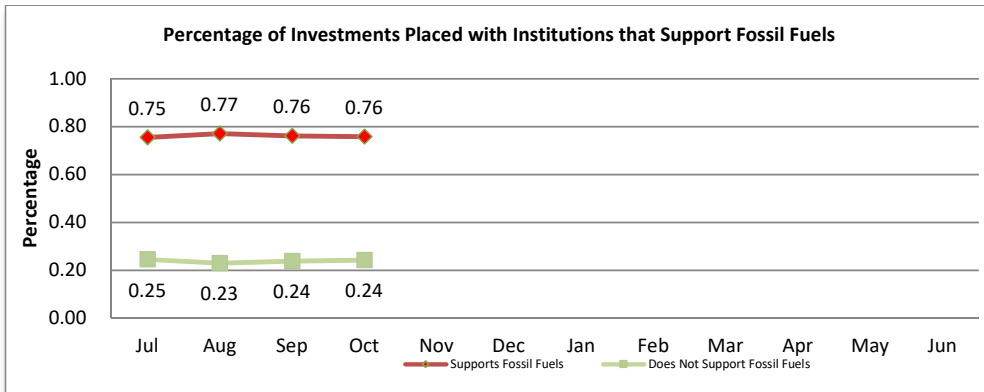
S&P Short Term Rating	Maximum %	Actual %	Invested \$	Policy Compliance
A1+	100%	43.42%	91,973,150	YES
A1	80%	13.22%	28,000,000	YES
A2	60%	33.92%	71,835,374	YES
A3	20%	9.44%	20,000,000	YES
Govt	25%	0.00%	0	YES
Total		100.00%	211,808,524	

**Wingecarribee Shire Council
Investment Report Summary**
For the period ending 31 October 2022

Non-Fossil Fuel Investment Preferecing

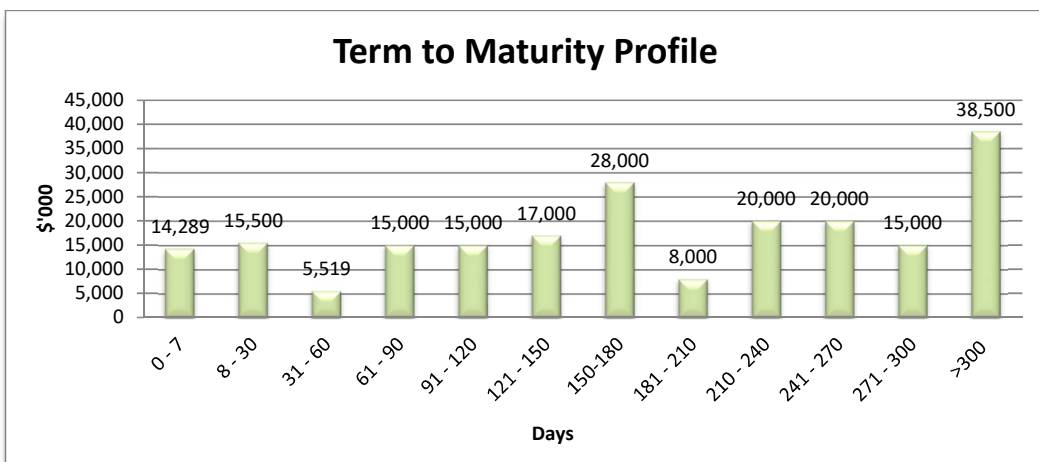
Council's adopted Investment Policy states a preference for placing funds with institutions that do not support the fossil fuel industry. The chart below identifies Council's percentage of investments placed with institutions that do not support the fossil fuel industry.

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.

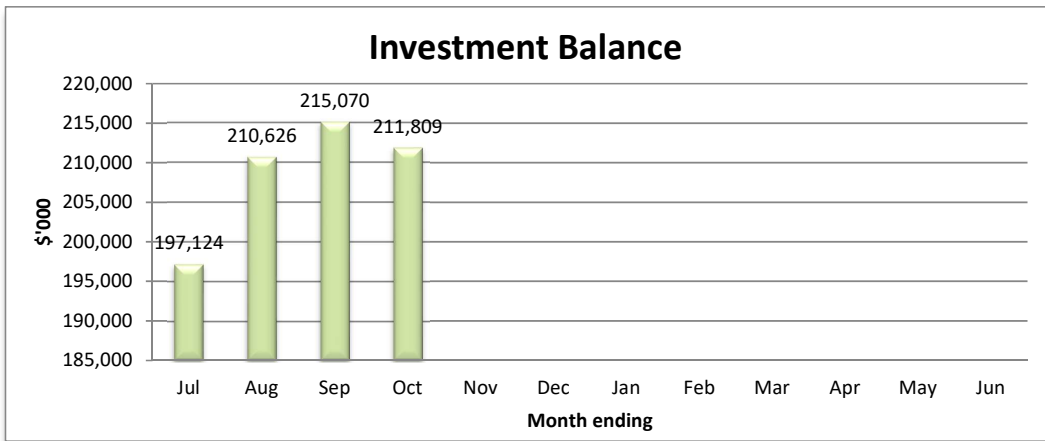


**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 16 NOVEMBER 2022**

**Wingecarribee Shire Council
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For the period ending 31 October 2022

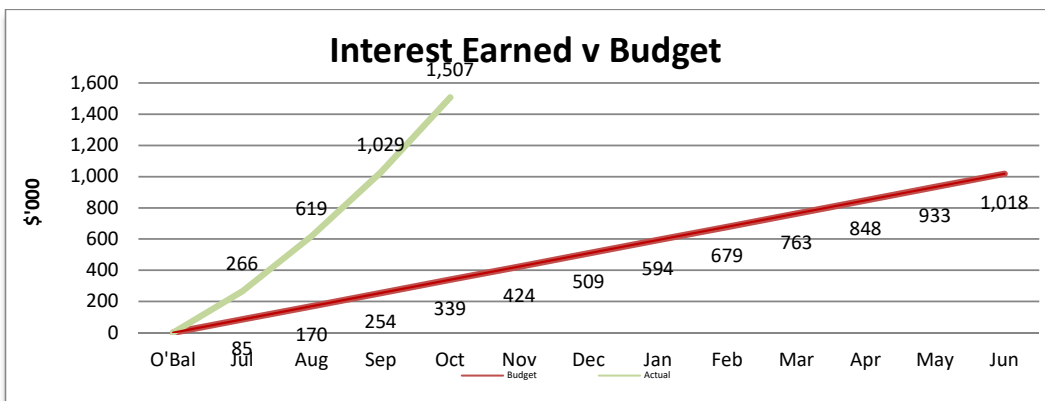
Portfolio Performance

Council's investment balance at the end of October 2022 was \$211.809 million. This has decreased by \$3.261 million since the end of September 2022.



Interest Revenue

Council's 2022/23 budget for return on investments was based on the market conditions and expectations at the time, which was a protracted low interest rate environment. After Council's 2022/23 budget was adopted, there have been sharp increases in the official cash rate and this has seen an increase in the interest rates being offered in the fixed interest market. A revised investment revenue forecast of \$5,400,000 has been included as part of the September Quarterly Budget Review for consideration, which is reflective of current market conditions.



**AGENDA OF THE ORDINARY MEETING OF COUNCIL
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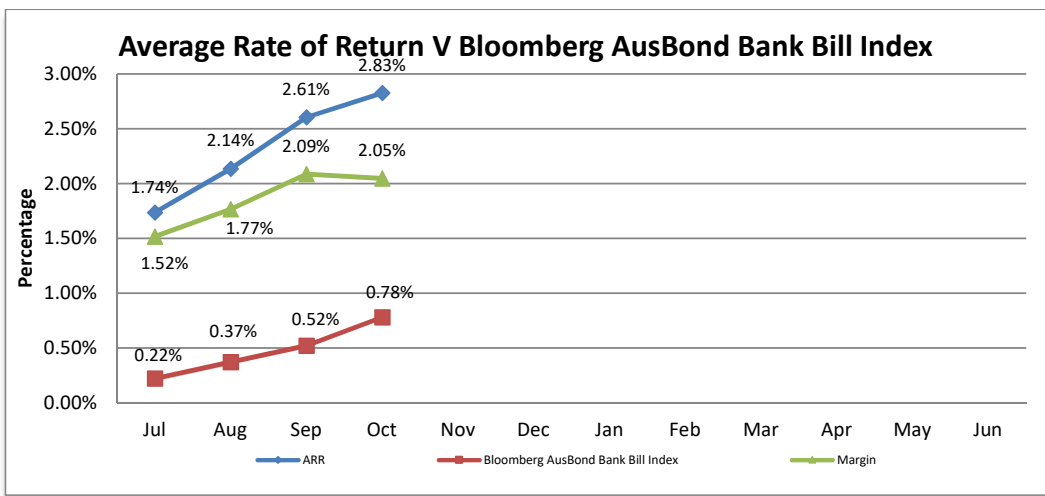
**Wingecarribee Shire Council
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For the period ending 31 October 2022

Performance against Benchmark

Council's investment portfolio is benchmarked against the Bloomberg AusBond Bank Bill Index

The average rate of return (ARR) achieved for October 2022 was 2.83% which is an increase of 0.22% from September 2022. The Bloomberg AusBond Bank Bill Index for 1 year was 0.78%.

The margin against the Bloomberg AusBond Bank Bill Index was 2.05 for October 2022.



9.5 Executive Listening Tour 2022 Overview and 2023 Proposed Format

Report Author: Place Liaison Officer
Authoriser: Director Corporate Strategy and Resourcing

PURPOSE

The purpose of this report is to provide Council with an overview of the 2022 Executive Listening Tour and the format for the 2023 Executive Listening Tour.

OFFICER'S RECOMMENDATION

THAT:

- 1. Council note the overview 2022 Executive Listening Tour.**
- 2. Council note the revised format for the 2023 Executive Listening Tour.**

REPORT

BACKGROUND

In May 2021 the then Interim Administrator appointed Ms Lisa Miscamble as the General Manager of Wingecarribee Shire Council. At the 18 May 2022 meeting Council endorsed a new organisational structure, a three Directorate structure was created with the following focus;

- Director Corporate Strategy and Resourcing: with a key focus of how decisions are made and ensures systems and resources are aligned to the effective delivery of strategy and services.
- Director Communities and Place: key focus is about the look and feel of the Shire, with a focus on enabling and partnering with the community.
- Director Service Delivery and Projects: the key focus is about the delivery of services and projects that provide best value and support the strategic directions in the Community Strategic Plan.

In March 2021 the then Interim Administrator proposed a new position of Village Coordinator as many residents reported feeling disconnected from Council – especially those living in the Shire's outlying villages. The Place Liaison Officer role was subsequently established in March 2022 which plays a key role as a conduit into Council for community and will work closely with residents to assist in progressing the needs of villages. One focus of the role is to coordinate responsibilities within Council's various departments ensuring a more streamlined and cohesive vision is delivered for each village.

The organisations Road Map was then finalised in early 2022 with a way forward to first reset and then rebuild the organisation. The road map assists the organisation to refocus on the future and our community. Openness and transparency in the community and consulting and listening to residents are key pillars of the reset of Council.

As part of the rebuilding of the organisation there is a need to restore trust, transparency and openness between both the Council and the community and to show Council's desire to work

alongside the communities in the Shire. As part of this it was important for the new Executive to understand what residents like about where they live, what opportunities they see and the challenges they face in their communities. A key action to support this was the Executive Listening Tour. The Listening Tour involved the Executive team visiting all Wingecarribee villages and towns and first listen to, then work with community to identify areas that they would like to retain and build on and the areas that need to be addressed.

REPORT

The Executive Listening Tour took place between 8 March and 24 May 2022.

The General Manager, Director of Corporate Strategy and Resourcing, Director of Communities and Place, Director of Service Delivery and Projects and Place Liaison Officer visited 17 villages and towns that represented 24 localities within the Shire. The staff that attended each location of the Executive Listening Tour are included in **Attachment 1** of this report.

Each Listening Tour meeting consisted of an overview of the Executive's current focus for Council, introduction to the new Executive and Place Liaison Officer and an overview of their roles, followed by questions and opportunity for members of the community to discuss what they value about their village or Town and current challenges.

Over 230 community members across the Shire attended the listening tour. Common matters raised at the Listening Tour consisted of the following:

- The state of roads managed by Transport for NSW, Crown Land and Council
- Over development in some locations and residential development not adhering to the Development Control Plan (DCP)
- The infrastructure in villages not matching an increase in residential development, i.e., footpaths and parks
- Inadequate drainage for new developments and the strain on existing drainage infrastructure for surrounding residents
- Clarifying which projects and infrastructure Council rates contribute to
- Lack of domestic waste services and inconsistencies of the service across villages
- Roadside mowing and maintenance
- Environmental impacts of unmaintained rural properties and weed control

The Listening Tour matters that were raised were communicated back to the community members in attendance for each village outlining individual key themes and outlining Councils actions and next steps. Individual residential concerns reached over 150 in number. An update on the progress on community matters is included in **Attachment 2** of this report. Many of the matters raised at the Executive Listening Tour are completed. Outstanding matters are ongoing and Council staff continue to work closely and effectively with community to reach an acceptable outcome.

A further update will be provided to attendees of the Executive Listening Tour 2022 and will contain updates on each village issue that was raised, following this report.

Community feedback

A survey was sent to the 260 registered attendees of the Executive Listening Tour. In total 25 community surveys were completed. Participants found the Executive Listening Tour to be 'somewhat effective' with 15 of the 25 residents (68%) reported being felt heard by Executive. 15 out of 25 participants of the survey also recorded that matters raised were addressed at the time of the meeting and 23 out of the 25 survey participants said they were likely to attend future Executive Listening Tours. The community survey results are **Attachment 3** of this report.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

Internal review

An internal review of the Listening Tour was undertaken. Overall, the Listening Tour was considered very effective. Improvements suggested by staff included that community include matters and topics of focus upon registration so that staff are prepared to answer questions effectively and in a timely manner throughout the tour.

Proposed format for the 2023 Executive Listening Tour

Based on community feedback and the internal review the 2023 Listening Tour meetings are combined based on the four geographic areas, as follows;

- Northern Villages consisting of Yerrinbool, Colo Vale, Hill Top, Balmoral and Buxton.
- Southern Villages consisting of Exeter, Bundanoon, Penrose and Wingello.
- Eastern Villages consisting of Avalon, Fitzroy Falls, Kangaloon, Burrawang, Wildes Meadow, Robertson and Glenquarry.
- Western Villages consisting of Canyonleigh, Berrima, New Berrima and Medway.

Listening Tour meetings be held in each main town, Bowral, Mittagong and Moss Vale.

The start time of future Listening Tour meetings will commence at 5.30pm for up to two hours. The first meeting to be begin in March 2023. Further details of the 2023 Listening Tour will be made available in early January. Residents will be notified via Community and Village Associations, Councils Media Release, Community Update, Council's weekly emailed E-newsletter and on Councils events page.

Community Engagement

The listening tour dates and locations were advertised via Councils Media Release, Community Update, Council's weekly emailed E-newsletter and on Councils events page.

The survey link was emailed to the 260 registered attendees of the Executive Listening Tour.

Internal Communication and Consultation

Minutes outlining individual concerns were recorded at each community meeting and distributed internally to relevant Council staff for follow-up.

The staff survey was emailed to the staff that attended the Executive Listening Tour.

External Communication and Consultation

The Listening Tour was undertaken between 8 March and 24 May 2022.

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.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

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

RELATED COUNCIL POLICY

There is no related Council Policy.

CONCLUSION

This report advises Council and Community of the attendance and scope of the Executive Listening Tour including what actions Council has taken in response to matters raised by community. The report outlines the proposed format for the 2023 Executive Listening tour in response to community feedback as Council continues to rebuild relationships with the community.

ATTACHMENTS

1. Listening Tour 2022 - Staff attendees **[9.5.1]**
2. Executive Listening Tour 2022 - Council report attachment **[9.5.2 - 13 pages]**
3. Community Attendees Survey Results **[9.5.3 - 8 pages]**

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 16 NOVEMBER 2022**

Executive Listening Tour 2022

The below tables provide details of the key points raised at each individual Village and Town meeting during the Executive Listening Tour 2022. The tables also provide Councils actions and response to these themes and the status of the progress within Council regarding these matters as of September 2022.

Bundanoon	
Land preservation and concerns regarding residential development on Agricultural and flood prone land	
Community not adverse to development but concerns are that change may run the risk of losing the sense of community	
Yuille avenue - residents trying to rebuild and the current road condition does not favour construction vehicles.	
Concerns regarding compliance of development during construction - particularly tree protection zones and preservations of trees	
Climate change and mitigation - 'Climate Change Advisory Panel' is this established and what is the status of the formal committee.	
Footpaths, inconsistent therefore bike riding and walking is unsafe. PAMP is out of date and BCA have internally sought application of footpaths to Council previously.	
Councils Actions / Response	Status
An update to be provided on the status of the review of the Committees in particular the Environment and Sustainability committee	Completed
Organise a dedicated session on the Local Housing Strategy and Development with the Director Communities and Place and manager Strategic Planning for the Bundanoon Community	Completed
An onsite meeting to be held with Council Assets team and the Bundanoon Community Association to inspect footpaths of concern and discussion on PAMP priorities	Completed

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
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Exeter / Sutton Forest	
Neighbour Notification on Development Applications - Council used to give notification even on private certifier works as goodwill. Village concerned that the lack of knowledge does not give them a right of reply/objection on the increasing development and tree removal.	
Community unsure of Development management and structure.	
Increase footpath amenities to provide safe and accessible footpaths.	
Concerns that the Development Control Plan (DCP) appears not to be followed meticulously. Requires understanding on Local Housing Strategy. Priority for community to maintain old architectural buildings.	
Community looking forward to Community Assistance Scheme (CAS) grant that is on hold and require information on future grant funding opportunities.	
Community opportunities from Council, such as the markets, permissible however stringent rules and regulations imposed on community groups making them difficult to adhere to.	
Communication can be improved by Council to community.	
Councils Actions / Response	Status
Council will review communicating with residents regarding neighbour notifications	Completed
As the Council is going through a re-structure, Council will keep residents updated and informed of the new organisation chart when available for viewing on Councils website	Councils restructure is due to be completed early 2023
Pedestrian Access and Mobility Plans are currently being worked on by Council.	Plans can be found at https://www.wsc.nsw.gov.au/Council/Strategies-Plans/Pedestrian-Access-and-Mobility-Plans Council will continue to keep community informed of this strategy and engage community in this process

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
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An individual community session will be held for Exeter residents dedicating time to present the Local Housing Strategy. This will include the Director Communities and Place and manager Strategic Planning	Completed
Council will provide the Exeter Village Association with the details of the Community Assistance Scheme grants once the Wingecarribee Shire Council Grants, Donations and Sponsorships Policy has been finalised. Council has and will continue to provide community groups with letters of support for external grants by request.	Post Exhibition Report will be provided at the November 2022 Council meeting
Council will look at the current requirements for markets within Exeter and work with community to simplify the requirements and process where possible	Exeter Market Coordinator continues to work with Place Liaison Officer and Manager of Assets.
Council will continue to work with Exeter community to ensure that Council is communicating in the best form that is appropriate to Exeter village and its residents	Place Liaison Officer remains in contact with Exeter Village Association to provide this information to relevant Council departments

Burrawang / Wildes Meadow
Burrawang Development needs to be preserved, future designs need to align with and retain village feel.
Customer Service call wait times and unanswered calls especially regarding Development turnaround times and response to DA enquiries.
Concerns around the Bushcare group not operating.
Hard place to build a local business and be supported in that process
Community requested to view the Stormwater management plan and what the stormwater supposed to look like

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
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Councils Actions / Response	Status
An individual community session will be held in July for Burrawang dedicating time to present the Local Housing Strategy. This will include the Director Communities and Place and Manager Strategic Planning	Booked for 22 November 2022
Council have been experiencing a longer than expected response times in development inquiries.	Council is actively increasing resourcing and implementing new systems to help improve response times
Our Bush Care team will provide an update on the Burrawang Bushcare Group.	Completed
Council is looking into economic development opportunities/ programs and support / provide Digital Marketing strategies of local business.	Councils Economic Development Coordinator will advise of future community sessions on this via Place Liaison Officer

Robertson/Kangaloon/Glenquarry
Inadequate drainage - Wildes Meadow
Mc Guinness Drive, single lane dead end street marked 80km and is a safety concern
Continual rates increase from 2017 with no curb and guttering, footpaths, waste collection. What is the breakdown of rates and where are these funds allocated to? Blackberries are not being sprayed, farming properties are being left un-managed. The planting of privet and other environmentally non-friendly plants is happening throughout community & roadsides
Public transport not sufficient, feelings of isolation, lack of smaller lot development or housing options with an aging population
Community concerned about the lack of Community Assistance scheme grants for this year.
Footpath and movement patterns for pedestrians in the Village - unusable, do not line up and are unsafe
A strong community desire for a skate park

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
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Councils Actions / Response	Status
Council staff will arrange a storm water assessment of Wildes Meadow	Completed
Council will take the communities concerns regarding Mc Guinness drive to the next Traffic Committee meeting	Completed
Council are committed to being transparent and are working on a document for community that contains the breakdown of rates and where this money is allocated to	Completed
The Environment and Sustainability branch will source appropriate programs to assist and support community with the issues of land management on rural blocks	Council has a 'Rural Partner Program' that is now available https://www.wsc.nsw.gov.au/Project-Directory/Rural-Partner-Program
Council has commissioned the creation of an integrated transport plan.	When the integrated transport plan is in process, Council will ensure there will be plenty of opportunity for the public to be consulted and comment
Wingecarribee Community Assistance Scheme is currently on hold until the Wingecarribee Shire Council Grants, Donations and Sponsorships Policy has been finalised. Further information in relation to the scheme will be provided following adoption of the Policy.	Post Exhibition Report will be provided at the November 2022 Council meeting
Council has noted comments for footpaths and a Skate park for Robertson Place plan and encourages residents to ensure that they are signed up for upcoming community consultation regarding the Robertson Place plan	https://www.yoursaywingecarribee.com.au/robertson-village-place-plan

Avoca / Fitzroy Falls
Clarification on rates and how the money is spent
Roadside mowing - concerns on people and animal safety
RMS roads are in poor quality and roadside mowing not maintained

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Blackberries are not being sprayed, farming properties are being left un-managed by new property owners	
Length of time on the DA Fitzroy Falls RFS new station	
Councils Actions / Response	Status
Council are committed to being transparent and are working on a document for community that contains the breakdown of rates and where this money is allocated to	Completed
Council will provide clarification on roadside mowing requirements and will advise community	Completed
Council will advocate on behalf of the community to the Roads and Maritime Services (RMS) regarding roadside maintenance	Completed
The Environment and Sustainability branch will connect the community with appropriate programs to assist with the issues of land management on rural blocks	Council has a 'Rural Partner Program' that is now available https://www.wsc.nsw.gov.au/Project-Directory/Rural-Partner-Program

Canyonleigh
Community members want to try and maintain extremely large rural farming feel
Land for Wildlife program been slow for the last three years
Foxgrove Road, road vision is obscured by roadside planting
Road works and tree removal works quality of work is poor. Council are required to come out multiple times for one issue.
Road works and tree removal works quality of work is poor. Council are required to come out multiple times for one issue.
Community want an understanding what is being developed and submitted.

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Illegal dumping - can this be made anonymously?	
Councils Actions / Response	Status
Environment and Sustainability branch will be in contact regarding the status of the 'Land for Wildlife' program.	Completed
Council will provide clarification on roadside mowing requirements and processes	Completed
Council will look at Customer Service processes regarding reporting illegal dumping anonymously.	Customer Service and Ranger Services are currently reviewing current processes
Council notes resident concerns regarding upcoming Development Applications. Council is currently trialling a new 'Portal Development Team' which ensures sufficient information is provided for the DA tracker regarding Development Applications.	Development application information can be found using Council's DA Tracker https://www.wsc.nsw.gov.au/Development/DA-Tracker
Mittagong / Renwick / Welby / Alpine	
Community would like to see a Walkway from Mittagong to Bowral or to Moss Vale- Council advised that this may be looked at within the strategy.	
Recycling bins for Lake Alexander / Lee Street and additional bins at Renwick Community Centre	
Pedestrian crossing at Renwick held up by Landcom	
Protection of the wildlife corridor around Bold street	
Children's playgrounds, community would like to see a cover placed over the playground areas.	
Councils Actions / Response	Status
Council advised that the need for walkways may be looked at within Councils Traffic Strategy	For more information on Council's Traffic & Transport strategy visit https://www.wsc.nsw.gov.au/Council/Strategies-Plans/Bowral-Parking-Traffic-Transport-Strategy

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Council will discuss & investigate the possibility of the placement of more bins in these areas	Action request submitted
Pedestrian Crossing followed up by Director Service & Project delivery	Completed
The protection of the wildlife corridor in Bold street has been advocated to Councils Environment Officers. Residents are encouraged to be involved in private land conservation.	For more information regarding workshops or how to get involved visit https://www.wsc.nsw.gov.au/Environment/Natural-Environment/Living-with-Wildlife/Private-Land-Conservation
The provision, renewal and upgrade of playspaces across the Shire are guided by Council's 2020 Playspace Strategy. the provision of playspaces across the Shire is also being reviewed as part of the Community & Recreation Facility Strategy (CRFS). https://www.wsc.nsw.gov.au/Project-Directory/The-Community-Recreational-Facilities-Strategy	Completed

Bowral
Protection of Mount Gibraltar and the Flora and Fauna that inhabit the area
Lack of footpaths in old Bowral
There is a need for a Performing Arts Centre in the Shire
Bowral needs more warning signs in relation to ducks
There is need for bins to be placed along walking tracks and dogs to be kept on their leash
Lack of communication from Council
Development needs to maintain the look and feel of the area

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Councils Actions / Response	Status
An individual presentation could be held to present the Local Housing Strategy. This would include the Executive Manager of Strategic Outcomes and the Director Communities and Place once appointed	Booked for 22 November 2022
Council will discuss & investigate the possibility of more duck warning signs.	Action request submitted
Council will discuss & investigate the possibility of the placement of more bins along walking tracks.	Action request submitted

Colo Vale / Hill Top	
Update on the Pedestrian Bridge Hill Top	
The need for footpaths and footpath safety, bike paths and more things to do for kids, including park	
Condition of local roads	
Repeated issues of trail bikes	
Councils Actions / Response	Status
The pedestrian bridge has been included in the Operation Plan and Budget for the 2022/23 financial year	Completed
As part of Council's strategic management of the footpath network throughout the Wingecarribee Shire, a Pedestrian Access & Mobility Plan (PAMP) was prepared 2007 for all the Small Towns & Villages within the Shire. The PAMP aims to co-ordinate investment in safe, convenient and connected pedestrian routes by providing a comprehensive strategic plan for the development of pedestrian policies and construction of pedestrian facilities. The PAMP is available on Council's website and can be accessed through the following link: https://www.wsc.nsw.gov.au/Council/Strategies-and-Plans/Pedestrian-Access-and-Mobility-Plans	Completed

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The provision, renewal and upgrade of playspaces across the Shire are guided by Council’s 2020 Playspace Strategy. the provision of playspaces across the Shire is also being reviewed as part of the Community & Recreation Facility Strategy (CRFS). https://www.wsc.nsw.gov.au/Project-Directory/The-Community-Recreational-Facilities-Strategy	Completed
Council is aware that 10% of our roads are in category 4 and 5, which means they require significant reconstruction work to repair them. A plan is being prepared to plan for these reconstructions, this is a long-term project. In the meantime, Council will continue to repair the roads through the filling of pot holes and patching of sections of road. We are aware this is a short-term solution to keep people safe on our roads.	A dedicated ‘Pot Hole Team’ has been recruited and extra resources allocated. Works will continue throughout 2023
Council will advocate to the Southern Highlands Police to target these trail bike hotspots	Completed

Medway / Berrima / New Berrima
Unrestrained dogs in New Berrima
Preserving the signage and the need to keep the heritage intact
Concerns for the future development of the Gaol
Contractor works are not compliant or no level of respect during construction
Community bins need to be cleaned regularly
Regular communication opportunities with Council
Portal should have sufficient information to community regarding Development Applications
Berrima Remembrance Grove

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Councils Actions / Response	Status
Issues raised by the Medway Village association on behalf of the community has been responded to by Council to the Village Association independently	Completed
Follow up has begun internally regarding roaming dog complaints, Defibrillators, road requests near primary school, compliance of contractors and Remembrance Grove	Completed
When Council receives any planning proposals regarding the Gaol, community will be advised, and consultation and involvement will be prioritised	Awaiting planning proposal
Regular bin cleaning has been difficult due to issues with the high-pressure washer. This is now rectified and the bin cleaning schedule will proceed. Council will ensure these works are regularly maintained into the future	Completed
Council now has a Place Liaison Officer which can be used as a conduit between Council and Community which will be the conduit between community and Council	place@wsc.nsw.gov.au
Council is currently trialling a new 'Portal Development Team' which ensures sufficient information is provided for the DA tracker regarding Development Applications. The DA tracker can be viewed here https://www.wsc.nsw.gov.au/Development/DA-Tracker	Completed

Wombeyan Caves, Joadja, High Range, Bullio and Goodman's Ford
Community would like to see maximum value from investment in to road funds
Request for additional lane to be cut in to Wombeyan Caves road
Funding opportunities for Fire Tanks
Community request for a second RFS shed in Bullio

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Update on water tank status	
Community concern on the lack of information to Campers within the area, the provision of advisory signage and improved notification to visitors as well as residents	
Councils Actions / Response	Status
Council to engage and organise meeting with Transport NSW including resident representation regarding gaining maximum value from investment into road funds	Completed
Council Engineer to meet with contractor to see if additional lane can be cut into sandstone without too much vibration	Completed
Council to advise of what funding is available for fire tanks and advise RFS captain	Completed
Facilitate a meeting with Council Engineer, RFS, resilience NSW and Residents Reps to have a second RFS shed in Bullio	Completed
Confirm process and status of water tank at Bullio and provide update back to community	Completed
Council to investigate the provision of advisory signage for road works	Completed
Council to prepare information for Welcome Centre and provide information for campers	Communications to visitors will be included in future media and communication opportunities
Council to clarify road signs and advise and talk to contractor to improve notifications to visitors as well as residents. Signage needs to be placed at the beginning of the road and status of bridge needs to be placed on Live traffic for road works	Completed

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Moss Vale	
The need for a contact point in Council for grants	
Concerns regarding the Animal Shelter in relation to Work, Health & Safety issues.	
Interest was raised on how the Southern Highlands Innovation Precinct be developed	
The need for Council Rangers to be more proactive in relation to cars parked across footpaths and on the opposite side of the road	
Councils Actions / Response	Status
Consultation with the community will take place in relation to the Southern Highlands Innovation Precinct.	Residents are encouraged to sign up for Councils community engagement hub at https://www.yoursaywingecarribee.com.au/ In preparation for consultation.
Council will recruit a Grants Officer.	Grant Officer commenced October 2022
Council has acquired land for the construction of a new Animal Shelter Building and SES Building to replace the current Animal Shelter located in the Resource Recovery Centre.	To follow the progress of the project please visit https://www.wsc.nsw.gov.au/Project-Directory/Wingecarribee-Animal-Shelter-SES

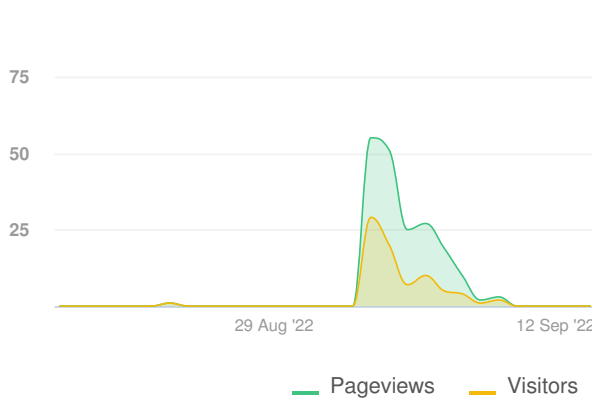
Project Report

15 February 2010 - 14 September 2022

Your Say Wingecarribee Listening Tour



Visitors Summary



Highlights

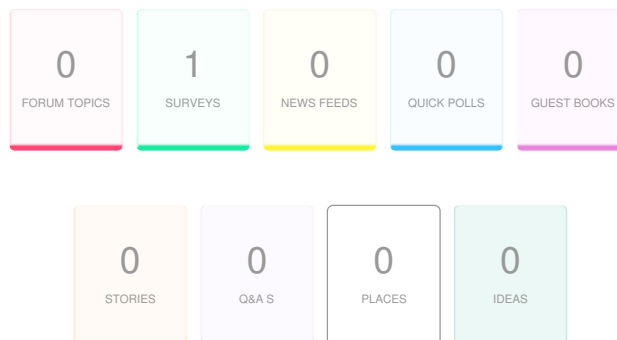
TOTAL VISITS	85	MAX VISITORS PER DAY	29
NEW REGISTRATIONS	8	ENGAGED VISITORS	25
		INFORMED VISITORS	58
		AWARE VISITORS	77

Aware Participants	77	Engaged Participants	25		
Aware Actions Performed	Participants	Engaged Actions Performed	Registered	Unverified	Anonymous
Visited a Project or Tool Page	77	Contributed on Forums	0	0	0
Informed Participants	58	Participated in Surveys	25	0	0
Informed Actions Performed	Participants	Contributed to Newsfeeds	0	0	0
Viewed a video	0	Participated in Quick Polls	0	0	0
Viewed a photo	0	Posted on Guestbooks	0	0	0
Downloaded a document	0	Contributed to Stories	0	0	0
Visited the Key Dates page	0	Asked Questions	0	0	0
Visited an FAQ list Page	0	Placed Pins on Places	0	0	0
Visited Instagram Page	0	Contributed to Ideas	0	0	0
Visited Multiple Project Pages	34				
Contributed to a tool (engaged)	25				

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

Your Say Wingecarribee : Summary Report for 15 February 2010 to 14 September 2022

ENGAGEMENT TOOLS SUMMARY



Tool Type	Engagement Tool Name	Tool Status	Visitors	Contributors		
				Registered	Unverified	Anonymous
Survey Tool	Executive Listening Tour 2022 Attendee Feedback	Published	60	25	0	0

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

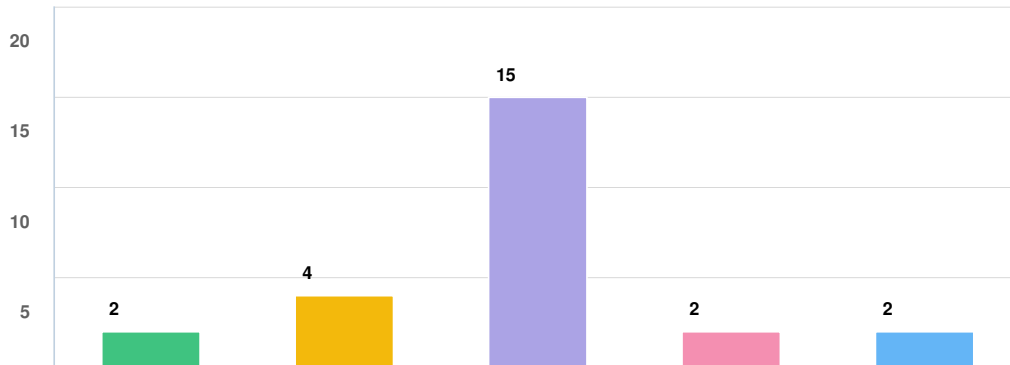
Your Say Wingecarribee : Summary Report for 15 February 2010 to 14 September 2022

ENGAGEMENT TOOL: SURVEY TOOL

Executive Listening Tour 2022 Attendee Feedback

Visitors 60	Contributors 25	CONTRIBUTIONS 25
--------------------	------------------------	-------------------------

How effective did you feel the meetings were?



Question options

Extremely effective Very effective Somewhat effective Not so effective Not at all effective

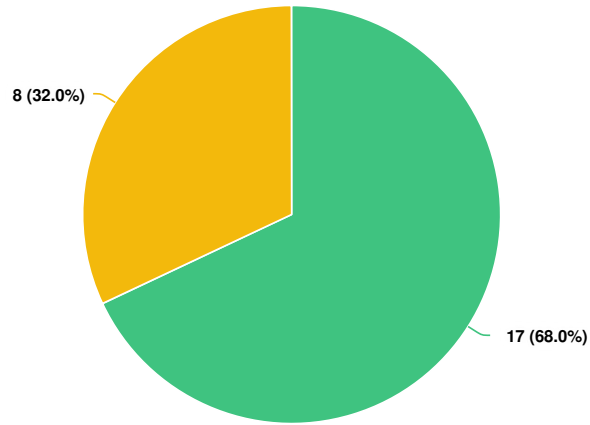
Mandatory Question (25 response(s))

Question type: Checkbox Question

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

Your Say Wingecarribee : Summary Report for 15 February 2010 to 14 September 2022

Did you feel heard?



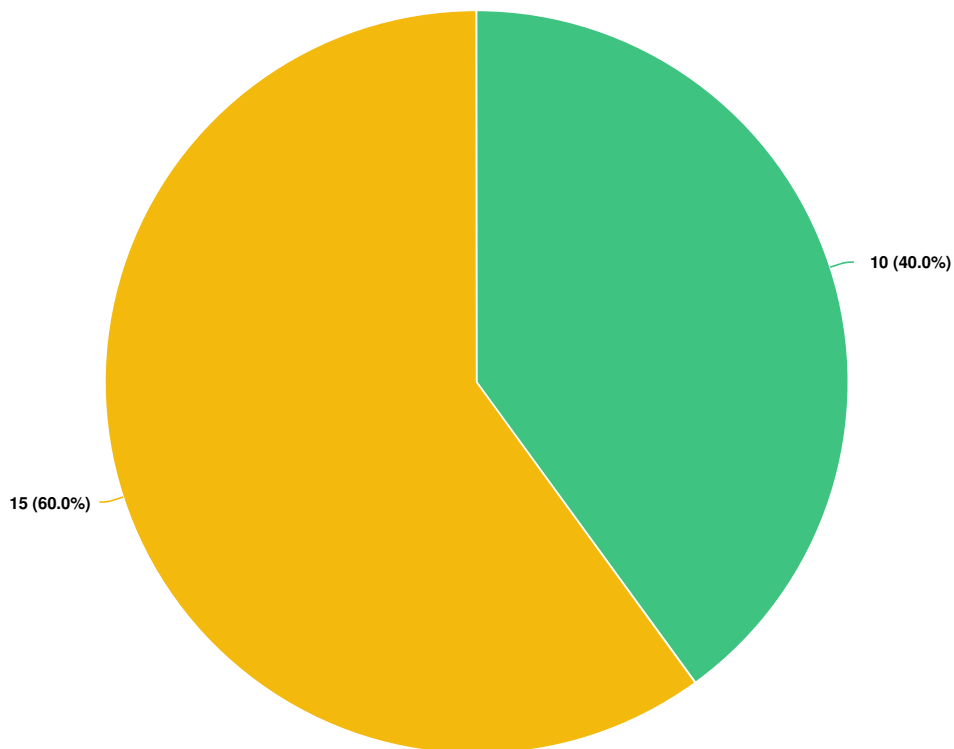
Question options

● Yes ● No

Mandatory Question (25 response(s))

Question type: Dropdown Question

Were your questions answered at the meeting?



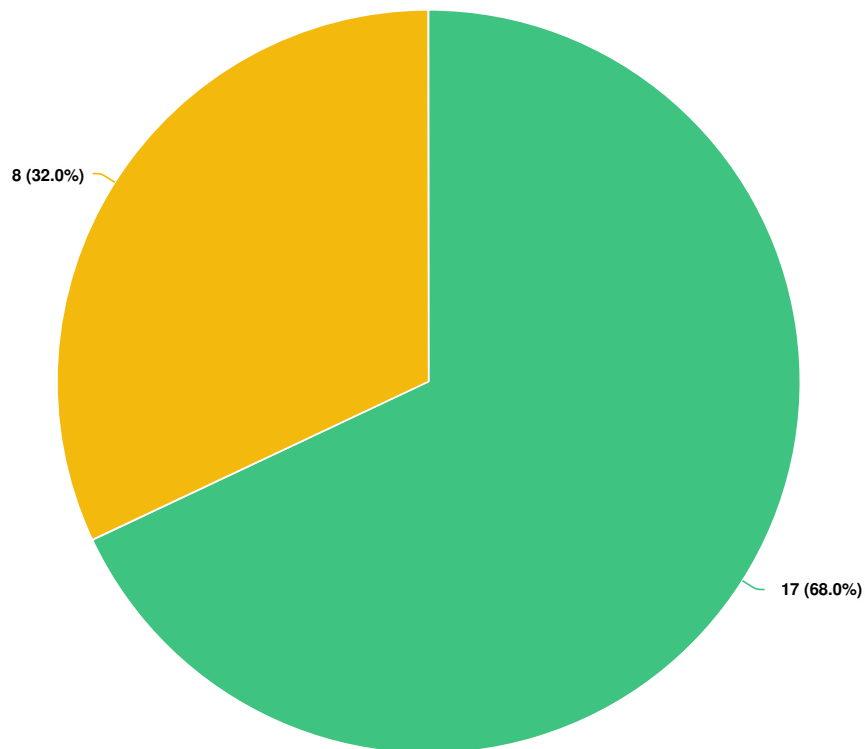
Question options

- Yes
- No

Mandatory Question (25 response(s))

Question type: Dropdown Question

Did you like the style in which the meeting was ran?



Question options

- Yes
- No

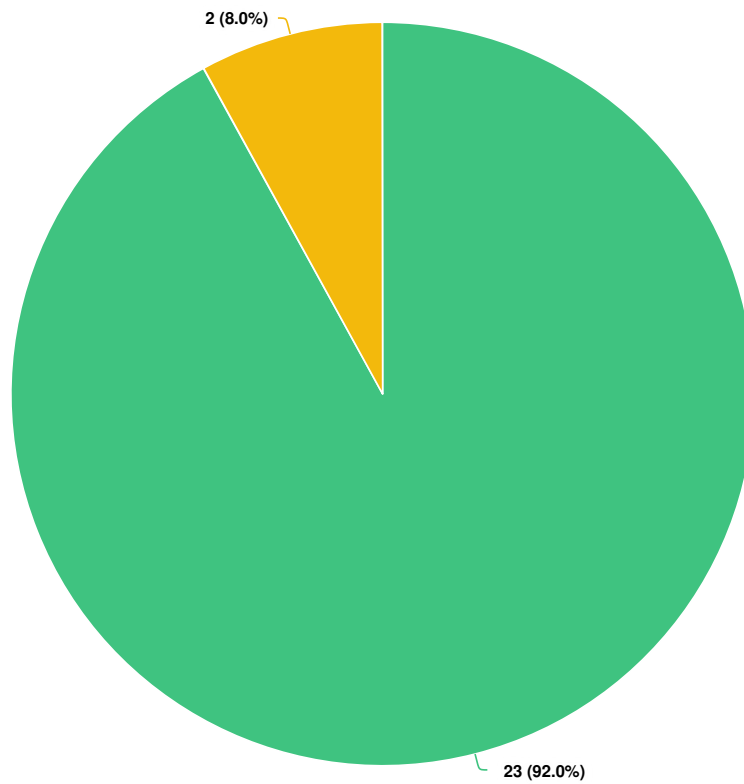
Mandatory Question (25 response(s))

Question type: Dropdown Question

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 16 NOVEMBER 2022

Your Say Wingecarribee : Summary Report for 15 February 2010 to 14 September 2022

How likely would you be to attend our meetings in the future?



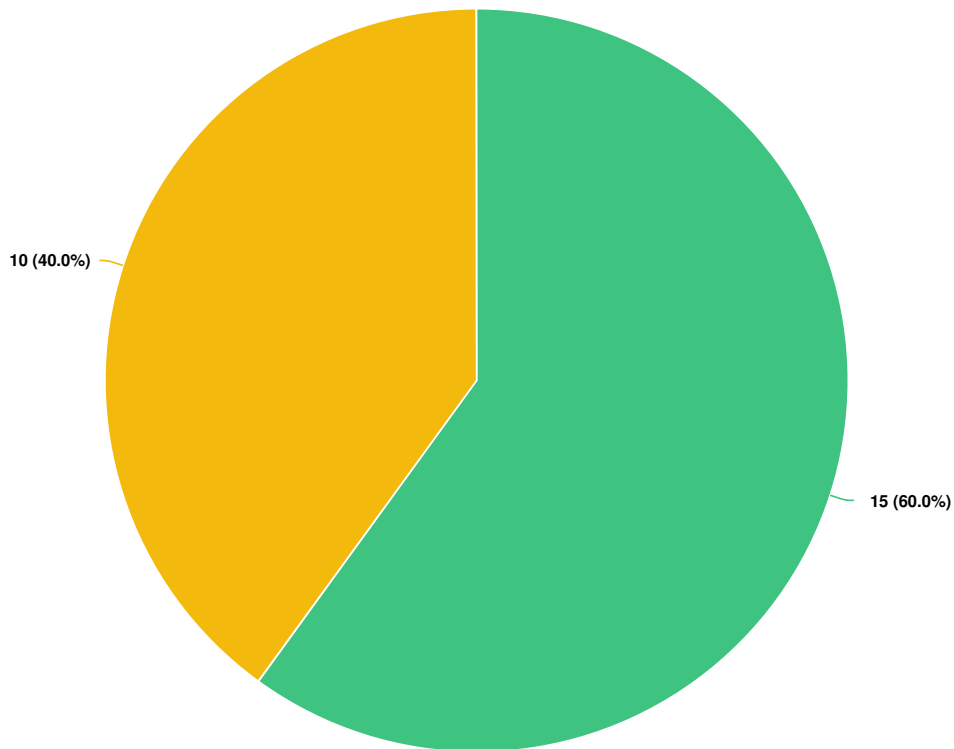
Question options

- Likely
- Not likely

Mandatory Question (25 response(s))

Question type: Dropdown Question

Did the event meet your expectations?



Question options

- Yes
- No

Mandatory Question (25 response(s))

Question type: Dropdown Question

9.6 Stormwater Management Policy - Post Public Exhibition Report

Report Author: **Manager Assets**
Authoriser: Director Service and Project Delivery

PURPOSE

This report is to seek Council's adoption of the Stormwater Management Policy post public exhibition of the draft Policy.

OFFICER'S RECOMMENDATION

THAT Council adopts the Stormwater Management Policy.

REPORT

Background

Due to the complexities surrounding stormwater management, there have been instances of Council providing inconsistent or confusing responses on various stormwater related matters.

As part of the Refocus, Reinvigorate and Rebuild journey of Council, the Stormwater Management Policy has been prepared to improve Council's performance in this area.

The objectives of the Stormwater Management Policy are to provide clarity on:

- Definitions of the stormwater network;
- Different types of flooding that can be experienced; and
- The responsibilities of Council, developers and property owners.

And in doing so:

- Ensure consistency and transparency when managing stormwater;
- Adopt and implement a standard for stormwater management; and
- Minimise any disagreements between stakeholders.

The draft Stormwater Management Policy was considered by Council at Ordinary Council Meeting 20 July 2022, where it resolved:

That the Stormwater Management Policy be placed on public exhibition for 28 days.

REPORT

In accordance with the resolution of Council, the draft Stormwater Management Policy was placed on public exhibition for a period of 28 days, from 22 July to 19 August 2022.

The Policy was exhibited via the Your say Wingecarribee website and awareness for the exhibition was created through Council's social media channels.

During the period of public exhibition the Your Say Wingecarribee page received 375 visits, the draft Policy was downloaded 171 times and a total of 16 submissions were made.

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The 16 submissions are provided in Attachment 1, along with a response to each submission. The submissions were all of varied length and covered a variety of matters, however it was observed that many of the submissions were about specific stormwater situations – as opposed to the content of the Policy document itself. The table below provides a summary of the submissions received. The submissions are also provided in full in Attachment 1 along with a response to each submission.

Submission Summary	Number of Submissions	Response
Specific stormwater situation	11	Concerns related to a specific stormwater situation will be redirected and responded to through standard customer enquiry process.
Concerns about extent of ownership & maintenance responsibility being ascribed to landowners	2	The ownership and maintenance responsibilities of natural waterways rests with the landowner of the land on which that section of the waterway is located. Waterways can be viewed as a burden or an asset for a property, but they form part of the property none the less.
Comments about environmental benefits of natural waterways	2	Policy updated to include reference to Wingecarribee Environmental Strategy 2012 - 2017
Water NSW	1	Several adjustments made to the Policy in accordance with the recommendations of Water NSW, these are detailed in Attachment 1. None of the adjustments have a material change on the document.

As detailed within Attachment 1, several minor updates have been made on the Stormwater Management Policy in response to consideration of the submissions made during the public exhibition period.

Additional internal consultation was also undertaken on the Policy, with further details provided in relation to various ways in which authorised private development can occur.

Through the adoption and implementation of the Policy, it is expected that the community will experience an improved level of service from Council in relation to the response of stormwater related matters and consistency in communication received.

It is therefore recommended that Council adopt and implement the Stormwater Management Policy.

COMMUNICATION AND CONSULTATION

Community Engagement

The Policy was exhibited via the Your say Wingecarribee website and was promoted by Council's social media channels.

During the period of public exhibition the Your Say Wingecarribee page received 375 visits, the draft Policy was downloaded 171 times and a total of 16 submissions were made.

Internal Communication and Consultation

Director Communities and Place

Coordinator Community Engagement

Asset Engineer Drainage

Floodplain Management Engineer

External Communication and Consultation

Water NSW

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 Stormwater Management Policy will have no direct impact to Council budgets. The Policy will assist in ensuring consistent and sustainable investment in the Council's stormwater network.

RELATED COUNCIL POLICY

The Stormwater Management Policy aligns with the objectives of the Community Strategic Plan and the Asset Management Policy.

CONCLUSION

The successful management of stormwater within the Wingecarribee Shire is a complex and difficult undertaking. Through adoption of the Stormwater Management Policy, it is expected that the community experience an improved level of service from Council in relation to the response of stormwater related matters and consistency in communication received.

ATTACHMENTS

1. Stormwater Management Policy - Final [9.6.1 - 12 pages]
2. Stormwater Management Policy Public Exhibition Submissions [9.6.2 - 28 pages]

Stormwater Management Policy

Wingecarribee Community Strategic Plan 2031

3.4 We have a safe, maintained and effective assets and infrastructure

3.4.2 Manage and plan or future water, sewer and stormwater infrastructure needs.

Document Type	Council Policy
Document Reference No.	2021/XX
Version No.	1.0
Adoption Date	TBC
Resolution Number	TBC
Document Owner	Manager Assets
Responsible Branch	Assets
Responsible Business Unit	Service and Project Delivery
Review Schedule	Four Years
Review Date	TBC

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1. Objectives

Council manages and maintains drainage infrastructure assets to provide the community with a safe and reliable stormwater network. The objectives of the Stormwater Management Policy are to provide clarity on:

- Definitions of the stormwater network
- Different types of flooding that can be experienced.
- What are the responsibilities of Council, developers and property owners

And in doing so:

- Ensure consistency and transparency when managing stormwater
- Adopt and implement a standard for stormwater management, and
- Minimise any disagreements between stakeholders.

2. What is the Stormwater Network

The stormwater network can be initially separated into two categories of natural system and designed system.

2.1 Natural Stormwater Network

The natural stormwater network is how the flow of water would naturally traverse across the landscape prior to it being disturbed by development. This is described as *natural overland flow* and would follow the topography of the land till it discharges to a *natural waterway* – be it a creek, river, lake etc.

Natural Waterway

There is no one method for the definition and designation of a natural waterway. It can involve the investigation and consideration of multiple factors, including topographical maps, historical imagery, shape and nature of the waterway and vegetation present. It is the subject of numerous legal actions and court proceedings and the complexity of the matter is beyond the scope of this Policy.

Natural waterways provide an important stormwater management function, however they also provide significant additional benefits through:

- Slowing water flows down, when compared to concrete pipes & channels.
- Aquatic and riparian vegetation enhancing water quality
- Protecting and conserving biodiversity including through riparian corridors and vegetation
- Improving liveability by providing green spaces

Natural waterways occur across an array of land tenures, including but not limited to, Crown and Council owned land, National Parks, State Forests and freehold title. The ownership and maintenance responsibility of natural waterways rests with the landowner of whom that section of the waterway is located.

2.2 Designed Stormwater Network

The designed stormwater network comprises of stormwater pits, pipes, culverts, headwalls, channels and basins which have the purpose of controlling the overland flow of an area. It can be generally separated into three categories.

Inter-allotment Drainage

Inter-allotment drainage systems are stormwater networks constructed for the purpose of managing the stormwater flow from properties. An inter-allotment drainage easement is often created during a subdivision and is formalised under Section 88B of the Conveyancing Act 1919 where it is registered in the land title outlining



benefitted and burdened parties.

In newer subdivisions they are commonly seen through a small pit and pipe network running along the rear boundary of properties that are unable to drain to the adjoining road due to the road being higher than the property. The inter-allotment drainage network may also utilise drainage swales or channels, although this is generally only found in rural or peri-urban areas where there is sufficient space for this arrangement. The inter-allotment drainage network will therefore convey stormwater flows from these properties to a discharge point further downhill. Inter-allotment drainage is less common in older subdivisions, however it does at times still feature through the presence of onsite detention or absorption trenches.

Inter-allotment drainage systems are of private ownership and maintenance responsibility.

Minor Stormwater Network

The minor stormwater network is defined as the kerb and gutter and pipe network capable of carrying and controlling flows from frequent runoff events. The Wingecarribee Shire Council Engineering Design Specification D09 Stormwater Drainage provides the technical details as to the current design standards for the minor stormwater network - which can be largely summarised as being designed to accommodate the five year rain event (20% AEP). It is acknowledged that design standards for the minor stormwater network, all across NSW, have evolved across many years and so the minor stormwater network will be of varied design capacity across the Shire.

The minor stormwater network primarily consists of the kerb and gutter and pits and pipes along the road network. As well as water quality assets like Gross Pollutant Traps (GPTs), bioretention basins and artificial wetlands. Ownership and maintenance of the minor stormwater network largely rests with Council, however in some areas it instead rests with other public authorities (like TfNSW), private ownership or community/strata title.

Major Stormwater Network

The major stormwater network is defined as the drainage routes providing safe, well-defined flow paths for rare and extreme storm runoff events. The Council Engineering Design Specification D09 Stormwater Drainage provides the technical details as to the current design standards for the major stormwater network - which can be largely summarised as being designed to accommodate the 100 year rain event (1% AEP) where possible. Design standards for the major stormwater network have also evolved across many years and so the network is of varied capacity across much of the Shire.

The major stormwater network primarily consists of the waterways, channels and detention basins across the Shire and makes use of overland flow along the road network. Pipes and culverts generally only feature where a road may cross a waterway or channel.

Ownership and maintenance of the major stormwater network largely rests with Council, however in some areas it instead rests with other public authorities (like TfNSW) or private.

2.3 Easements

A drainage easement is a legal encumbrance on the title of a property to protect the drainage infrastructure within that property which benefits other properties. The infrastructure can include open drainage channels, below ground pipe systems and grated inlets that are designed to accept allotment and roof water together with larger upstream catchment stormwater flows.

Generally, no structures or improvements (such as dwellings, buildings and landscaping treatments including



earthworks, retaining walls and fill) are permitted within the easement boundaries.

3. What are the different causes of flooding

3.1 Seepage

Groundwater relates to water that moves underground towards waterways, it can also be described as natural subterranean flow. Seepage is where this groundwater may rise to the land surface. Groundwater in most locations exists independently of whether there is rain falling. Additionally, groundwater may surface in several locations creating seepage issues generally where natural ground exists (i.e. back and front yards, nature strips, etc.). Groundwater movement and quantity may change over time due to a variety of factors (i.e. periods of drought or prolonged rainfall, etc.).

3.2 Riverine Flooding

River flooding happens when widespread, prolonged rain falls over the catchment of a river. As the river channel reaches capacity, excess water flows over its banks causing flooding. Riverine flooding downstream can occur hours or days after the rainfall has finished. Riverine flooding may coincide or exacerbate flooding in adjacent creeks and tributaries and may itself be exacerbated by higher than normal high tide conditions.

3.3 Natural Overland Flow

Many instances of flooding across the Shire can be attributed to natural overland flow. Properties that are located downhill of bushland, parks and road reserves may experience natural overland flow during rain events. The volume of natural overland flow can be increased when the ground is already saturated and so cannot absorb any more water.

3.4 Exceedance of Designed Stormwater Network

The intent of the minor and major stormwater networks are that they are designed to safely accommodate rain events up to a certain magnitude. If a rain event is encountered which exceeds the capacity of the network, some properties may experience flooding as result.

3.5 Failure of Stormwater Network

If the designed stormwater network experiences structural failure or suffers from blockage, this will inevitably result in reduced performance and so some properties may experience flooding as consequence.

4. How does Council manage the Stormwater Network

4.1 Floodplain Risk Management Process

Under the NSW Flood Prone Land Policy the management of flood prone land is, primarily, the responsibility of Council. The main objective of the Flood Prone Land Policy is to reduce the impact of flooding and flood liability on owners and occupiers of flood-prone property and reduce public and private losses. The Policy recognises the benefits of use, occupation and development of flood-prone land.

The NSW Government has developed the Floodplain Development Manual and Guidelines to assist Council in successfully meeting these responsibilities. The Manual advises Councils to adhere to the Floodplain Risk Management Process described 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.

Table 1 - Floodplain Risk Management Process

Council has, and is continuing to, develop flood studies and floodplain risk management studies in accordance with the Floodplain Risk Management Process. All completed studies and plans are available on the Council website. (<https://www.wsc.nsw.gov.au/Environment/Natural-Environment/Waterways/Flood-Studies>).

4.2 Stormwater Masterplans

For localities where preparation of a Flood Study & Floodplain Risk Management Plan would yield minimal benefit, a Stormwater Masterplan for the locality will instead be prepared Council. Stormwater modelling will be utilised to identify and consider flooding potentials, drainage bottlenecks, current upgrades and future drainage needs. An example of a locality for which this would be appropriate is Yerrinbool.

The Stormwater Masterplans would be prepared by Council, and following a period of public exhibition, would be adopted by Council and made available on the Council website.

The works identified within the Masterplans will be considered for inclusion within the annual capital program and will also influence private development in these areas.

4.3 Asset Renewal

In accordance with objectives of Council's Asset Management Policy, the successful delivery of an asset renewal program is critical to the sustainable management of an infrastructure network.

To this end, Council is striving to achieve an asset renewal ratio of at least 100%. This means that no less than the value of the annual depreciation of infrastructure base is being annually expended on the renewal of that infrastructure base.

An asset inspection regime is therefore in place for the stormwater network to ensure condition and performance data is being methodically collected across the Shire.

4.4 Maintenance

Maintenance of the stormwater network is undertaken as required across the Shire. Like most regional councils, the network is largely managed on a reactive basis in response to enquiries, requests and complaints from the community.

4.5 Private Development

Private development within the Shire is regulated through the Environmental Planning and Assessment Act 1979. There are three ways which authorised private development can occur. The stormwater requirements for each are summarised below:

Exempt development

Roof water or surface runoff is disposed of by connection into an existing stormwater drainage system.



Complying development

Stormwater drainage directed by a gravity fed or charged system to a public drainage system or inter-allotment drainage system or an on-site disposal system. Demonstrated by that there would be no increase in the overland water flows (peak discharge rate) in terms of volume and direction. (Note: non-minor development also needs to model stormwater quality). Generally, would need to be connected to a public drainage system or inter-allotment drainage system.

Note: State Exempt and Complying Development Codes SEPP 2008 requires separate approval under Section 68 of the Local Government Act 1993 or compliance with Council stormwater requirements contained in the applicable development control plan (DCP).

Development application

Demonstrated by that there would be no increase in the overland water flows (peak discharge rate) in terms of volume and direction. (Note: non-minor development also needs to model stormwater quality). Generally, would need to be connected to a public drainage system or inter-allotment drainage system.

Through this process, Council will ensure that the proposed development is in accordance with relevant Development Control Plan (DCP) and Engineering Design Specifications. With much of the Shire located within the Sydney Drinking Water Catchment, most new development is required to have a neutral or beneficial effect (NorBE) on water quality and so will require significant consideration of runoff and water quality control measures.

That withstanding, opportunities also exist for landowners of private property to install and manage property-based stormwater management & reuse measures such as raingardens and water tanks. Development Approval may be required in some situations; however the Exempt & Complying Development Codes State Environmental Planning Policy (SEPP) does create provision for these works to be classed as Exempt Development in many cases.

Driveways

Of critical importance in the design and construction of driveways is that they do not create a low spot for water to escape from the kerb and gutter or swale drain that may be supporting the adjacent road.

For this purpose, Council has developed standard drawings for residential and commercial driveways which are available on the Council website. (<https://www.wsc.nsw.gov.au/Development/Other-Development-Information/Engineering-Standards#section-9>).

Driveways, inclusive of any underlying pipes in rural settings, are the owners' responsibility to construct and maintain as per NSW Roads Act 1993.

5. How will Council respond to stormwater enquiries

5.1 Natural Overland Flow

Natural overland flow is the outworking of an area's natural topography and geology.

An upstream property cannot be held liable merely because surface water flows naturally from their land onto the lower land. As long as the natural overland flow is not being concentrated or redirected as the result of development, it must be accepted by adjoining properties. Downstream properties cannot erect any type of barrier by way of large walls or closed fencing that interferes with the path of natural overland flow.



If a landowner has concerns that they are being subject to overland flow being unlawfully redirected or concentrated by a neighbour, it is recommended that the matter is attempted to be resolved through discussion and liaison with the impacted parties. Council has limited powers to intervene in drainage disputes between neighbours and, similar to dividing fences, they are generally deemed as a civil matter to be resolved between the respective parties.

Landowners are encouraged to talk to their neighbours about the problem and to seek a mutually suitable solution. If this does not resolve the matter, the landowners can also contact the Community Justice Centre who can offer free advice and non-legal mediation services. The Centre can be contacted on 1800 990 777 or through their website www.cjc.nsw.gov.au. Alternatively, land owners can seek legal advice about the feasibility of taking civil action against the party generating the problem if it is believed their property has suffered or been exposed to potential damage.

Natural overland flow is to be one of the site factors considered in the design and construction of all development. Council therefore holds no responsibility for preventing natural overland flow from exiting any land under Council's ownership or care.

5.2 Seepage

Seepage is the surfacing of natural subterranean flow. Similar to natural overland flow, it is a natural occurrence that is the outworking of an area's natural topography, geology and water table. Seepage is to be one of the site factors considered in the design and construction of all development. Council therefore holds no responsibility for the management of seepage across the Shire.

5.3 Natural Waterways

The ownership and maintenance responsibility of natural waterways rests with the landowner of whom that section of the waterway is located. Council therefore holds no responsibility for the maintenance of waterways that are within property not under Council's ownership or care.

For natural waterways within land under Council's ownership or care, the primary focus is on ensuring the satisfactory flow of water through the channel for the purpose of avoiding any premature flooding within the catchment. Maintenance works will therefore seek prioritise works for this purpose in the first instance, however works for environmental and aesthetic benefit will also be considered as required. These environmental and aesthetic considerations are specified within Section 3 of the Wingecarribee Environmental Strategy 2012 – 2017.

5.4 Inter-allotment Drainage

Inter-allotment drainage is of private ownership and maintenance responsibility. It is the responsibility of the landowner to maintain their roof water drainage, stormwater pipes, gutters, downpipes, stormwater inlet pits and any other components of their approved drainage system in good condition and in compliance with any Council/statutory requirements.

If a landowner has concerns over the condition and performance of a neighbour's inter-allotment drainage network, it is recommended that the matter is attempted to be resolved through discussion and liaison with the impacted parties. Council has limited powers to intervene in drainage disputes between neighbours and, similar to dividing fences, they are generally deemed as a civil matter to be resolved between the respective parties.

Landowners are encouraged to talk to their neighbours about the problem and to seek a mutually suitable solution. If this does not resolve the matter, the landowners can also contact the Community Justice Centre who can offer free advice and non-legal mediation services. The Centre can be contacted on 1800 990 777 or through



their website www.cjc.nsw.gov.au. Alternatively, land owners can seek legal advice about the feasibility of taking civil action against the party generating the problem if it is believed their property has suffered or been exposed to potential damage.

5.5 Minor Stormwater Network

Council is responsible for ensuring that the minor stormwater work under Council's ownership and care is of satisfactory condition and performance.

Renewal of the minor stormwater network will be prioritised in accordance with the condition of the network.

Upgrades to the minor stormwater network will be prioritised in accordance with the flooding benefit achieved. Works to address floor-level flooding (defined as buildings being inundated) will be prioritised over nuisance flooding (defined as only land being inundated).

Extension of the minor stormwater network into new sub-divisions will be in accordance with Council's Engineering Design Specification D09 Stormwater Drainage.

5.6 Major Stormwater Network

The existing major stormwater network is managed in accordance with the Floodplain Risk Management Process. The Flood Studies and subsequent Risk Management Studies and Plans are all available on the Council website. (<https://www.wsc.nsw.gov.au/Environment/Natural-Environment/Waterways/Flood-Studies>).

Extension and upgrade of the major stormwater network within new sub-divisions will be in accordance with Council's Engineering Design Specification D09 Stormwater Drainage.

5.7 Council Easements

There are instances across the Shire where the stormwater network passes through private property without the formalisation of an easement. Instances where an easement requires formalisation will be managed as identified and with consideration to the flooding impact incurred.

However, it is noted that an easement is not required in many of these situations due to the presence of a natural watercourse or the flow in fact being classified as natural overland flow – example being an unsealed road constructed on-grade without a drainage network and so the surface water follows the natural topography.

Council can also at times be listed as the governing authority or benefitting party of an easement despite there being no Council drainage infrastructure within the easement. The listing of Council as a benefitting party of an easement does not by itself create a responsibility for Council to maintain the land or infrastructure within the easement. Council is responsible for the structural integrity and maintenance of Council stormwater pipes and concrete channels – irrespective of whether there is a formalised drainage easement or not.

If the drainage easement is the purpose of ensuring the controlled overland flow of water along a swale or natural waterway, the landowner is responsible for ensuring the continued unencumbered flow of this water. Fences and other obstructions are therefore not permitted within the easement.

5.8 Other

The Policy does not provide an exhaustive response to all permutations of the various matters that may arise in the management of the stormwater network across the Wingecarribee Shire.

6. Responsibilities

Responsibilities for the implementation of this Policy are shared as follows:



6.1 Councillors

Provide leadership in supporting this Policy at Council meetings, functions and events.

6.2 Executive

Integrate the Policy across business areas.

6.3 Council staff

Act in accordance with this Policy while dealing with customer complaints.

7. Performance Measures

- **Improved response time in relation to stormwater enquiries, requests and complaints.**
- **Reduced numbers of stormwater enquiries, requests and complaints.**

8. Definitions

Define any specific terms relating to the Policy that may not be obvious to a member of the public or other external stakeholder. Include any acronyms and their meanings. The following table should be used:

S88B	S88B of the Conveyancing Act 1919
AEP	Annual Exceedance Probability
Inter-allotment Drainage	Drainage between properties
Drainage Easements	Created under S88B for the passage of stormwater, it may be within property boundaries and the beneficiary has the right to discharge stormwater through it.
Drainage Reserves	Created outside the property boundaries and will be fully owned by Council
Waterways	Natural creeks or rivers
TfNSW	Transport for NSW

9. Related Material

9.1 Related Legislation

The following legislative materials are related to this Policy:

- Conveyancing Act 1919
- Local Government Act 1993
- NSW Roads Act 1993
- Water Management Act 2000
- Environment Planning and Assessment Act 1979

10. Document Control



10.1 Version Control

Version	Adoption Date	Notes
1	TBC	Development of Stormwater Management Policy

10.2 Superseded Documents

The following documents are superseded by this Policy:

Document Title	Adoption Date	Notes
Stormwater Drainage Over Private Property Policy	28 July 2004	Policy did not provide sufficient coverage across the wide range of matters arising in stormwater management.

11. Attachments

1. There are no attachments to this Policy.

Approved by:

WINGECARRIBEE SHIRE COUNCIL

[Governance to insert adoption date]

Stormwater Management Policy Public Exhibition Submissions

Submission Author	Submission	Council Response
S.O'Brien	<p>I am a member of Highlands Golf Club and believe strongly based on my experiences over the last 7 years there, there is a Failure of Stormwater Network and The Nattai River Floodplain Risk Management Study and Plan 2016 needs to be revisited and reviewed in particular paragraph 7.4 Removal of Weir and Swimming Pool (FM02).</p> <p>In June 2016 the Nattai river flooded and the drainage under the swimming pool cannot handle the water flow from all the development upstream and washed away the pedestrian and cart access bridge from the Highlands Golf course and cause significant damage to the 18th Green and Fairway also minor flooding or cart shed and Pro shop.</p> <p>At the time June 2016 this was a significant event probably a one in 5 year or 10 year event. Between June 2016 and 2021 this flooding of the Mittagong Swimming pool and Pedestrian bridge of Highlands golf course and 18th Green and Fairway happen almost annually.</p> <p>In 2022 it has flooded twice in March 2022 and most recently as June 2022.</p> <p>Each time it floods at the swimming pool due to the culvert, with dimensions 2.1 m x 1.2 m conveys flows beneath the swimming pool. Once the capacity of the culvert is reached the swimming pool is overtopped, referred to in paragraph 3.1.2 Mittagong swimming pool, not being able to cope with water flowing downstream. I have personally witnessed these events in March 2021 when in a matter of minutes the Nattai river goes from flowing under the pool thru the culvert to filling the culverts and backing up and flooding the 18th Green and fairway, I have photos and video of the March 2021 event.</p>	<p>Submission is in relation to a specific Floodplain Risk Management Study & Plan as opposed to the Stormwater Management Policy.</p> <p>Concerns will be redirected through standard customer enquiry process.</p> <p>No update to the Stormwater Management Policy required.</p>

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	<p>In my belief from the development upstream of housing and road creating more hard areas to catch stormwater than paddocks and farm is leading to these flooding events more frequently.</p> <p>I believe revisiting The Nattai River Floodplain Risk Management Study and Plan 2016 paragraph 7.4 Removal of Weir and Swimming Pool (FM02), would remove the backup and the Nattai river will flow downstream and not backup at Highlands Golf Course causing damage to the 18th green and fairway.</p>	
S.Woodward	<p>Storm water in Colo vale needs to be fixed. Gutters would just be the beginning of fixing this monstrosity of a town that's full of water and no where for all of it to go. My shed gets flooded every time it rains heavily. All of my belongings on the floor of my shed I have had to throw out due to this. The water sits out the front of my house on the grass for months upon months until it eventually evaporates. This is not good enough. We need gutters and drainage!</p>	<p>Submission is in relation to a specific instance of stormwater management as opposed to the Stormwater Management Policy.</p> <p>Stormwater concerns will be redirected through standard customer enquiry process.</p> <p>No update to the Stormwater Management Policy required.</p>
V.Hiatt	<p>The lack of drainage ,curbs & drainage has severely impacted my family, twice in march the runoff water from Orchid street colo vale headed straight down my driveway on 12 Myrtle street ,causing major damage, currently at 50k and rising, Currently living a very cold winter with no flooring and walls partially removed. I have been quoted to add additional drainage to front garden and driveway but was informed that this may not help as there is no drainage or guttering from myrtle street.</p> <p>The quality of infostructure in Colo Vale is appalling, the roads are terrible, the drainage even worse.</p>	<p>Submission is in relation to a specific instance of stormwater management as opposed to the Stormwater Management Policy.</p> <p>Stormwater concerns will be redirected through standard customer enquiry process.</p> <p>No update to the Stormwater Management Policy required.</p>
P.Crocker S.Crocker	<p>Every time there is a large amount of rain 3/4 of Colo Vale is flooded. Serious drainage is required to stop this and the roads all breaking up.</p>	<p>Submission is in relation to a specific instance of stormwater management as opposed to the Stormwater Management Policy.</p> <p>Stormwater concerns will be redirected through standard customer enquiry process.</p>

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		No update to the Stormwater Management Policy required.
M.Bartlett	New curb & guttering. Who pays and how are these payments calculated. Will residents of streets affected by any proposal to introduce new curb and guttering be consulted?	Contributions to the provision of kerb and gutter is specified within the 'Contribution to Footpath and Kerb/Gutter Policy 2016' which is distinct from the Stormwater Policy and is currently under review. No update to the Stormwater Management Policy required.
A.Maskiell	Section 5.3 could include a comment to address Council's obligations to manage natural waterways in accordance with the Environment Strategy 2012-2017, Key Objectives 2.1 Improved water quality management for our major rivers and creeks and 2.2 Improvement in the health and function of our riparian areas? Section 5.7 paragraph four appears to be missing a word "for".	Reference to Wingecarribee Environmental Strategy 2012 - 2017 included within Section 5.3 Typing error addressed in Section 5.7
H.Robertson	In regard to "What are the different causes of flooding" When Farmborough Close in Bowral floods, the stormwater drains along the street become overwhelmed and water no longer drains down them. This then causes the street to flood because the storm water has nowhere to go. The water then fills residents front yards, driveways and then back yards. In March 2022 the stormwater entered residences houses - approximately 10 properties. Additionally, the large stormwater drain on the corner of Albert Street & Farmborough Close is consistently filled with overgrown flora despite residences writing to council requesting that the overgrown greenery be removed to make space in the drain for the stormwater. The overgrowth has been removed in previous years but for the past two years council has	Submission is in relation to a specific instance of stormwater management as opposed to the Stormwater Management Policy. Stormwater concerns will be redirected through standard customer enquiry process. No update to the Stormwater Management Policy required.

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	<p>refused to clear the drain. Therefore, this contributes to flooding.</p>	
<p>J.Starkey</p>	<p>The draft document outlines, in section 5, the various sources of stormwater and responsibilities for water management. My concern is that there is limited responsibility assigned to Council, with more responsibility assigned to landowners who are encouraged to sort out issues with the owners of neighbouring properties. In most flooding events, damage arises from water flows from more than one or two near neighbours. Thus, in my neighbourhood, there is a natural watercourse that flows between properties facing Burradoo Road and Links Road to the east of Moss Vale Road.</p> <p>The water flow in this natural waterway has increased in recent years as the result of Council approval of additional developments which result in increased discharge or rain water, from buildings and access roads into the water way.</p> <p>This has already resulted in flooding of properties near Moss Vale Road where the natural water flow exceeds the capacity of the under road pipes to carry the water. Clearly it is not reasonable for the owners of properties along the water course to manage the water flow through their properties. It should be a matter for Council to manage- and before it allows any further development in the area.</p> <p>I have used this as an example only. I believe other areas in the Shire will be similarly impacted by water flows through natural waterways.</p> <p>I am also concerned that, in the eastern area of Burradoo, little, if any, attention is being paid by Council to the Minor Stormwater Network that has in</p>	<p>The purpose of the Stormwater Management Policy is to provide clarity in relation to stormwater management responsibilities of landowners and Council.</p> <p>Council carries a significant responsibility for stormwater management, which results in a stormwater network valued over \$200M and consisting of 175km of stormwater pipes and 6,000 stormwater pits.</p> <p>The ownership and maintenance responsibilities of natural waterways rests with the landowner of whom that section of the waterway is located. Waterways can be viewed as a burden or an asset for a property, but they form part of the property none the less.</p> <p>Concerns raised in relation to the minor stormwater network of Burradoo will be redirected through the standard customer enquiry process.</p> <p>No update to the Stormwater Management Policy required.</p>

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	<p>recent times seen flooding and significant damage to road surfaces and verges along many streets. Maintenance here should also be the responsibility of Council and approached on the basis of keeping the roads and verges in good order- and not only where property inundation arises.</p>	

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P.Mitchell	<p>Moss Vale District Basketball Association Inc. (MVDBAI) own lands at 15 Parkes Road Moss Vale. We are generally supportive of the policy however in relation to our land</p> <ul style="list-style-type: none"> • there is a significant drainage main along the western side of the land (2x750mm pipes) that directs flows from Parkes Road to the north • The pipes discharge into an open drain in the Northwest corner of this land that directs the flows out to Lackey Park • The drainage system is not part of a natural watercourse, it has been formed to facilitate drainage of this very level area of Moss Vale. • There is no drainage easement within the subject property. • This open drain also illegally receives discharges from private developments to the west , some of these it would appear have been approved by Council <p>We can provide a survey that confirms these details.</p> <p>Whilst this is a legacy situation for Council it would appear to be a circumstance not addressed in the policy. There is no legal easement for the drainage of water across the land and further the drain is creating a dangerous situation on private property. The drain is difficult to maintain in its current form creating unhealthy conditions along with an environment for noxious weeds to thrive. The policy touches on Councils responsibilities for drainage systems and this situation needs to be included.</p> <p>The issue has been reported several times to Council and is currently being followed up by Service and Project Delivery. we would welcome the opportunity to consider this circumstance within the policy and further to have inspections and discussions with Council to resolve this unsatisfactory drainage arrangement.</p>	<p>Submission is primarily in relation to a specific instance of stormwater management and as such will be redirected through standard customer enquiry process.</p> <p>Council infrastructure within private property and the presence of easement, or lack thereof, is discussed in Section 5.7</p> <p>No update to the Stormwater Management Policy required.</p>

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T.Donovan	<p>DRAFT STORMWATER MANAGEMENT POLICY SUBMISSION re WHITES CREEK</p> <p>1. GENERAL COMMENTS</p> <p>Table 20 (Vol 1, pp78-79) describes all the potential Flood Modification (“FM”) options considered in the study, a total of 22. These are then evaluated in Table 24 on pp 82-83, using a set of criteria which are somewhat arbitrary and a scoring system which is largely subjective. How can changes in flood levels have the same value as community acceptance; and in this day and age, how can environmental impact not have a greater weight than economic feasibility? On the basis of this questionable analysis, the number of (FM) options is reduced to 13 for “detailed investigation” - see table 27 on pp 87-88.</p> <p>Section 7 (pp 91-153) describes the evaluation of the 13 options, and on page 151 just two physical flood mitigation options are recommended for further consideration: FM2 and FM12 (<< which should read FM11), although on the plan/map between pp 174 and 175, a third (FM5) has been added back in. It is surely a concern that so many options have been discarded so easily along the way. The majority of recommended options are essentially changes to policy, planning controls, community education and measures which are more reactionary (eg: flood insurance) rather than mitigating. Why is this?</p> <p>2. COMMENTS SPECIFIC TO SECTION NORTH (DOWNSTREAM) OF COSGROVE PARK</p> <p>At the beginning of section 7.4.2 (Vol 1, p.134) it states that “Residents located between 6 and 12 Berrima Road reported frequent inundation of the western parts of their properties (ie: adjoining Whites Creek) including damage to fences.” That completely understates the impact of flooding along the section of Whites Creek between Cosgrove Park and Gibbons Road. Perhaps residents along the creek sides of Lapwing Place and Morrice Court have never been asked?!</p>	<p>Submission is in relation to a specific Floodplain Risk Management Study & Plan as opposed to the Stormwater Management Policy.</p> <p>Concerns will be redirected through standard customer enquiry process.</p> <p>No update to the Stormwater Management Policy required.</p>

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	<p>Figure 28.1 (Vol 2) clearly shows that three properties in Berrima Road, six in Lapwing Place and two in Morrice Court are in the “Floodway” (red) when Whites Creek floods, which means high velocity water crossing gardens and putting pressure on fences, largely as a result of green and other waste/rubbish carried by the water from upstream areas such as Cosgrove Park, the town centre and golf course. Many of these properties are owned and inhabited by families with young children and retirees, which represents considerable risk of injury/death as well as costly property damage.</p> <p>Figure 41 (Vol 2) shows the concept design for FM8, to change the floodplain elevations along this section of the creek, which might – if properly executed – change the status of at least the Lapwing Place properties from Floodway to Flood Storage. Whilst flooding would likely rise to the same level, this would be gradual and significantly reduce the risk of damage to properties and risk to life, except of course in the most extreme events such as the PMF scenario.</p> <p>One claimed justification for ruling out FM8 is that “...Neither option is predicted to provide any significant emergency response benefits...”(p.135). How can this be true given the information contained in Plates 18 & 19 (pp.75-76)? These show that properties in this section of the creek are among those predicted to be exposed to H5 or H6 hazards during a PMF where evacuation will be considered essential. Yet there is ample space within the existing drainage reserve here to re-align and deepen the existing water channel, to divert and hasten floodwater away from the residential properties towards undeveloped rural land.</p> <p>The report identifies that “...topographic modifications are predicted to generate wider and more expansive flood level reductions (in excess of 0.4 metres at some locations)...”. But for FM8, the report draws the conclusion that modifications are “... only predicted to reduce flood damage costs by \$5,000 over the next 50 years. The implementation costs are likely to far exceed this reduction in flood damages....”. How can such a conclusion be reached in the absence of a proper cost-benefit analysis? - Table 29 on p.93 shows that no such</p>	

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	<p>analysis was carried out for option FM8. There are 16 residential properties along this section of the creek which would be subject to above floor flooding, with the potential for structural failure of buildings (see para 2 on p.28) in a PMF event from which damage costs would likely exceed \$1.6m.</p> <p>3. IMPACTS FROM ELSEWHERE ON SECTION NORTH OF COSGROVE PARK</p> <p>This section of the creek between Cosgrove Park and Gibbons Road is basically the most downstream part within the Moss Vale town boundary, and therefore subject to any modifications implemented anywhere upstream. There are two that merit some discussion, one that is recommended for feasibility studies and one not.</p> <p>Firstly, option FM5 to upgrade the culverts under Argyle Street and the Railway (refer to Section 7.3.3 on pp.122-127):</p> <p>In isolation, this seems a sensible and necessary option to pursue, subject to feasibility studies. However, Plate 45 (p.127) shows that FM5 will result in higher floodwaters across some residential properties along Berrima Road, Lapwing Place and Morrice Court in even a 1% AEP flood, unless some compensatory action is taken. And surely, increasing the capacity of the culverts by 50% is likely to increase the velocity of flow downstream in a rain event? Is this not in contradiction of DCP policy and controls as described in the paragraph regarding Flood Effects on p.67: "...any proposed development shall not increase flood effects elsewhere, having regard to loss of flood storage, changes in flood levels and velocities...".</p> <p>Secondly, option FM1 to modify (double) the detention basins on the proposed and huge Chelsea Gardens residential subdivision wrapped around the golf course at the head of the creek (refer to Section 7.2.1 on pp.94-103):</p> <p>This subdivision occupies a significant proportion of the upper Whites Creek catchment and yet the only flood mitigation option designed to lessen the flooding</p>	

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	<p>impacts of this development has not been recommended despite the modelling indicating that "... modified basins are predicted to largely mitigate the predicted flood impacts along Whites Creek...".</p> <p>A report ("Cardno 2019") is referenced but it is unclear who commissioned it (was it the developer of Chelsea Gardens, or was it independent?). The specific details of the information contained in the report are also not revealed? Have the findings of this report been scrutinised and verified by Council? Excepting the information contained in the Cardno Report, it is unclear exactly why option FM1 has not been recommended for further investigation, given the results of the flood modelling – see Plates 20, 21, 22 which predict flood level reductions along much of the creek in three different scenarios, if the basin storage capacities are doubled or the design outflows halved. The report suggests that option FM1 would "improve the current flooding situation downstream of the subdivision" (p.94) and "would generate a reduction in annual flood damages of \$150,000" (p.98).</p> <p>Regardless of whether the detention basins are doubled or not, the experience of floods so far in 2022 raises another concern. Our 10,000 litre tank was still almost full at the beginning of July largely as a result of the heavy rainfall which caused flooding in April. If the detention basins at Chelsea Gardens are full at the start of a major rainfall event, what will then be the impact of the subdivision on the Whites Creek catchment? Is there any mechanism to release water from the basins during dry weather to free up capacity?</p> <p>Finally, Figure 34 (Vol 2) shows that some of the Chelsea Gardens subdivision does not lie within the Whites Creek catchment, because it is east of a ridge which runs north-south through it. Has any consideration been given, prior to development starting, to construct shallow gradient culverts from the west side of the ridge back under it, to divert rainwater which would otherwise run into basins B, C and E out into the open land east of Chelsea Gardens and out of the Whites Creek catchment? (The Romans built such subterranean aqueducts in various parts of Europe</p>	

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	some 2,000 years ago, often to bring spring water into towns)	

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M.Young	<p>It is very commendable that Council is now reviewing the Stormwater situation and can't m g up with a plan of management.</p> <p>There appears to be no mention of the 2metre Flood signs which appeared a couple of years ago.</p> <p>These signs have caused significant damage to property owners such as:</p> <p>Property values</p> <p>Insurance premiums skyrocketing</p> <p>If as Council maintains the new Retford Farm Retention dam will mitigate the flooding of the Mittagong Creek by 40% when finished will the Flood signs and flood maps be reviewed.</p> <p>We have a 2metre flood sign outside our home yet right on the creek it is only standing at 1metre high. How are the flood maps and signs determined.</p> <p>In the new Stormwater Policy there does not appear to be anything covering this important Information.</p> <p>Also why are property owners allowed to build very large homes without being subjected to Stormwater plans and only need to follow Council guidelines?</p> <p>Would love to hear from someone about the very significant stormwater problems we experience and if they will be addressed in the new Management Policy</p> <p>Thank You</p>	<p>Submission is in relation to a specific instances of stormwater management as opposed to the Stormwater Management Policy.</p> <p>Stormwater concerns will be redirected through standard customer enquiry process.</p> <p>No update to the Stormwater Management Policy required.</p>

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A.Dietsch	<p>Comments on the Wingecarribee Stormwater Management Policy are set out below.</p> <p>Specific Comments</p> <p>Clause 2.1 Natural Stormwater Network This definition seeks to establish the concept of a "Natural" condition and the Policy later expands to make landowners responsible, rather than Council, for any water not originating from a Council asset. This is nonsense because residential and transport infrastructure improvements, as well as stormwater asset improvements, have change the original "natural" stormwater flows. Concentration of rainfall catchment and redirection of stormwater flows, approved by Council historically, have changed the nature of the original "Natural" drainage. Council approved construction has redirected much of the natural flow and Council must have a shared responsibility for that. The Policy does not reflect the effect of Council approved construction on the so-called Natural Stormwater Network</p> <p>Clause 2.2 The reference to 1:100 (1% AEP) is a grossly inadequate design criteria for stormwater assets that are intended to have a design/operating life exceeding 20 years. The UN Intergovernmental Panel on Climate Change forecast significant increases in rain intensity over the next 20 years driven by progressive increases in global temperatures. This has been borne out by the 2021 flooding in NSW. It is not good enough for the Council to hide behind archaic regulations when the Federal and State Government accept the climate change science predictions and the UN IPCC forecasts. The Policy must recognise climate change as increased stormwater flows are implicit in the IPCC forecasts, and to design to 1% AEP will lead to substantial stormwater impacts over the next two decades. To fail into include increased stormwater risks greater than the current 1% AEP means that the Council is willfully blind to the future forecast and could be held liable to damage resulting from failures to properly design for the forecast requirements.</p>	<p>The ownership and maintenance responsibilities of natural waterways rests with the landowner of whom that section of the waterway is located. Waterways can be viewed as a burden or an asset for a property, but they form part of the property none the less.</p> <p>Controls related to the discharge of stormwater to natural waterways is managed in accordance with Council's Development Control Plan and Engineering Design & Construction Specifications.</p> <p>The design criteria of the major stormwater network is defined within Council Engineering Design Specification D09 Stormwater Drainage. Revision or update of the Engineering Design Specifications is beyond the scope of the development of the Stormwater Management Policy.</p> <p>No update to the Stormwater Management Policy required.</p>

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	<p>Clause 5.1 Natural Overland Overflow - This clause concentrates on making the land owners responsible for any issues arising from overland flow, with the Council washing its hand of any responsibility. This is unacceptable when Council approved concentration of rainfall, and subsequent disposal of that water, as stormwater, onto adjoining properties. What is natural flow is not the additional water that comes off roofs, driveways, tennis courts, paths, and new channels created by raised garden beds, etc. When such water, from one or many upstream properties, is passed though to downstream properties - this is not natural flow. The Council once required retention of rainfall from hard surfaces, to be retained on site. NOW, Council allows discharge to streets with no associated stormwater management, leaving downstream properties to be inundated with substantial water that has been collected and redirected towards downstream properties. THIS IS NOT NATURAL FLOW and to leave property owners to argue with a number of upstream properties discharging captured water, is an abrogation of the Council's responsibility</p> <p>Clause 5.4 This is just a restatement of Clause 5.1 with no consideration of managing flow that is collected, concentrated, and then discharge downstream with no consideration of impact. The Council roads can be considered another "Allotment" and Council seem happy to allow 100s of metres of road source to be collected by dish drains and then discharge across a single downstream property. COUNCIL MUST BE LISTED IN THIS SECTION AS THE "OWNER" OF ALLOTMENTS AND THEREFORE SUBJECT TO DISPUTATION ON MANAGEMENT OF INTER-ALLOTMENT DRAINAGE.</p> <p>Clause 10.2 Superseded Documents - Any assessment criteria has been deleted with the removal of the former Stormwater Drainage over Private Property dated 28 July 2004. At least this Policy contained a comparative assessment of "Degree of Nuisance", which formed the</p>	

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	<p>basis of a discussion about impact of stormwater flows on private property. The categories are descriptive rather than qualitative, but they did form the basis of impact assessment. Without this type of criteria, there is not transparent basis for consideration of any problem.</p> <p>General</p> <p>* This Policy seems to be written to place Council at arms length from any broad responsibility for stormwater management, even if it results from the Councils development approvals, residential and commercial developments, and impacts of road construction and actual stormwater management works such swales, roadside ditches and drainage easements. This is just protection for Council officers and makes nonsense of the WORKING WITH YOU slogan.</p> <p>This Policy vague and general and leaves all the rights with the Council, with no requirement for Council to provide anything in writing and give any explanation to residents. It is a great disappointment.</p>	

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B.Wood	<p>Context Exeter Village is one of several small villages trying to maintain their historical and physical links with their rural surroundings. The Exeter Village Association is currently finalising its Character Statement which sets out the special features that its residents want to maintain and which embody why they came to live here. Resident and visitor populations will increase over time, and many aspects of infrastructure will likely be extended and modified, but I and others consider we must retain the village character in any future considerations and works. EVA is therefore seeking ways that Council can include special requirements for our village. I am supportive of these as they apply to stormwater infrastructure. I am making these comments in my personal capacity. Comments CI 3.3 Exeter’s current stormwater network is not comprehensive, reflecting its evolving installations as the village development has taken place. The recent heavy rainfalls have however demonstrated that there are no significant issues that need to be urgently addressed. There are some areas where water overtops onto road edges, but not to the extent that car traffic is impeded, and the few pedestrians that may be out simply take more care. The current system works. Additional to that however, even though traffic is not affected there are areas where road swales and verges have been badly affected and rendered unusable. Additional maintenance of swales is and will be required, as part of a wider and separate discussion. In less than extreme rainfall conditions, it has been demonstrated that grassy drainage swales particularly in the local basaltic soils can absorb much of the runoff, which is a positive argument for using the rural/residential standard requirements. I also note and agree with the current DCP CI A4.5 that requires post-development stormwater runoff from a lot to not increase the pre-development condition. On-site stormwater detention is a sound principle and a sensible way of minimising future runoff volumes in road swales. CI 5.5 The draft is acceptably worded. The issue that we request Council consider is the application of the standard engineering specifications and drawings. These documents reflect typical larger urban centres, not small rural villages. I suggest the solution lies in Council’s Engineering Standards, Civil</p>	<p>Submission is in relation to the standard engineering drawings for driveways and footpaths as opposed to the Stormwater Management Policy.</p> <p>These concerns will be redirected through the standard customer enquiry process.</p> <p>No update to the Stormwater Management Policy required.</p>

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	<p>Engineering Standard Drawings, engineering drawing SD110, Rural/Residential Vehicular Crossing: Note 5 allows for crossings to be sealed or concrete. The equivalent clause in drawing SD107, Residential Vehicular Crossing, requires a concrete slab, which we do not want in Exeter. (The recent crossings installed in for the subdivision near the Exeter General Store, in Middle Road north side, are examples that display unsatisfactory results, completely out of character. They are a prime example of how it is the detail of constructions such as this that can destroy the village character. They may comply Version: 1, Version Date: 15/08/2022 Document Set ID: 277342 with standard drawings, but they are too visible; the use of concrete exacerbates the visibility, as does the height of the crown. The swales are deep, the drainage pipes could have been installed lower, the crown height could have been reduced, the finish could have been bitumen similar to the road or gravel, all of which would have blended the crossings in with the surroundings.) There should be a comprehensive recognition that the smaller villages are more rural than Moss Vale, Bowral and Mittagong, and different standards should apply. Exeter is a rural village and because of its small scale will remain so until well after the 2031 date of this document. I understand Council has to consider its maintenance costs, but it does appear that the distinction has already been made to recognise the smaller rural/residential centres can have lower standards of construction even if they do require more maintenance. The residents of Exeter want the rural association; most older crossings are gravel, a few have bitumen seal, and recently more are concrete. The common use by Council of SD107 is resulting in concrete crossing slabs which most residents do not want. They may be practical in terms of reduced maintenance but they destroy the very character of the village the residents are trying to retain. Associated Comments Comments on other drawings follow. Overall, I request that Council add an alternative set of engineering drawings appropriate to a rural/residential village. Drawing SD101, Typical Road Cross Sections The cross section is not generally appropriate for rural/residential – the gradients may be acceptable but concrete kerbs and gutters are commonly not</p>	

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	<p>necessary, are not appropriate and are expensive. An alternative cross section should be added for rural/residential roads showing grass verges with drainage swales. SD107, Residential Vehicular Crossing This shows the concrete crossing which residents and I do not want. SD110, Rural/Residential Crossings Note 5 to be modified to require that if concrete is used it is to be overlaid with 2 coat bitumen, or to accept two coat bitumen on gravel basecourse, or gravel road base which may be overtopped with pebbles. These alternatives to apply to both Type 1 and Type 2 crossings. (The use of Type 2 crossings, which are really drainage channels, should be decided explicitly for each application. There has been at least one installation where the channel was installed but had zero catchment – if an inspection had been made before approval this would have been obvious, costs would have been saved and a better visual result obtained.) SD118, Concrete Footpaving Details Exeter residents consider concrete footpaths to be inconsistent with its character and unacceptable. Formed footpaths including disabled requirements need to be provided in the core area encompassing the B1, RE1 and adjacent portions of R2 zones (including the railway station), where the number of resident and visitors walking is greater, and in alternative finishes consistent with the Heritage nature of the area. The preferred surface finish for formed footpaths to be cement stabilised granite or similar, and other associated details to be discussed. Version: 1, Version Date: 15/08/2022 Document Set ID: 277342 Walkways along roads in other areas of R2 zone need a more comprehensive discussion, considering whether and how to use grassy verges, the many current constraints caused by previous works and vegetation growth, and capital/maintenance costs. SD123, Driveway Gradings Alternative details are needed showing the typical drainage swales existing each side of most roads in Exeter, again consistent with the rural/residential alternative. Engineering Specifications and Guidelines Catering for the wide-ranging mix of activities, physical constraints, trending changes in public space usage and character/visual considerations will result in potential considerations of parts of the standard specifications. These can be discussed at a later stage.</p>	

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Submission Author	Submission	Council Response
<p>B.Denson M.Tucker J.Goodsir-Cullen</p>	<p>Please find attached our joint submission regarding the draft stormwater policy.</p> <p>We ask for confirmation of receipt, please.</p> <p>Copied to Mr Viv May as a courtesy as he was involved in our initial report of the deluge impacting our homes.</p> <p>We do labour the point that the waters flowing into our properties is NOT natural flow, and that we reserve the right to protect our homes from these deluges. 5.0 - Natural Overland Flows We acknowledge and understand that natural overland flow of water is the outworking of an area's natural topology and geography. We do note that your policy tends to focus on the natural topography and on new sub-divisions, but there is no details in the policy that relates to older sub-divisions and the ongoing development of same. Our two properties are being severely impacted by flows that that been exacerbated by existing and new development, where water is channeled directly into the rear of our properties. We have video evidence of this should council wish to view it. Council's policy should favor the protection of buildings over the flow of water across developed land, where any barriers protecting buildings dont impact buildings on that upstream land. The policy should directly allow the erection of barriers in this case (as an exception to 5.1). We do not accept that in our case, the flows impacting on us are natural. Rather, it is a result of poor stormwater management of properties upstream from the property immediately behind us, coupled with the development (old and recent) of the property immediately behind us.</p>	<p>As per Section 5.1 of the Policy, situations where there are concerns overland flow may be being unlawfully redirected are recommended to initially be sought to resolved through discussion and liaison with the involved parties.</p> <p>The resolution of specific instances of this matter is beyond the scope of the Stormwater Management Policy.</p> <p>No update to the Stormwater Management Policy required.</p>

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Submission Author	Submission	Council Response
S.Little	<p>We refer to the public exhibition of Council’s Stormwater Management Policy.</p> <p>WaterNSW has an interest in the Policy as the majority of Wingecarribee Shire lies within the Sydney Drinking Water Catchment (SDWC). WaterNSW has responsibilities under the Water NSW Act 2014 to protect and enhance the quality and quantity of water in declared catchment areas. We also have responsibilities under to protect water quality within the SDWC under Chapter 8 of State Environmental Planning Policy (Biodiversity and Conservation) 2021 (the B&C SEPP) and section 9.1 Ministerial Direction 3.3 Sydney Drinking Water Catchment.</p> <p>Within the SDWC, stormwater flows into local creeks and rivers, and into major drinking water supply dams. Stormwater can mobilise and carry dissolved and suspended nutrients, pathogens, sediment, chemicals and other pollutants from urban towns and rural properties. This presents a key risk to the water quality of natural waterways and the water storages in the catchment. Effective stormwater management has the potential reduce these impacts.</p> <p>WaterNSW is generally supportive of the Policy but notes that the document is heavily swayed towards Council’s responsibilities and solutions relating to stormwater conveyancing and drainage.</p> <p>Overall, the Policy would benefit by repositioning stormwater management as a shared responsibility between Council, the community and private landholders. The Policy could also increase the emphasis on better managing stormwater at source by strengthening the options and opportunities available for private landholders to manage stormwater (e.g. through rainwater tanks and raingardens, and pervious areas for better infiltration). Consideration of water sensitive urban design principles could also be embedded within the document along with the concept of slowing water down and retaining water in the landscape to prevent localised flooding.</p> <p>Our detailed comments on the Policy are provided in</p>	<p>Purpose & Objectives - concerns noted, however it is deemed that the current wording is sufficient. The purpose of the Stormwater Management Policy is, in the first instance, to bring clarity to the responsibilities of Council, developer and landowners. Inclusion of Water Sensitive Urban Design (WSUD) considerations will be considered in a future revision of the Stormwater Management Policy.</p> <p>Reducing Runoff - specific guidance and controls relating to stormwater impacts from development are instead provided through the Development Control Plan and Engineering Design & Construction Specifications.</p> <p>Section 2 - Updated to include comments on the array of benefits offered by natural waterways. Updated to include swales within common inter-allotment stormwater networks. Minor and major systems also updated to include references to water quality and flood mitigation assets, as well as potential for ownership & maintenance to sit with community/strata title.</p> <p>Section 3 - Updated to include new section on Riverine Flooding. Natural Overland Flood section also updated to include reference to impact of saturated soil. Comments on pervious & impervious areas noted, however inclusion of a discussion on these matters deemed to be beyond the scope of the Policy</p> <p>Section 4 - Updated to provide further clarity around Stormwater</p>

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Submission Author	Submission	Council Response
	<p>Attachment 1. Should you have any questions on the matters raised in this letter, please contact Stuart Little.</p> <p>ATTACHMENT 1 – DETAIL</p> <p>Purpose The purpose of the Stormwater Management Policy is currently unclear and would benefit by more clearly stating why the Policy is being provided and its scope and role. We note that it currently focuses on the management and maintenance of drainage infrastructure assets associated with Council’s stormwater network, and to clarify the role and responsibilities of Council, developers and property owners. While this is helpful, the Policy could be expanded to better address the adverse impacts of stormwater on flooding (water quantity), water quality, private property, infrastructure assets and the wider environment.</p> <p>Objectives The objectives of the Policy could be broadened to provide objectives such as reducing the impacts of stormwater on localised flooding (water quantity), water quality, private property, infrastructure assets, bushland, natural waterways and water storages. The objectives could also include aiming to reduce impervious areas, better controlling and reducing water flows (volumes and velocities) and to improve the management of stormwater through water sensitive urban design measures including through stormwater retention and re-use. This would also provide a wider framework for the Policy to operate.</p> <p>Reducing Runoff The Policy is largely about managing stormwater flows and drainage after runoff has occurred, rather than measures to reduce stormwater runoff (velocity and volumes) from the outset. To this end, the opening section would benefit by recognising that a major contributing factor to stormwater flows (velocity and volumes) and water quality impacts is impervious surfaces such as roads, pavements, houses, industry, and other infrastructure and developments. It would</p>	<p>Masterplans. Comments on Section 4.4 noted, however the section relates to Council's actions and so inclusion of maintenance responsibilities by others would not be appropriate. Maintenance would ideally be undertaken in a pro-active manner, however Asset Management maturity, internal systems and resources currently only accommodate reactive maintenance. Reference to proactive maintenance could be included in future revision of the Policy if appropriate. Private Development section expanded to include reference to property-based measures as well as NorBE compliance. Comments noted in relation to Public Roads, however this matter is deemed to be satisfactorily covered within the Minor and Major System sections.</p> <p>Section 5 - Section on Driveways shifted into Section 4.5 Private Development.</p>

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	<p>then be useful to consider how the Policy might be used to guide and limit impervious areas, and to increase pervious surfaces, to better manage stormwater. Property-based responses to manage stormwater and reduce the volumes of water coming from individual properties should also be considered.</p> <p>2.1 Natural Stormwater Network</p> <p>We note that the Stormwater network is distinguished in terms of natural systems and designed systems. Section 2.1 discusses the Natural Stormwater Network where the Policy focuses on the difficulty of defining a natural waterway. Rather than just focusing on this aspect, the Policy could elaborate on the benefits provided by natural waterways in terms of slowing flows (compared with designed systems), protecting water quality (through aquatic and riparian vegetation), protecting and conserving biodiversity including through riparian corridors and vegetation, and improving liveability by providing green spaces. It could also mention that natural waterways occur across an array of land tenures (including private land, Crown and Council-owned land, national park estate and other tenures).</p> <p>2.2 Designed Stormwater Network</p> <p>Section 2.2 discusses the Designed Stormwater Network, noting this comprises stormwater pits, pipes, culverts, headwalls, channels and basins with the purposes of controlling overland flow. This section could make more mention of bioretention basins and artificial wetlands (generally used for water quality protection) and distinguish these from detention basis (generally used to mitigate water quantity impacts such as from flash flooding).</p> <p>Section 2.2 considers the Designed Stormwater Network in terms of three categories: interallotment drainage, minor stormwater network, and major stormwater networks. The Policy would benefit by including another section addressing the property-based stormwater management and reuse measures such as raingardens and water tanks, which can assist stormwater retention and detention, respectively. Also here, or perhaps in Section 4, the document would benefit by an additional section</p>	

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	<p>canvassing situations where subdivisions are designed with stormwater measures being assigned to a residual allotment. This can arise as a lot which is afforded a community title arrangement with the lot being managed by the relevant association. It can also arise in the multidwelling scenarios where there is a strata title arrangement whereby the body corporate is responsible for management of the stormwater management measures. These arrangements often seek to manage stormwater through the use of bioretention basins, cartridge filters, and other proprietary devices (e.g. to treat runoff from shared access roads).</p> <p>Inter-allotment drainage This section may benefit by referencing that inter-allotment drainage systems can also occur as drainage swales that are used to convey overland flow into Council’s reticulated stormwater system. The use of drainage swales is perhaps more common in rural or peri-urban areas where there is sufficient space for this arrangement.</p> <p>3. What are the different causes of flooding It would be useful if the Policy identified upfront that flooding can result from riverine flooding (fluvial floods) and from flash floods from surface water and overland flow (pluvial floods). Stormwater management is primarily about addressing and reducing the impacts associated with overland flow but can assist in reducing riverine flooding, particularly in the upper reaches of catchment streams. The Policy considers the impacts of flooding arising from seepage, natural overland flow, and exceedance or failure of the designed stormwater network. This section would benefit by discussing the role of impervious areas and how the proportion and extent of impervious area decreases the ability for stormwater to infiltrate into the soil and be retained in the landscape. It would benefit by discussing how impervious areas increase runoff flows (volumes and velocities).</p> <p>Section 3.2 might also mention that natural overland</p>	

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	<p>flow can be increased when the soil is already saturated and cannot hold any more water. This is different to the seepage issue and the rising of groundwater to the surface.</p> <p>4. How does Council manage the Stormwater Network General comment This section deals predominantly with Council management and maintenance of assets. It would benefit by expanding the consideration of opportunities to manage stormwater at source including management measures available for private property.</p> <p>4.1 Floodplain Risk Management Process This section deals with the risk from riverine flooding. If Council has a separate flood management or flood risk management policy, reference could be made to that policy here.</p> <p>4.2 Stormwater Masterplans The Policy notes that for localities that do not contain Flood Prone Land, a Stormwater Masterplan will instead need to be prepared. It needs to be clarified whether Council is seeking Stormwater Masterplans to be prepared:</p> <ul style="list-style-type: none"> • where mapped 'flood prone land' as identified in the relevant DCP exists (or localities which are afforded Flood Studies or Flood Risk Management Plans) and developments occur upslope of those mapped flood prone areas, or • where localities have no Flood Studies or Flood Risk Management Plans and therefore need to prepare a Stormwater Masterplan regardless of where the development is situated in the landscape. <p>The Policy would benefit by clarifying proponents would need to undertake the preparation of the Stormwater Masterplan and the necessary stormwater modelling as it is currently ambiguous whether this will be provided by Council or the developer.</p> <p>The Policy may benefit by describing the circumstances when Stormwater Masterplans would need to be prepared, and whether they would be required at Planning Proposal stage or subdivision DA stage. It would also benefit by identifying whether this</p>	

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	<p>requirement only applies to new larger scale residential or rural residential developments and release areas or smaller subdivisions. Presumably requirements for a Stormwater Masterplan would not be placed on development for individual dwellings in areas that are not flood prone or without the necessary Flood Studies or Flood risk Management Plans.</p> <p>4.4 Maintenance This section is very brief. It is solely tailored to Council responsibilities and simply identifies that maintenance of the stormwater network is undertaken as required across the Shire and that it is largely managed on a reactive basis, based on community enquiries and complaints. A proactive maintenance program would help prevent the degradation of assets and avoid complaints and issues arising in the first place. Further, this section would benefit by identifying that stormwater management measures can occur on private land and fall under the responsibility of landholders, body corporates and associations. It is the responsibility of those groups to manage and maintain those assets.</p> <p>4.5 Private development Section 4.5 deals very briefly with Private land in the sense of managing new development. The Policy would benefit by repositioning this section to talk about private land more holistically including what opportunities there might be for landholders to improve stormwater management on their properties and flagging what approvals might be required for this considering relevant exempt development provisions. This would then deal with private land including, but not limited to, the development consent process. To this end, the Policy would benefit by:</p> <ul style="list-style-type: none"> • identifying the responsibilities of landowners of private property and legal obligations expected of them in relation to controlling untreated stormwater runoff (re: nuisance). This matter is also canvassed in Section 5 • identifying opportunities for existing landholders to voluntarily install raingardens and water tanks to help detain and treat stormwater, as well as advocating landscaping designs that foster the retention of permeable and porous surfaces 	

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	<p>to maximise stormwater infiltration. This section may need to identify that approvals may be required in some instances. The Policy could refer to rainwater tanks can be ‘exempt development’ (see subdivision 32 and 33 of Part 2 of the Codes SEPP)</p> <ul style="list-style-type: none"> • better positioning the latter section on Driveways (page 8) in this new subsection. <p>The current provisions for private development could also be expanded to refer to:</p> <ul style="list-style-type: none"> • the fact that most of Wingecarribee Shire resides within the SDWC and that new development is required to have a neutral or beneficial effect (NorBE) on water quality in accordance with Chapter 8 of the B&C SEPP. This requires consideration of stormwater runoff and control measures such as the use of Stormwater Quality Improvement Devices. Relevant information is available on the WaterNSW ‘stormwater’ and ‘development and stormwater’ webpages. • relevant requirements of BASIX for rainwater tanks • the relevant DCP provisions for stormwater management • including reference to the approvals required by Council regarding stormwater under section 68 of the Local Government Act 1993 and the matters that will be considered by Council under clause 17 of the Local Government Regulation 2021 (LG Regulation) when determining applications for water supply, sewerage or stormwater drainage work • summarising the requirements of clauses 20–23 of the LG Regulation regarding stormwater connection and the responsibilities of private landholders in that process. <p>It would also be useful to mention the need for compliance with the Landcom (2004) Managing Urban Stormwater: Soils and construction - Volume 1 (Blue Book) for erosion and sediment and sediment control during construction.</p> <p>New section – Public Roads The Policy would benefit by having a brief section on stormwater management with respect to Council and public roads, having reference to clauses 50-51 of the LG Regulation.</p> <p>5. How will Council respond to stormwater inquiries</p>	

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	<p>This section is broken down into five subsections similar to the structure and headings provided in Section 2. This section essentially talks about responsibility and liability.</p> <p>Section 5.1 Natural Overland Flow generally encourages landholders to talk to neighbours and seek a mutually agreeable solution to any overland flow issues. We generally support this approach of mediation.</p> <p>In terms of overland flow responsibilities, Council may wish to consider repositioning the last sentence on page 7 which states that ‘Council therefore holds no responsibility for preventing natural overland flow from exiting any land under Council’s ownership or care’, as this has been proven otherwise.</p> <p>Other It would be useful for Council to obtain further input on the Policy from its development assessment and strategic planning sections to ensure the Policy covers off on all relevant aspects of stormwater management.</p>	

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Submission Author	Submission	Council Response
A.Murray	<p>To Wingecarribee Shire Council Congratulations on your review and new policy to clarify responsibilities. While I commend the authors and look forward to further detail, I wish to express some concern about gaps in the language highlighted by the Policy. Please refer to the Australian Institute of Landscape Architects’ draft Urban Green Infrastructure standard in publication. Point 5.3 Take care to elaborate the criteria for ‘satisfactory’ flow Acknowledge that aesthetics are shifting to a deeper understanding amongst the public and industry about the relationship between riverine plant communities/ modulated ground are effectively slowing and detaining flows, and recharging groundwater. The days of Capability Browns English Park are numbered as we understand how biodiversity and natural systems function. New bio retention techniques such as raingardens call for a more nuanced definition. Point 5.5 ‘Nuisance’ of overland flow as a lower priority to built floors is underestimating the potential to loss of life as we have seen near roadway bridges. Steep ditches are hazardous for cyclists, pre-desy rains and vehicular traffic and I would like to see alternatives. Would rock filled trenches or grass swales and bed-level crossing styles be encouraged as is done at state level in a recent industry webinar (available through Local Land Service or Biodiversity conservationTrust websites). For further detail available on request I can be reached on 04 27 273 302</p>	<p>The purpose of the Stormwater Management Policy is, in the first instance, to bring clarity to the responsibilities of Council, developer and landowners. Inclusion of Water Sensitive Urban Design (WSUD) considerations will be considered in a future revision of the Stormwater Management Policy.</p> <p>No update to the Stormwater Management Policy required.</p>

9.7 Bushland Services - Tender

Report Author: Coordinator Natural Resource Projects

Authoriser: Director Communities and Place

PURPOSE

The purpose of this report is to present the evaluation of the Request for Tender for the Bushland and Natural Resource Management Services Tender.

OFFICER'S RECOMMENDATION

THAT: Council accepts the Tender T-2022-16 Bushland and Natural Resource Management Services and all the listed tenderers in accordance with their successful categories as outlined in the report to form a panel arrangement contract for the period of three (3) years with an option to extend for a further two (2) times one (1) year.

1. All Scale Tree Services Pty Ltd
2. Asplundh Tree Expert Australia Pty Ltd
3. BR and CM Noble
4. CJ Environmental Pty Ltd
5. Department of Regional NSW (Soil Con Service)
6. Dragonfly Environmental Pty Ltd
7. First Choice Earthworks Pty Ltd
8. Good Bush Pty Ltd
9. Illawarra Local Aboriginal Land Services
10. Lone Fig Environmental
11. Programmed Property Services Pty Ltd
12. Toolijooa Pty Ltd
13. Total Earth Care Pty Ltd
14. Tree Serve Pty Ltd

REPORT

BACKGROUND

Bushland and natural resource management services are required for the efficient and cost-effective delivery of multiple programs and projects within Council. The Bushcare, Biodiversity Projects, Bushfire Management and Biosecurity programs need contractors to support and supplement the work of Council staff and volunteers.

The previous Bushland Services Tender expired in March 2022. This tender (T-2022-16) replaces and updates that tender. Fourteen suppliers will be eligible to quote on and deliver (a range of) 30 services including bush regeneration, seed collection, weed spraying and fence and bollard installation.

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REPORT

Council sought tenders for suitable and qualified contractors to provide schedule of rates for the scope of works. The full scope of works was detailed in the design drawings and tender documents.

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).

ADVERTISING

The tender advertising period was from the 16 August 2022 to 6 September 2022 (21days).

The tender was advertised as follows:

Newspaper / Website	Date Advertised
Wingecarribee Shire Council Community Updates	17 August 2022; 24 August 2022
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
All Scale Tree Services Pty Ltd	Colo Vale	2575
Asplundh Tree Expert Australia Pty Ltd	Bomaderry	2541
BR and CM Noble	Moss Vale	2577
CJ Environmental Pty Ltd	Kirrawee	2232
Department of Regional NSW (Soil Con Service)	Moss Vale	2577
Dragonfly Environmental Pty Ltd	Kings Park	2148
First Choice Earthworks Pty Ltd	Robertson	2577
Good Bush Pty Ltd	Dapto	2530
Illawarra Local Aboriginal Land Services	Wollongong	2500
Lone Fig Environmental	North Nowra	2541
Oldfields Australia Pty Ltd	Lakesland	2572
Programmed Property Services Pty Ltd	Unanderra	2526
Smith's Land Maintenance	Bowral	2576
Toolijooa Pty Ltd	Terrey Hills	2084
Total Earth Care Pty Ltd	Warriewood	2102
Tree Serve Pty Ltd	Horsley Park	2175

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LATE TENDERS

A total of one (1) late tender submission were received (therefore non-conforming):

Company Name	Location	Postcode
Hunter Precision Agriculture	Quorrobolong	2325

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.

TENDER ROLES AND RESPONSIBILITIES

Role	Responsibility	Position
Evaluation Panel Chair	To manage the evaluation process and report to Council.	Coordinator Natural Resource Projects
Evaluation Panel Member	Perform a detailed evaluation of the Tender Submissions.	Team Leader Teams and Vegetation
Evaluation Panel Member	Perform a detailed evaluation of the Tender Submissions.	Acting Team Leader Open Spaces (Bushcare)
Procurement Process and Advice (Probity)	Manages the tender process ensuring that it complies with all relevant legislation, Procurement Policy, Guidelines and Procedures. Manages all communication with Respondents during the advertisement and evaluation periods. Providing probity advice and support to the Evaluation Panel	Procurement Officer

TENDER CATEGORIES

Tenderers were given the opportunity to tender for the following categories:

Group	Item Number	Item Category
Bush Regeneration	1	Primary Weeding

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	2	Comprehensive Secondary & Maintenance Weeding
	3	Abseiling / Rope Access work
Herbicide Spraying	4	Herbicide Spraying
Revegetation	5	Revegetation preparation
	6	Revegetation planting
	7	Revegetation watering (post planting)
Seed Collection	8	Seed collection and processing for storage
Arboricultural Work	9	Fell / Prune small trees
	10	Fell / Prune large trees
	11	Trim and Cross cut felled trees
	12	Install hollows for wildlife habitat
Infrastructure installation and repairs	13	Fire Trail Gate installation and repairs
	14	Bollard installation and repairs
	15	Supply and install rural fencing – 5 strand plain wire
	16	Supply and install rural fencing – 5 strand plain wire + one offset electric wire
	17	Supply and install rural fencing – 3 strand plain wire + one offset electric wire
Vegetation Management	18	Mowing, Slashing & Brushcutting using small plant
	19	Tractor mounted vegetation slashing / mulching
	20	Forestry Mulching
	21	Chipping plant debris
	22	Greenwaste removal
	23	Small rubber tracked excavator-assisted clearing of weeds (large shrubs and brambles)
Biosecurity (Vertebrate Pest Control)	24	Rabbit activity data collection
	25	Rabbit Warren Fumigation
	26	Rabbit Pindone Baiting
Biosecurity (Weeds)	27	General weed inspections/education/extension (Biosecurity Act 2015)
	28	Weed compliance (Biosecurity Act 2015)
	29	Biosecurity Information System (BIS) data entry

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SELECTION CRITERIA

The pre-determined criteria used to evaluate the tender were as follows:

Mandatory Criteria:

Mandatory Criteria
Public Liability - \$20 million
Workers Compensation OR [Self Employed] Personal Accident and Illness Insurance or Personal Income Protection
Motor vehicle insurance - Comprehensive
Evidence (certification, accreditation or examples) of Quality Management Systems used by tenderer
Evidence (certification, accreditation or examples) of Work, Health and Safety Management Systems used by tenderer
Evidence (certification, accreditation or examples) of Environmental Management Systems used by tenderer
Items 1 and 2 – Bush Regeneration Supervisor required competency
Items 1 and 2 – Bush Regeneration Operator preferred minimum competency
Item 3 – Abseiling / Rope Access Work Supervisor Level 2 Rope Access Technician Certification
Item 3 – Abseiling / Rope Access Work Operator Level 1 Rope Access Technician Certification
Item 4 – Herbicide Spraying Operator AQF 3 Current Accreditation (Chemcert)
Item 9 – Fell/Prune small trees - Chainsaw use accreditation
Item 10 – Fell/Prune large trees - Chainsaw use accreditation
Item 11 – Trim and Cross Cut Felled Trees - Chainsaw use accreditation
Item 12 – Install wildlife habitat hollows - Chainsaw use accreditation
Item 25 – Biosecurity (Vertebrate Pest) Control – Rabbit Warren Fumigation – Current NSW EPA Fumigation Licence for use on public lands
Item 26 – Biosecurity (Vertebrate Pest) Control – Rabbit Pindone Baiting – AQF Level 3 accredited training for storage, preparation and use of Pindone
Item 27 – Biosecurity (Weed) General Inspections/ Education/ Extension - Authorised Officer (Biosecurity Act 2015), required competency and vehicle
Item 28 – Biosecurity (Weed) Compliance - Authorised Officer (Biosecurity Act 2015), required competency and vehicle
Item 29 – Biosecurity (Weed) Data Entry - Authorised Officer (Biosecurity Act 2015), required competency

Tenderers were required to meet the mandatory criteria to be eligible to be shortlisted and progress any further in the evaluation process.

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Non-Cost Selection Criteria & Weighting:

Non-Cost Criteria	Weighting
Capability & Experience	30%
Specifications, Service & Support, Fit for Purpose	5%
Community & Social (including local content)	10%
Work Health and Safety, Environment & Sustainability	10%
Total	55%

Summary of Selection Criteria & Weighting:

Criteria	Weighting
Total Non-Cost Criteria	55%
Total Cost Criteria	45%
Total	100%

NON-COMPLIANT TENDERS

Upon evaluation a total of two tender submissions were determined to be non-compliant:

Company Name	Reason for Non-Compliance
Oldfields Australia Pty Ltd	Mandatory Items (No evidence provided for Quality, WHS and EMS. This supplier did not meet qualification requirements).
Smith's Land Maintenance	Mandatory Items (No Volume 2 response schedule submitted)

TENDERED SUBMISSION PRICES

There were 29 different categories and a range in submission prices. These prices have been compared using estimated volumes of annual use.

EVALUATION COMMENTS

There were 13 categories where the number of suppliers exceeded the desired number and four with less than the recommended number of suppliers. The remainder were within the range for the preferred number of suppliers.

COMMENTS ON OVERALL EVALUATION OUTCOME

The overall evaluation outcome is satisfactory, with most categories receiving a successful submission for the recommended number of suppliers. The successful suppliers are listed in with the categories listed in Table below.

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Supplier Name	Successful Categories (1-29)
All Scale Tree Services Pty Ltd	Fell/prune small trees (9); Fell/prune large trees (10); Trim and cross cut felled trees (11); Install hollows for wildlife habitat (12); Chipping plant debris (21);
Asplundh Tree Expert Australia Pty Ltd	Fell/prune small trees (9); Fell/prune large trees (10); Trim and cross cut felled trees (11); Install hollows for wildlife habitat (12); Mowing, slashing and brush cutting using small plant (18); Tractor mounted vegetation slashing mowing (19); Forestry mulching (20); Chipping plant debris (21); Green waste removal (22); Small rubber-tracked excavator-assisted clearing of weeds (large shrubs and brambles) (23);
BR & CM NOBLE	Herbicide Spraying (4); Revegetation watering post planting (7); Fire trail gate installation and repairs (13); Bollard installation and repairs (14); Supply and install rural fence five-strand plain wire (15); Supply and install rural fence five-strand plain + one electric offset wire (16); Supply and install rural fence three-strand plain + one electric offset wire (17); Tractor mounted vegetation slashing mowing (19); Forestry mulching (20);
CJ Environmental Pty Ltd	Bush Regeneration (1&2); Herbicide Spraying (4); Revegetation preparation (5); Revegetation planting (6); Seed collection and processing for storage (8); Fell/prune small trees (9); Trim and cross cut felled trees (11); Mowing, slashing and brush cutting using small plant (18); Green waste removal (22); Rabbit activity data collection (24); Rabbit warren fumigation (25); Rabbit pindone baiting (26);
Department of Regional NSW (Soil Conservation Service)	Trim and cross cut felled trees (11); Fire trail gate installation and repairs (13); Bollard installation and repairs (14); Supply and install rural fence five-strand plain wire (15); Supply and install rural fence five-strand plain + one electric offset wire (16); Supply and install rural fence three-strand plain + one electric offset wire (17); Mowing, slashing and brush cutting using small plant (18); Tractor mounted vegetation slashing mowing (19); Forestry mulching (20); Chipping plant debris (21); Green waste removal (22); Small rubber-tracked excavator-assisted clearing of weeds (large shrubs and brambles) (23);
Dragonfly Environmental Pty Ltd	Bush Regeneration (1&2); Herbicide Spraying (4); Revegetation preparation (5); Revegetation planting (6); Revegetation watering post planting (7); Seed collection and processing for storage (8); Fell/prune small trees (9); Fell/prune large trees (10); Trim and cross cut felled

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	trees (11); Install hollows for wildlife habitat (12); Rabbit activity data collection (24);
First Choice Earthworks Pty Ltd	Revegetation preparation (5); Revegetation watering post planting (7); Mowing, slashing and brush cutting using small plant (18); Tractor mounted vegetation slashing mowing (19); Forestry mulching (20); Green waste removal (22); Small rubber-tracked excavator-assisted clearing of weeds (large shrubs and brambles) (23);
Good Bush Pty Ltd	Bush Regeneration (1&2); Abseiling/Rope Work (3); Herbicide Spraying (4); Revegetation preparation (5); Revegetation planting (6); Revegetation watering post planting (7); Seed collection and processing for storage (8);
Illawarra Local Aboriginal Land Council	Bush Regeneration (1&2); Herbicide Spraying (4); Revegetation preparation (5); Revegetation planting (6); Revegetation watering post planting (7); Seed collection and processing for storage (8); Trim and cross cut felled trees (11); Install hollows for wildlife habitat (12); Green waste removal (22);
Lone Fig Environmental	Bush Regeneration (1&2); Herbicide Spraying (4); Revegetation preparation (5); Revegetation planting (6); Revegetation watering post planting (7); Seed collection and processing for storage (8); Fell/prune small trees (9); Fell/prune large trees (10); Trim and cross cut felled trees (11); Install hollows for wildlife habitat (12); Mowing, slashing and brush cutting using small plant (18); Tractor mounted vegetation slashing mowing (19); Forestry mulching (20); Chipping plant debris (21); Green waste removal (22); Small rubber-tracked excavator-assisted clearing of weeds (large shrubs and brambles) (23); Rabbit activity data collection (24); Rabbit warren fumigation (25); Rabbit pindone baiting (26); General weed inspections/education/extension (27); BIS data entry (29).
Programmed Property Services Pty Ltd	Herbicide Spraying (4); Mowing, slashing and brush cutting using small plant (18); Tractor mounted vegetation slashing mowing (19); Green waste removal (22);
Toolijooa Pty Ltd	Bush Regeneration (1&2); Abseiling/Rope Work (3); Herbicide Spraying (4); Revegetation preparation (5); Revegetation planting (6); Revegetation watering post planting (7); Seed collection and processing for storage (8); Fell/prune small trees (9); Fell/prune large trees (10); Trim and cross cut felled trees (11); Mowing, slashing and brush cutting using small plant (18); Tractor mounted vegetation slashing mowing (19); Forestry

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	mulching (20); Chipping plant debris (21); Green waste removal (22); Small rubber-tracked excavator-assisted clearing of weeds (large shrubs and brambles) (23); Rabbit activity data collection (24); Rabbit pindone baiting (26);
Total Earth Care Pty Ltd	Bush Regeneration (1&2); Herbicide Spraying (4); Revegetation planting (6); Revegetation watering post planting (7); Mowing, slashing and brush cutting using small plant (18); Green waste removal (22);
TreeServe Pty Ltd	Fell/prune small trees (9); Fell/prune large trees (10); Trim and cross cut felled trees (11); Install hollows for wildlife habitat (12); Mowing, slashing and brush cutting using small plant (18); Tractor mounted vegetation slashing mowing (19); Forestry mulching (20); Chipping plant debris (21); Green waste removal (22); Small rubber-tracked excavator-assisted clearing of weeds (large shrubs and brambles) (23);

COMMENTS ON RECOMMENDED TENDER SUBMISSION

All successful tenderers will be awarded under the panel arrangement contract. This is a suitable number of contractors on this panel for providing bushland and natural resource management services to Council for meeting Council's operational requirements. This is a panel arrangement contract for contractors to be engaged in accordance with their schedule of rates or by quotation. There is no guarantee of work through this tender.

COMMUNICATION AND CONSULTATION

Community Engagement

There was no community engagement undertaken for this tender.

Internal Communication and Consultation

Internal communication and consultations were carried out between Environment and Sustainability, Procurement and Parks and Open Spaces (Bushcare).

External Communication and Consultation

All external communication and consultation under this tender was managed in accordance with Council's Procurement Guidelines and the Tendering Guidelines for NSW Local Government 2009.

SUSTAINABILITY ASSESSMENT

Environment

This tender will enable environmental restoration and other field work to proceed in an efficient and cost-effective manner. Contractors complement the work of Council staff and Bushcare volunteers and help to improve biosecurity and biodiversity outcomes within the shire.

Social

There are no social issues in relation to this report.

Broader Economic Implications

A mandatory weighting of ten (10) percent for local procurement was applied to the non-cost weighted criteria for the tender to attract the participation from local contractors.

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

All engagements under the Bushland and Natural Resource Management Services Contract will be in accordance with Council's capital works projects and operational plans and budgets.

RELATED COUNCIL POLICY

Council's Procurement Guidelines have been used to inform the tender process.

CONCLUSION

In conclusion, the fourteen (14) contractors recommended by the tender evaluation panels for a contract under the Bushland and Natural Resource Management Services panel have demonstrated they suitability for delivering arrange of services to meet Council's operational requirements over the next 3 to 5 years.

ATTACHMENTS

There are no attachments to this report.

Nil

9.8 Water and Sewer Laboratory Sample Analysis - Tender

Report Author: Operations Technical Officer Quality

Authoriser: Director Service and Project Delivery

PURPOSE

The purpose of this report is to present the evaluation of the Request for Tender for T-2022-8 Water and Sewer Laboratory Sample Analysis.

OFFICER'S RECOMMENDATION

THAT:

1. Council accepts the Tender from Sydney Water in response to RFT T-2022-8 Water and Sewer Laboratory Sample Analysis at the agreed schedule of rates, at an estimated indicative value of \$138,148 per annum;
2. Council accepts the proposed contract term as a period of two (2) years with an option to extend for a further two (2) times two (2) year periods (estimated total indicative contract value of \$828,888 over the six (6) year term);
3. Council notes the tenders received were in accordance with calculated annual sum based on the schedule of rates (inclusive of GST). The annual indicative sum ranged from \$131 169 (LOWEST) to \$138 148 (HIGHEST); and
4. Council delegate authority to the General Manager to execute the contract including all options to extend including all other documentation required to give effect to this resolution.

REPORT

BACKGROUND

Under council's legislative and regulatory obligations, it is an essential requirement to have an accredited National Association of Testing Authorities (NATA) laboratory complete the sample analysis for its water and wastewater treatment plants including the supply network systems.

It is a key element under the quality assurance procedures outlined in council's adopted Drinking Water Management System (DWMS), the Public Health Act 2010, Australian Drinking Water Guidelines (ADWG) and NSW Environment Protection Licences (EPL).

Engagement of an accredited NATA laboratory demonstrates council's commitment to independent sample analysis. This is a risk management approach to ensure the safe and reliable supply of council's drinking water and wastewater services to the residents and broader community of Wingecarribee Shire.

REPORT

Council sought tenders from suitably qualified contractors to provide a schedule of rates tender for the scope of works. The full scope of works was detailed in the tender documents.

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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).

ADVERTISING

The tender advertising period was from the 15 March 2022 to 5 April 2022 (21 days).

The tender was advertised as follows:

Newspaper / Website	Date Advertised
Wingecarribee Shire Council Weekly Community Update	15 March 2022 and 23 March 2022
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 three (3) tender submissions were received:

Company Name	Location	Postcode
Australian Laboratory Services Pty Ltd (ALS)	Smithfield NSW	2164
Envirolab Services Pty Ltd	Chatswood NSW	2067
Sydney Water	West Ryde NSW	2114

LATE TENDERS

A total of zero (0) late tender submissions were received (therefore non-conforming):

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.

TENDER ROLES AND RESPONSIBILITIES

The Tender was conducted by staff in the following positions as approved through the completion of Procurement Initiation Plan.

Role	Responsibility	Position
Evaluation Panel Chair	To manage the evaluation process and report to Council.	Operations Technical Officer
Evaluation Panel Member	Perform a detailed evaluation of the Tender Submissions.	Senior Operational Program Engineer

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Evaluation Panel Member Independent*	Perform a detailed evaluation of the Tender Submissions.	Environmental Monitoring Officer
Procurement Process and Advice (Probity)	Manages the tender process ensuring that it complies with all relevant legislation, Procurement Policy, Guidelines and Procedures. Manages all communication with Respondents during the advertisement and evaluation periods. Providing probity advice and support to the evaluation panel.	Procurement Officer

SELECTION CRITERIA

The pre-determined criteria used to evaluate the tender were as follows:

Mandatory Criteria:

Mandatory Criteria
Public Liability - \$20 million
Workers Compensation
Professional Indemnity Insurance - \$20 million
ISO/IEC17025 Accreditation
NATA Accreditation

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:

Non-Cost Criteria	Weighting
Local Procurement	10%
Capability & Experience	20%
Specifications, Service & Support, Fit for Purpose	25%
Work Health and Safety & Environment	5%
Total weighting	60%

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Summary of Selection Criteria & Weighting:

Criteria	Weighting
Total Non-Cost Criteria	60%
Total Cost Criteria	40%
Total	100%

NON-COMPLIANT TENDERS

Upon evaluation a total of one (1) tender submission was determined to be non-compliant:

Company Name	Reason for Non-Compliance
Envirolab Services Pty Ltd	Did not meet all mandatory insurance requirements.

TENDERED SUBMISSION PRICES

Tenderer submissions were asked to provide a schedule of rates in accordance with an extensive list of routine sample analysis undertaken on Council's for environmental waters, drinking waters and wastewaters, relating to the supply networks and treatment plants.

Council was able to determine which contractor provided the best value for money from the submissions, by calculating each of the respondents' rates in accordance with Council's estimated volume of sample testing required under the proposed contract.

The calculated annual sum based on the submitted schedule of rates ranged from \$131 169 to \$138 148 (inclusive of GST).

COMMENTS ON OVERALL EVALUATION OUTCOME

A Tender Evaluation Panel was formed, and each member scored the non-cost and cost criteria according to the Procurement Initiation Plan (PIP).

The two (2) conforming submissions received from Sydney Water and Australian Laboratory Services (ALS) Pty Ltd were of high quality and competitive.

COMMENTS ON RECOMMENDED TENDER SUBMISSION

The outcome of the evaluation from the combined non-cost and cost weighted scored had demonstrated that the submission received from Sydney Water ranked higher and provided the best value to Council.

Overall, Sydney Water ranked higher against all criteria categories under this tender process.

COMMUNICATION AND CONSULTATION

Community Engagement

The tenders are part of a commercial arrangement and therefore no community engagement was required.

Internal Communication and Consultation

Internal communication and consultations were carried out between staff from Water and Sewer, Environment and Sustainability, Procurement and Insurance and Risk.

External Communication and Consultation

All external communication and consultation with respondents under this tender were managed in accordance with Council's Procurement Guidelines and the Tendering Guidelines for NSW Local Government 2009.

Council also received advice from Council's Insurance provider during the evaluation process.

SUSTAINABILITY ASSESSMENT

Environment

Under council's legislative obligations (i.e. EPL, Public Health Act 2010 and councils adopted DWMS), it is an essential requirement for council to engage an accredited NATA laboratory for its water and wastewater treatment plants and supply system networks.

Without quality accredited NATA analysis there will be an increased risk to councils drinking water quality and wastewater discharges to the environment which may potentially breach councils EPA licence conditions.

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 existing operational budgets for these works to continue under its water treatment plant (x2) and sewer treatment plant (x6).

RELATED COUNCIL POLICY

Council's Procurement Guidelines have been used to inform the tender process.

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CONCLUSION

It is recommended that council accept the tender contract with Sydney Water at an estimated indicative value of \$138,148 per annum, as they have demonstrated to be the most suitable Contractor providing value for money to Council.

ATTACHMENTS

Nil

9.9 Southern Highlands Botanic Gardens Update

Report Author: Coordinator Property Services

Authoriser: Director Corporate Strategy and Resourcing

PURPOSE

This report provides an overview and update in relation to ongoing matters associated with the Southern Highlands Botanic Gardens and for decision in relation to a request for road closure by the Southern Highlands Botanic Gardens.

OFFICER'S RECOMMENDATION

THAT:

- 1. Due to the significant costs associated with relocation and the financial pressures being experienced within the Water Fund, the Water Filling Station remains in its current location on Kangaloon Road Bowral and delineation and signage works are completed.**
- 2. Council not proceed with the closure of the area of road on the corner of Kangaloon Road and Old South Road, Bowral and Council formally abandon its previous resolution as Council cannot currently commit to move the Water Filling Station from the area of road reserve requested for closure.**
- 3. Council continue to work with the SHBG to align the Plan of Management and Masterplan for the site.**
- 4. The Southern Highlands Botanic Gardens be informed of Council's decision.**

REPORT

BACKGROUND

Lease

Council entered into 21-year Lease of the whole of the Southern Highlands Botanic Gardens site in 2015 with an expiration date of 2036. The area leased to the Southern Highlands Botanic Gardens is 14.81 ha.

Following the above resolution, the Southern Highlands Botanic Gardens approached Council with a request for a longer lease and on 27 November 2019 Council resolved as follows (*MN 535/19*):

- 1. **THAT** authority be delegated to the General Manager to negotiate the terms and conditions of a Lease with Southern Highlands Botanic Gardens Limited for the Council property known as Botanic Gardens, 1 Old South Road Bowral AND THAT it be noted that the term of the proposed lease be twenty-one (21) years.*

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2. *THAT Council give a minimum twenty-eight (28) days public notice of its intention to enter into the lease of the Council property referred to in Resolution 1 above.*
3. *THAT if there are no objections received by Council during the period of public notice, the General Manager and Mayor be delegated authority to execute the Lease referred to in Resolution 1 above under the Common Seal of Council (if required) AND THAT if any objections are received, a further report be forwarded to a future Ordinary Meeting of Council for determination, noting that an application will be required to be made to the Minister for Local Government for the Minister's consent the grant of the Lease.*
4. *THAT upon the execution of the new Lease referred to in Resolution 1 above, the Lessee simultaneously execute a Surrender of Lease in registrable form to enable the existing lease to be terminated and the new Lease registered on the title to the Council property.*
5. *THAT authority be delegated to the General Manager and Mayor to execute the Lease and Surrender of Lease under the Common Seal of Council.*

Following the resolution of Council on 27 November 2019, the proposed 21-year Lease was placed on public exhibition. During the period of public exhibition an objection to the lease was received. On 13 May 2020 Council resolved (MN 121/20):

1. *THAT Council refer the Lease to the Minister for Local Government for consent as required pursuant to Section 47(5) of the Local Government Act 1993 as a written objection to the proposed Lease has been submitted during the public exhibition period.*
2. *THAT if the Minister grants consent to the Lease, the Mayor and General Manager be delegated authority to execute the Lease referred to in resolution 1 above and to affix the Common Seal of Council to the Lease.*
3. *THAT if the Minister does not grant consent to the Lease a further report be forwarded to a future Ordinary Meeting of Council for consideration.*
4. *THAT Council writes to the submission maker to advise that the Lease will be referred to the Minister for Local Government.*

Following the above resolution the Lease was referred to the Minister for consent. The Minister's consent was obtained in late 2020.

Road Lease and Road closure

On 22 March 2017 Council resolved to enter into a road lease of the area of road reserve at the corner of Kangaloon Road and Old South Road, Bowral adjoining the Botanic Gardens site. **Attachment 1** to this report is an aerial map of the area of road lease which was attached to the road Lease.

Council, when resolving to enter into the road lease also resolved (MN 91/17):

5. *THAT during the term of the Lease Council apply to the NSW Department of Industry – Lands for the closure of that part of the road reserve adjacent to Kangaloon Road, with the intention that upon closure that land will vest in Council and be consolidated with the title for the Botanic Gardens site.*

This road closure was at the request of the Botanic Gardens who wished for the area to be closed and consolidated with the adjoining Botanic Gardens site.

When the *Crown Land Management Act 2016* commenced in full on 1 July 2018, provisions relating to Crown and Public roads in the *Roads Act 1993* were amended. The Roads Act now distinguishes between “Council public roads” being public roads for which Council is the roads authority (as is the case here) and non-council roads (ie. Crown roads).

Council has the power to close Council public roads in certain circumstances. Previously, public roads could only be closed by the Minister administering the Roads Act.

Accordingly, the closure of Council roads is no longer handled by NSW Department of Industry and the 2017 resolution outlined above is outdated as it was made prior to the changes to the Roads Act.

Southern Highlands Botanic Gardens currently hold a five (5) year road lease of the area they wish to close which was entered into on 21 May 2019.

The matter has not yet been reported back to Council for updated resolution as there are issues associated with a Council water filling station that is currently located within the area of road reserve that the Southern Highlands Botanic Gardens lease and wish to close and consolidate with the adjoining Botanic Gardens site.

REPORT

The Southern Highlands Botanic Gardens have requested that Council proceed with the road closure of the area adjoining the Botanic Gardens as soon as possible and before expiration of their road lease.

Council cannot currently proceed with the closure as there is a Council water filling station located in the area of road that the Botanic Gardens would like closed.

Whilst Council previously resolved to proceed with the proposed closure, that resolution was made in 2017 and prior to implementation of the *Crown Lands Management Act, 2016*.

Accordingly, the road closure resolution requires updating. However, as the water filling station is located within the road reserve, the road closure cannot proceed unless the water filling station were to be moved.

Water Filling Station

The use of standpipes to draw water supply from water hydrants is not permitted within Wingecarribee Shire. The reasons for this are fivefold:

1. To prevent Council assets from being damaged which may result in costly repairs and water wastage.
2. To prevent disruption of water supply through drawing of water from a hydrant to nearby properties.
3. To minimise the risk of dirty water complaints and/or possible cross contamination.
4. To prevent water wastage issues caused by the inappropriate use of standpipes in the water supply network

5. Drawing water from a hydrant standpipe is considered theft because it is not measured consumption. There is significant cost to ensure the water supply is safe to drink and meets the high standard we deliver.

Therefore, as an alternative to unrestricted use of standpipes, Water Filling Stations have been installed at multiple locations across the Shire for use by approved water carters. To encourage usage of the Water Filling Stations, they need to be installed in convenient locations with sufficient supporting infrastructure.

A renewal and upgrade program for the Water Filling Stations is currently nearing completion, with the final location remaining being the Bowral Water Filling Station. Through this project the billing system has been updated, which will provide an improved customer experience for users as well as provide easily accessible usage data for Council.

The Bowral Water Filling Station is located within the road reserve of Kangaloon Road and accessed via Old South Road. It is one of the three most heavily used Water Filling Stations and provides a central location for water carting businesses.

It is acknowledged that there are currently conflicts between the operation of the Water Filling Station and the carpark for the Southern Highlands Botanical Gardens.

There are three potential solutions to resolving this conflict:

1. Permanently remove the Water Filling Station.
2. Relocate the Water Filling Station to the western side of Kangaloon Road.
3. Better delineate the operational area of the Water Filling Station and that of the carpark.

Given the high usage and central location of the Bowral Water Filling Station, permanent removal of this asset is not recommended. Critical to the strategy of the Water Filling Stations is that they are provided in convenient and accessible locations – failure to do this may instead see an increase in unregulated standpipe usage at hydrants across the Shire.

The ideal solution is to entirely separate the Bowral Water Filling Station and the Southern Highlands Botanical Gardens carpark. A water filling station on the western side of Kangaloon Road has been identified as a suitable site in relation to the configuration of the existing water reticulation network, available land and proximity to roundabouts in both directions (which assists with vehicular movements). It is noted that concurrence would be required from TfNSW for this location given the designation of Kangaloon Road as a State Road. Although operation of the Water Filling Station will be largely unchanged whether it remains in the current location or is relocated, the carpark of the Southern Highlands Botanical Garden will receive a significant benefit through additional car parking space being made available and the ease of a future carpark upgrade improved.

The difficulty with the relocation is the estimated project cost would be \$500,000. Most of this cost is associated with the construction of an access road and hard stand area to allow water carters to access the facility.

That withstanding, it is understood that the current conflict between the Water Filling Station and the carpark can also be satisfactorily managed through improved signage and line marking, which would together work to clearly delineate between the two areas. With minimal line marking and signage current present, users of the carpark sometimes infringe on the operation area of the water filling station which then prompts water carters needing to travel into the carpark to turn around. It is this mixing of water carting vehicles and vehicles in the carpark that is creating the conflict.

With several large projects soon to commence for the water treatment and reticulation network, investment of Council's Water Fund Reserve needs to be considered and directed to projects of high priority. Delivery of the Bowral to Moss Vale Water Main Duplication, Wingecarribee Water Treatment Plant Upgrade and Hill Road Reservoir Duplication are each large multi-million-dollar projects that are critical to achieving a sustainable level of service in the water supply network. Recent price escalation in the construction industry is also placing upward pressure on the Water Fund Reserve through the current budgets of several projects being found to no longer be aligned with open market rates.

In light of these financial pressures, it is not recommended that the Water Fund Reserve is utilised to relocate the Bowral Water Filling Station when the primary benefit would be to improve the carpark facility of the Southern Highlands Botanical Gardens. Therefore, it would be more appropriate for any relocation of the water filling station to instead be included as part of a future carpark upgrade project, the purpose of which would be to increase the number of carparks and entry to the Southern Highlands Botanic Gardens.

As such it is recommended that the Bowral Water Filling Station remain at its current location and the safety and operation of the facility improved through the installation of appropriate line marking and signage. Potential conflicts will also be further mitigated through managing the hours of operation of the water filling station such that they fall outside peak visitation hours of the Southern Highlands Botanical Gardens.

PLAN OF MANAGEMENT

As a separate matter, it has been identified that there is misalignment between Plan of Management and current lease and masterplan for the site.

Plans of Management (POM) provide the framework and guidance for the future management of public reserves under Council management, setting out how the reserves will be managed and their values protected. The *Local Government Act 1993* (LG Act) includes provisions for the preparation of POMs. This is primarily done through detailed categorisation of the land and the development of guidelines or action plans to ensure the effective management of the land in accordance with the categorisation. The potential categorisations are either park, sportsfield, general use, cultural significance or natural area.

The POM for this reserve was adopted by Council March 2011 and makes consistent references to the 2010 Concept Plan, or Masterplan, for the Southern Highlands Botanic Gardens. In alignment with this 2010 Masterplan, the reserve is categorised primarily as Park and Natural Area, with the south west corner categorised as General Community Use to enable the construction of a future carpark and Botanic Centre.

In the following years, the masterplan for the Southern Highlands Botanic Gardens was further revised with Taylor Cullity Lethlean engaged to prepare an updated 2013 Masterplan. Following preparation of the 2013 Masterplan, Council lodged a Development Application for the staged development of the masterplan, for which Development Consent was granted September 2013. It is noted that this Development Consent essentially operates as an 'in principle agreement' for the works, with the implementation of each item of work still requiring specific Development Approval.

In 2015, Council entered into a 21 year lease with Southern Highlands Botanic Gardens Ltd for the full site. The lease makes reference to the site being managed in accordance with the 2013 Masterplan. In the years subsequent, the Southern Highlands Botanic Gardens Ltd has made

significant progress in the activation of the site, with Development Approval for the works largely being sought through Council's Approval to Carry Out Works on Council Land (ATCOW) process.

One impact of the 2013 Masterplan is that the location of the future Botanic Centre, aka Visitor Centre, has been shifted more to the eastern edge of the site - which places it outside of the categorised General Community Use area. It is therefore proposed that a review of the Plan of Management is completed. Aligning the strategic documents which govern usage of the site will remove potential hurdles to realising the full potential of the reserve, as well as strengthen business cases for grant funding opportunities. It is anticipated that the revised Plan of Management would be submitted for Council's consideration at the Ordinary Council Meeting of March 2023.

COMMUNICATION AND CONSULTATION

Community Engagement

Community consultation in relation to the proposed road closure was undertaken and submissions received. No further community consultation is proposed.

Internal Communication and Consultation

Executive

Assets

Water & Sewer

External Communication and Consultation

Southern Highlands Botanic Gardens

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

With several large projects soon to commence for the water treatment and reticulation network, investment of Council's Water Fund Reserve needs to be considered and directed to projects of high priority. Delivery of the Bowral to Moss Vale Water Main Duplication, Wingecarribee Water

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Treatment Plant Upgrade and Hill Road Reservoir Duplication are each large multi-million-dollar projects that are critical to achieving a sustainable level of service in the water supply network. Recent price escalation in the construction industry is also placing upward pressure on the Water Fund Reserve through the current budgets of several projects being found to no longer be aligned with open market rates.

In light of these financial pressures, it is not recommended that the Water Fund Reserve is utilised to relocate the Bowral Water Filling Station when the primary benefit would be to improve the carpark facility of the Southern Highlands Botanical Gardens. It is therefore understood that it would be more appropriate for any relocation of the water filling station to instead be included as part of a future carpark upgrade project, the purpose of which would be to increase the number of carparks and entry to the Southern Highlands Botanic Gardens.

It is therefore recommended that the location of the Bowral Water Filling Station remains unchanged and the safety and operation of the facility improved through the installation of appropriate line marking and signage.

RELATED COUNCIL POLICY

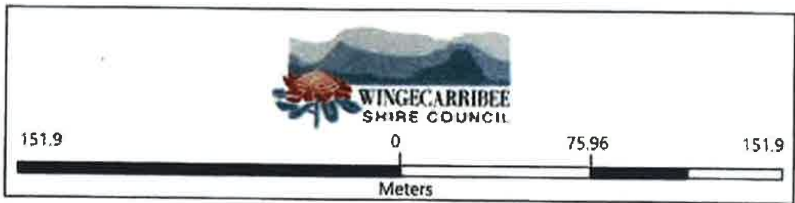
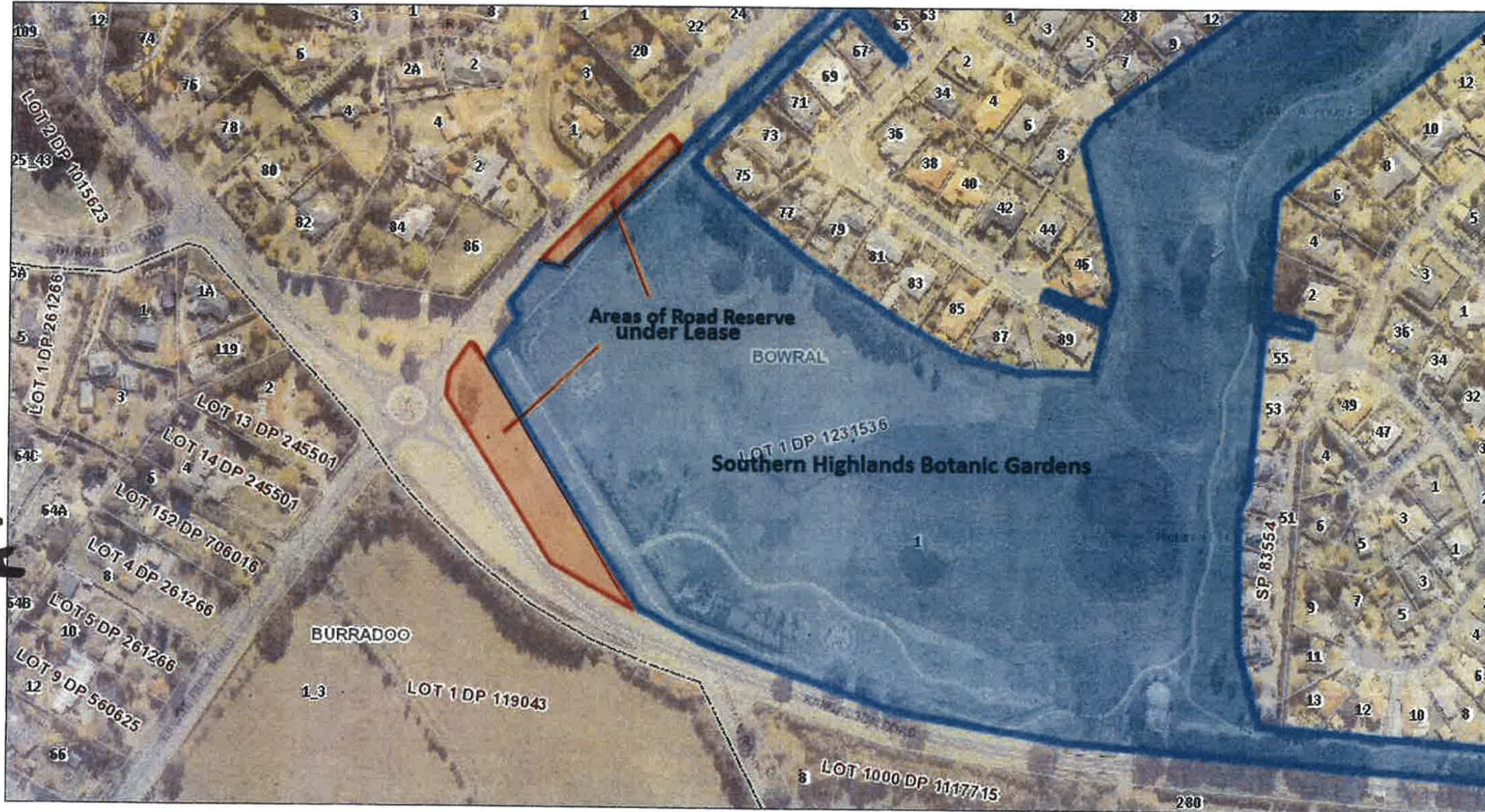
Permanent Road Closure and Road Lease Policy.

CONCLUSION

Given the substantial costs associated with relocation of the water filling station, it is recommended that the water filling station remain in its current position and the road closure not to proceed.

ATTACHMENTS

1. Attachment 1 Road Lease Botanic Gardens [9.9.1 - 1 page]



Wingecarribee Shire Council

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Handwritten notes and signatures on the right side of the map, including a large signature at the bottom right.

9.10 42 Banksia Street Colo Vale Allocation of Funds from Sale for Specific Future Works within Colo Vale Village

Report Author: Coordinator Property Services

Authoriser: Director Corporate Strategy and Resourcing

PURPOSE

This report provides an update in relation to allocation of funds for specific future works within the Colo Vale Village being the net proceeds from the sale of 42 Banksia Street, Colo Vale (being the former Colo Vale RFS).

OFFICER'S RECOMMENDATION

THAT:

1. Council commit \$63,500 to the Colo Vale Men's Shed project from the proceeds of sale of 42 Banksia Street Colo Vale to assist with the costs of provision of a new Men's Shed.
2. Council allocate the balance of the net proceeds (after deduction of the donation of \$63,500 for the Men's Shed) from the sale of 42 Banksia Street Colo Vale together with an additional \$200,000 (identified for the Jurd Park Upgrade through the Playspace Strategy 2020) towards the renewal and upgrade of the Jurd Park playspace including:
 - a) Accessible and adventure elements (the upgraded playspace to cater to a wider range of children age groups);
 - b) Provision of a bike pump track;
 - c) Renewal and upgrade of park furniture including shelters, tables, drinking station and BBQ; and
 - d) Inclusion of skating elements within the park.
3. Council write to all respondents to thank them for their feedback and advise of the outcome.

REPORT

BACKGROUND

The matter was reported to the Council meeting of 15 June 2022. The recommendation contained in that report is outlined below:

THAT:

1. Council notes the consultation undertaken with the Colo Vale community.
2. Council commit \$28,500 to the Colo Vale Mens Shed from the proceeds of sale of 42 Banksia Street, Colo Vale to assist with the costs of provision of a concrete slab for a new Mens Shed.
3. The balance of the net proceeds (after deduction of the donation of \$28,500 to the Mens Shed) from the sale of 42 Banksia Street Colo Vale (being approximately \$428,500) together with an additional \$200,000 (identified for the Jurd Park Upgrade through the

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Playspace Strategy 2020) be committed to achieve renewal and upgrade of the Jurd Park Playspace including:

- *renewal and upgrade of the aging Playspace to include both accessible and adventure elements (the upgraded Playspace to cater to a wider range of children age groups);*
- *provision of a bike pump track;*
- *renewal and upgrade of park furniture – including shelters, tables, drinking station and BBQs; and*
- *inclusion of skating elements within the park. 4. Council write to all respondents to thank them for their feedback and advise of the outcome.*

On 15 June 2022 Council resolved (MN 2022/124):

THAT the matter be deferred to allow further consultation on the location of the play space and possible further allocation towards the Men’s Shed.

REPORT

Following the resolution of Council, contact was made with Transport Heritage NSW to gauge interest in a long term lease to Council of the park area adjoining Colo Vale Railway station. An aerial map of the area of land owned by Transport is shown below:



In early July 2022, Andrew Moritz from Transport Heritage advised that architects had been appointed to prepare concept plans for the Colo Vale Station Precinct in connection with the Loop Line Upgrade Project. It was expected at that time that preliminary plans for community consultation would be available in early September.

Transport Heritage NSW is currently in the consultation phase of the Loop Line project which will see the railway that passes through Balmoral, Hill Top and Colo Vale return to an active railway utilised by heritage trains. As part of the project, there will be works undertaken at the historical train stations at both Hill Top and Colo Vale.

Concept designs are still being prepared by Transport Heritage NSW however it is understood that works at the Colo Vale Station will provide better delineation between the railway and adjacent

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grass area, as well as the construction of a turnback loop north of Wilson Drive. As Colo Vale is the final destination of the Loop Line, the turnback loop allows the train engine to move from one end of the carriages to the other.

Whilst Council officers continue to periodically follow up with Transport Heritage, no decision or indication has been made as to whether Transport Heritage would be willing to enter into a long term lease of the space. From communication with Transport Heritage, it would appear that no indication or commitment will be given until the outcome of consultation and planning of the Loop Line Upgrade Project is finalised. Further, there is already a lease in place to Transport NSW and the current lessee would also need to consent to any sublease.

The Manager, Assets has advised that if the funds are invested to upgrade/extend the Railway Park instead of Jurd Park, only the funds from the balance proceeds of sale will be available for allocation. This is because the \$200,000 identified for the Jurd Park upgrade will not be available for the Railway park project.

Upon consideration of the development to occur within this section of rail corridor, existing trees and channels within the corridor and its proximity to the Railway Avenue, it is concluded that this location is not suitable for the construction of a BMX pump track or skate park.

It is noted that a pump track and skate park were the two highest priority outcomes revealed from the community survey and feedback received from the community (with 14.9% of the vote for a pump track and 14.1% of votes for a skatepark).

Further community consultation in relation to the preferred location were undertaken for the period from 27 September 2022 to 12 October 2022. A survey was undertaken on yoursaywingecarribee asking residents to vote between the location at Jurd Park, the Railway Avenue area adjoining the train station or any other suggested site. All residents who responded to the previous survey were advised that the survey was being conducted and asked to provide feedback.

The survey set out the pros and cons for each site including:

JURD PARK	RAILWAY AVENUE, near the station
<p>PROS:</p> <ul style="list-style-type: none"> • Council owned land • Additional funding of \$200,000 for the Jurd Park renewal project (identified in Council’s Playspace Strategy 2020) would enable the delivery of more substantial improvements, when combined with the funding available from the sale proceeds. Total approx. \$577,000. • Able to deliver a pump track and skate park elements at the site. • Tennis courts. • Close to school. 	<p>PROS:</p> <ul style="list-style-type: none"> • More central location, near Loop Line, Community Hall and walking distance to shop. • Attraction for visitors associated with the proposed Loop Line project.

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<p>CONS:</p> <ul style="list-style-type: none"> • Further away from Community Hall, shop and Loop Line 	<p>CONS:</p> <ul style="list-style-type: none"> • This location is not suitable for the construction of a BMX pump track and skatepark. Rail corridor, existing trees and channels within corridor and proximity to Railway Avenue were all taken into consideration for this decision. • Land is not owned by Council. The land belongs to State Rail. • Uncertainty of delivery time - upgrade may be delayed whilst Council negotiates a long-term lease of the space.
	<ul style="list-style-type: none"> • Only funds from the RFS sale to be used, approx. \$377,000.

Unfortunately, during the period of public exhibition, there was some misleading information provided by a resident via a social media platform. This information was provided by a resident living in close proximity to Jurd Park which directed residents to vote for Railway Avenue, with misleading information being provided including that “Railway Ave is the best location for the \$500,000”. As advised in the pros and cons, the additional \$200,000 would not be available if the works were to be undertaken in Railway Avenue.

Further, the information advised “Time to Vote for our railway Avenue “Bike Skate Upgrade”. As advised by Assets, the Railway Avenue site does not lend itself to the provision of a BMX pump track and skate park.

As part of the information provided by the resident on social media, a direct link was provided to vote for Railway Avenue and did not provide the opportunity for the pros and cons to be considered. Timing of voting suggests that the misleading information provided resulted in increased votes for Railway Avenue.

There were also 664 votes received from one IP address in Bangladesh. All votes received from this IP address were retracted from the overall result.

Removing the the votes from the one IP address, during the period of public exhibition, 106 responses were received, details of which are outlined below:

Votes for Jurd Park	Votes for Rail land	Votes for other
47	57	2
(44%)	(54%)	(2%)

Given that:

- the Railway Avenue site does not lend itself to a bmx pump track and skatepark (those items both being high priority outcomes for the community of Colo Vale), and

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- the additional funds available for works at Jurd Park would result in delivery of a better facility for the community,

this report recommends the funds be allocated to the upgrade of Jurd Park.

COMMUNICATION AND CONSULTATION

Community Engagement

Previous community engagement was undertaken for the project. No further community engagement has been undertaken for this report.

Internal Communication and Consultation

Assets

Executive

External Communication and Consultation

Transport Heritage

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report.

Social

The upgrade of Jurd Park would provide a community space for residents to gather and play and would have a positive social impact for the residents of Colo Vale.

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 additional funds of \$200,000 identified in the Playspace Strategy 2020 for Jurd Park would need to be budgeted for the project in the 2024/2025 financial year. It is anticipated that the design phase of the project would be delivered in the 2023/24 financial year and construction subsequently delivered in the 2024/2025 financial year.

RELATED COUNCIL POLICY

None identified.

CONCLUSION

Upgrade to Jurd Park, including renewal and upgrade of the aging playspace to include both accessible and adventure elements, provision of a bike pump track, renewal and upgrade of park furniture, including shelters, tables, drinking station and bbq and inclusion of skate park elements together with a donation to the Men's Shed Colo Vale will achieve approximately 70% of the suggestions for allocation of funds from the sale of 42 Banksia Street Colo vale provided by the Colo Vale community.

ATTACHMENTS

Nil

9.11 Draft Property Investment Policy and Property Investment Strategy for Public Exhibition

Report Author: Coordinator Property Services

Authoriser: Director Corporate Strategy and Resourcing

PURPOSE

This report seeks approval for the public exhibition of Council’s proposed draft Property Investment Policy (“Policy”) and the draft Property Investment Strategy (“Strategy”). The Policy and Strategy seek to enhance and diversify Council’s long term operational income. The draft Property Investment Policy is provided at **Attachment 1** and the draft Property Investment Strategy is provided at **Attachment 2**.

OFFICER’S RECOMMENDATION

THAT:

- 1. Council endorse the draft Property Investment Policy and Property Investment Strategy for Public Exhibition for a minimum period of twenty-eight (28) days and submissions invited from the public.**
- 2. A further report be submitted to Council following the conclusion of the public exhibition period.**

REPORT

BACKGROUND

Most local government areas have faced operating income and revenue pressures in recent years. The key drivers of this pressure have included the collapse in returns from approved Local Government Investments, plus Government policies, capping or reducing council’s traditional income sources. Examples include rates pegging and changes to Section 7-11 contributions.

With the need to improve and diversify income, numerous councils now have policies in place to identify and actively re-cycle, inefficient capital use within their business, particularly their property portfolios. Released capital is often directed into property investments, generating returns that enhance income, but do not notably increase investment risk.

Several other councils have considered further capital reallocation for this purpose, including portions of their unrestricted Capital Reserves.

A Property Investment Policy (“Policy”) and Property Investment Strategy (“Strategy”) has been developed which is intended to enhance and diversify Council’s long term operational income.

This will occur through accessing the strategic use of property, whilst employing risk diversification strategies, to ensure the enhanced returns bring little to no additional risks. C The proposed Property Investment Policy and Property Investment Strategy will provide the framework and guidelines for delivering Council’s required outcomes.

REPORT

To compliment Council's existing Cash Investment Policy and to access enhanced returns – both financial and community, it is recommended that the draft Property Investment Policy and Property Investment Strategy are endorsed. Delivering the Policy and Strategy objectives are anticipated to commence in the next 6-12 months and are consistent with initiatives adopted by other NSW councils.

Consistent with the challenges outlined above, Wingecarribee Shire Council ("Council") has created a draft Property investment Policy and draft Property Investment Strategy to:

- increase operational income and general revenue;
- diversify Council's revenue and exposures;
- access the attractive returns from low risk, passive income generating properties; and
- optimise community benefit, public value and financial sustainability from Council's property portfolio by actively pursuing strategic property acquisitions and disposals. This will ensure optimum financial return is realised through appropriate identification, selection and management of Council's investment portfolio including development, acquisition and disposal of assets.

The aim of the Policy and Strategy is to enable portfolio construction, risk diversification and similar skills to deliver a Property Investment Portfolio ("PIP"). The high-level management objectives will initially ensure:

- a good quality pool of investment property assets is acquired and managed as a portfolio;
- stringent pre-acquisition asset due diligence, with external input and recommendations; and
- a diversified income stream occurs, with varying lease expiry dates and tenancy exposures.

As the portfolio is assembled Council will:

- provide annual PIP reports and results;
- formalise PIP income distributions, dividends, and allocations;
- adjust and enhance its long-term financial plan, and other deliverables accordingly; and
- target appropriate PIP growth: based on market and internal portfolio opportunities.

The income will enhance Council's ability to deliver existing and potentially new initiatives, without borrowing or impacting key existing services. This income will not be impacted by any Government policies which impede Council's traditional income sources.

Expansion of Council's landholdings by the creation of a property investment portfolio provides an opportunity to positively impact community outcomes, while also implementing the cautious management of associated risk.

The diversification of Council's income sources will support Council's long term financial sustainability and continued delivery of quality services to the community.

As Council's Property Investment Portfolio grows it will provide a long-term income stream, supporting Council's financial sustainability for future generations.

Increased revenue will support delivery of the key elements of Council's Community Strategic Plan 2031 which reflects the community's aspirations and needs for the future: Leadership, People, Places, Environment, Economy.

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The Strategy has been developed to define the framework to achieve the primary objectives of the Strategy which include:

- ensuring Council's long term financial viability and supporting opportunities to drive the prosperity of the LGA for future generations;
- generating a non-rate income stream for Council, diversifying Council's reliance on rate-based income;
- implementation of a robust property investment portfolio and strategy, appropriate to Council's role as public stewardship;
- mitigating risk by accumulating an investment portfolio that is diversified both by asset type and geography, including assets outside the Wingecarribee LGA;
- investing within the Wingecarribee LGA where there is an opportunity to support the economic diversity or innovation of the LGA;
- investing in assets which also support positive social and environmental outcomes;
- meeting the current and future community needs to assist with the effective and efficient delivery of Council services;
- optimising the potential for Council to positively influence economic activity through strategic acquisitions, development and/or other land use decisions;
- providing best value for money for the community;
- enabling Council to invest in renewable energy opportunities where appropriate; and
- enabling the generation of financial returns to assist in the renewal and replacement of community infrastructure.

All recommendations for the use of the PIP income will be subject to Council review and endorsement.

Creating the Property Investment Portfolio ("PIP")

Capital will be secured through a combination of asset sales (operational land only), internal portfolio opportunities and the possibly of a portion of non-restricted Council reserves, if recommended and approved.

Capital can be re-cycled, from assets that clearly no longer meet Council's core business needs. In this regard any recommendations made, will be assessed against specific criteria. No asset sales will be considered where Council's core business or service delivery are impacted.

Opportunities also exist to generate income from Council's existing portfolio, and these will be recommended to Council, as they evolve.

Once its targeted investment capital is finalised, Council will acquire passive income producing investment properties and professional manage them, to achieve ongoing income and revenue growth. Independent experts will make assessments and recommendations to accompany those of council officers, where any acquisition is submitted for endorsement.

Assets will be required to deliver a minimum initial return of 4% of the purchase price and will need to provide long leases for security of income. This return is well above the traditional Local Government investments.

Key portfolio criteria will be applied to ensure each asset and the portfolio itself, minimise and diversify property ownership risks. The asset will target capital growth as well as income generation and could be sold in the future, if needed.

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The indicative timetable to deliver the Property Investment Portfolio (PIP) following endorsements and community consultation is outlined as follows:

Initiative	Indicative timing
<p>1. <u>Confirm capital targeted for investment</u></p> <ul style="list-style-type: none"> • full review of existing portfolio for internal opportunities • ascertain any assets suitable for divestment • consider if any of Council’s unrestricted reserves are allocated • provide Council report accordingly 	<p>4 months</p>
<p>2. <u>PIP Acquisition processes and requirements</u></p> <ul style="list-style-type: none"> • processes for any potential acquisitions that are introduced to Council for consideration • internal asset assessment and reporting process • appointing external experts to review recommended acquisitions 	<p>2 months</p>
<p>3. <u>Asset selection, acquisitions and PIP construction</u></p> <ul style="list-style-type: none"> • Ongoing process to commence in circa six (6) months 	<p>Post 1 and 2 above the ongoing</p>
<p>4. <u>PIP Annual reporting and portfolio management</u></p> <ul style="list-style-type: none"> • Internal reviews and management meetings occur quarterly 	<p>Annual</p>

Implementation of the Policy and Strategy will enhance operational income over time, diversifying Council’s revenues and reducing the reliance on rates, which are pegged by the State Government.

The draft Property Investment Policy and Property Investment Strategy were presented to the Audit, Risk and Improvement Committee (ARIC) meeting on 8 September 2022.

Suggestions made at the ARIC meeting have been incorporated into the Strategy and Policy and the updated documents have been provided to ARIC out of session.

Whilst the minutes of the ARIC meeting have not yet been adopted, the draft resolution from the ARIC meeting included that the Committee note the report and that a report be prepared for the next ordinary meeting of Council recommending that community consultation be undertaken with review of any feedback, to allow finalise decisions and recommendations to be made.

COMMUNICATION AND CONSULTATION

Community Engagement

Following endorsement by Council the draft Policy and Strategy will be placed on public exhibition for a period of at least twenty-eight (28) days inviting submissions from the public.

This will be promoted through Council's Your Say Wingecarribee website. Residents will have an opportunity to complete an online form on the Your Say Wingecarribee project page or to make a submission by way of email or letter.

Internal Communication and Consultation

The draft Policy and Strategy were developed in consultation with Council's Executive and representatives from Council's Finance area.

External Communication and Consultation

The draft Policy and Strategy were developed in consultation with Mr Chris Redman. Mr Redman has extensive experience in both local government and in the private sector in managing property and leasing matters

The draft Policy and Strategy were presented to the Audit, Risk and Improvement Committee meeting held on 8 September 2022.

SUSTAINABILITY ASSESSMENT

Environment

Increased revenue will support delivery of the key elements of Council's Community Strategic Plan 2031: Leadership, People, Places, Environment, Economy.

Social

Diversification of income by creation of a property investment portfolio will support Council's financial sustainability for future generations. Investment in property assets that support positive social and environmental outcomes will be targeted. Investment in the Wingecarribee LGA will support positive employment creation.

Broader Economic Implications

Property development is essential for the Wingecarribee Shire. It delivers economic benefits, creates jobs, infrastructure and community outcomes. Creation of a property investment portfolio will provide opportunities for investment within the Wingecarribee LGA where there is opportunity to support the economic diversity of the LGA.

Council can play a strategic role in development as it has the financial capacity and ability to shape the future of some precincts, in line with community wishes.

Culture

There are no cultural issues in relation to this report.

Governance

The draft Policy and Strategy are consistent with Council's existing governance policies.

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COUNCIL BUDGET IMPLICATIONS

Adoption of a Property Investment Policy and Property Investment Strategy is intended to enhance and diversify Council's long term operational income, thereby having a positive long-term benefit on Council's budget.

RELATED COUNCIL POLICY

None identified.

CONCLUSION

The draft Property Investment Policy and Property Investment Strategy are now presented to Council for review. It is recommended that the Policy and Strategy be placed on public exhibition for community feedback.

ATTACHMENTS

1. Property Investment Policy 3 November 2022 [9.11.1 - 11 pages]
2. Property Investment Strategy 3 November 2022 [9.11.2 - 15 pages]

Property Investment Policy

Document Type	Council Policy
Document Reference No.	2022/001
Version No.	1
Council File Reference	
Adoption Date	
Resolution Number [if applicable]	
Document Owner	Director – Corporate Strategy and Resourcing
Responsible Branch	Business and Property
Responsible Business Unit	Property Services
Review Schedule	Three (3) years
Review Date	

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1. Objectives

The objectives of this Policy are:

- To comply with the legislative requirements and regulations relevant to the management of Council's strategy for revenue growth.
- To maximise earnings, through the creation of a diversified Property Investment Portfolio ("PIP"), for the sole purpose of investment, to contribute towards Council's long-term financial sustainability.

2. Policy Statement

Councils face revenue pressures, plus policies of Government, in the charging and receipt of traditional income sources. These pressures include:

- rates pegging;
- reallocations of Section 7-11 and other contributions, towards State Government;
- the ongoing uncertainties of grant funding applications and successful outcomes; and
- global trends - fluctuation in approved Local Government investment returns.

Wingecarribee Shire Council will further diversify its income sources and revenue earnings to:

- enhance income from appropriate "risk adjusted" property alternatives; and
- target income sources which cannot be influenced or reduced by Government entities; and
- reduce proportionate exposures to individual income sources.

The property asset class currently provides the best opportunities for Council to:

- diversify its revenue and exposures;
- increase operational income and general revenue; and
- access attractive returns from low risk, passive investment properties

Revenue generation aligns with a core function of property, in the traditional Council business model.

Property is a "cost of business" not core business. **Its function should be viewed as a means of delivering key business services and facilities to the community, not as a pool of passively managed assets.**

Revenue delivery is a key business service, achieved via an Investment Property Strategy. A Property Investment Portfolio ("PIP") can be created and delivered, through the existing Local Government Legislative Framework.

Policy Framework

Consistent with the need to enhance income, this Policy sets out the Framework and Guidelines to create and then enhance a Property Investment Portfolio ("PIP").

Council will deliver a Property Investment Strategy which will:

- create mechanisms for delivering and maintaining a PIP;

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- include strong risk management and guidelines, for portfolio weightings and allocations; and
- recommend an appropriate PIP size and annual income target.

Portfolio construction and delivery will occur via reviewing and recommending opportunities to:

- re-cycle capital from the existing property portfolio, into appropriate passive income properties, either through recommended asset sales (operational land), or internal property development opportunities;
- consider if any balance sheet reserves should be utilised for PIP investment purposes;
- set a benchmark annual return (“hurdle rate”) consistent with that achievable from owning passive, income generating property assets;
- acquire appropriately diversified assets that individually meet or exceed the hurdle rate;
- acquire assets in accordance with the Property Investment Policy;
- target low risk internal opportunities to deliver income from the existing portfolio; and
- consider rare opportunities outside these parameters, where the justification is compelling.

Council will apply portfolio construction, risk diversification and similar skills to ensure:

- a diversified property portfolio, with varying lease expiry dates, and tenancy exposures;
- generally smaller investments for diversity, but with individual values often above the family trust investment market, where the hurdle rate is more achievable;
- pre-acquisition due diligence for each asset, with external input and recommendations;
- an independent current market valuation for each asset, as part of the pre-acquisition due diligence;
- associated portfolio due diligence – reflecting the diversification and other benefits that each recommended acquisition, delivers to the macro portfolio; and
- annual reporting on the portfolio performance, income achieved and dividends available.

As the portfolio is assembled Council will:

- provide annual PIP reports and results;
- monitor the Weighted Average Lease Expiry (“WALE”) of the individual assets and the PIP as a single entity, plus allocations to each property type;
- formalise portfolio distributions and allocations via recommendations and endorsements;
- include any deliverables or reportable outcomes in Council’s Operational Plan; and
- adjust and enhance its Long-Term Financial Plan, and other deliverables accordingly.

As scale exceeds \$100m, the guidelines will be adapted to:

- limit combined lease expiries to a fixed % of total PIP income, in any single year;
- limit single asset and single tenant exposures, to a fixed % of total PIP value; and
- set maximum exposures for individual asset types – eg. industrial, core retail, bulky goods etc.

Council will review the PIP and provide an annual report to Council covering the PIP performance, in accordance with the requirements of the Property Investment Policy. Council will also review the Policy framework bi-annually.

The specified benchmarks within the Property Investment Policy will be reviewed annually.



3. Policy

This policy sets the framework to enable revenue growth from the formation of a Property Investment Portfolio, with the sole purpose of property investment. This investment is intended to represent a significant contribution to the total income of Council.

It is essential that Council has clear policy guidelines in respect of the type of properties purchased for the portfolio, plus appropriate due diligence, and risk mitigation procedures.

Legislative Context

Council is empowered by the operation of Section 186 of the *Local Government Act* 1993 (LG Act) to acquire land for the purpose of exercising any of its functions.

In that regard Section 186 of the *Local Government Act*, 1993 states:

(1) A Council may acquire land (including an interest in land) for the purpose of exercising any of its functions.

While this section is explicit around Council's powers to acquire land, there are nevertheless variations in the types of investment property that can be purchased, which are not explained. This policy aims to clearly define the types of property investments that can be acquired.

The 'Functions of a Council' are detailed in Chapter 6 of the *Local Government Act*, 1993. Section 24 (contained in Chapter 6), states:

(1) A Council may provide goods, services, and facilities, and carry out activities appropriate to the current and future needs within its local community and of the wider public, subject to this Act, the regulations, and any other law.

Principles

- To minimise the potential for loss of revenue and capital value, through the creation of a policy that includes an independent assessment of each property and the combined Property Investment Portfolio's perceived risk.
- To minimise the potential for loss of revenue and capital value from property, through development of clear management procedures and decisions around acquisitions and revenue growth, from the Property Investment Portfolio.
- To establish planning and reporting framework for ongoing monitoring and review of Council's revenue from the Property Investment Portfolio and Policy.
- To confirm delegations and other relevant governance matters, in relation to Council's revenue results and distributions, from the Property Investment Portfolio.

Criteria for Property Selection

The selection of any property targeted for inclusion in the PIP will require a resolution of Council, following confirmation that all of the following selection criteria have been met:

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- Projected return on investment for each property to be a minimum of 4.75% net growth per annum on average, over the life of the lease term(s).
- Building age and structural condition presents minimal risk to Council based on consideration of current and future capital investment needs.
- Location of site and its relationship to tenant demand over time.
- The weighted average lease expiry (WALE) is consistent with Council requirements and represents an appropriate level of risk.

Reflecting current asset specific characteristics, types and risks, the minimum WALE for any asset type for inclusion in the PIP is as follows:

Asset Type	Minimum WALE
Commercial Offices	7.0 years
Standard Retail Shops	3.0 years
Retail – Bulky Goods	5.0 years
Industrial	6.0 years
Other – if recommended	Based on independent assessment

In exceptional circumstances, Council's Executive may recommend a property for acquisition that does not meet all the above criteria, provided the investment logic and the key recommendations are considered compelling and are supported by Council, at Council's sole discretion.

- Full due diligence review has been performed with respect to:
 - the structural integrity and physical condition of the building,
 - an independently assessed current market valuation of the property, compared with the acquisition price.
 - any land pollutants or encumbrances,
 - each existing lease on the property,
 - any other areas which any independent legal or other specialist advice may recommend.
- Further due diligence has been completed with respect to any enhancements (or deterioration) to the portfolio as a whole:
 - in respect of the property exposures and income diversity of the portfolio,
 - the weightings to the specific asset classes,
 - the general composition of the portfolio and the tenant specific exposures.
- The property has been reviewed by Council's appointed Property Investment Advisor for the purpose of providing the appropriate property investment advice.

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Property Investment Advice

Council's Property Investment Advisor must be suitably qualified by industry standards to provide the necessary advice.

The Advisor must be an independent person who has no actual or potential conflict of interest in relation to investment decisions and the strategy being recommended.

Any property identified through an independent source or any a third-party agency, must be subject to a full review by Council's Property Investment Advisor, who must make recommendations accordingly.

Revenue Allocation

Using the 2022/23 Budget as a baseline for revenue, any additional revenue above this baseline will be allocated as follows:

- 80% to be allocated to the Property Investment Reserve
- 20% to be allocated to General Revenue

All proceeds of sales of that are not bound by legislative provisions (i.e. Roads Reserve and The Roads Act) will be allocated to the Property Investment Reserve.

Review of Investment Portfolio Performance

A report on the performance of the overall investment property portfolio will be presented to Council at the end of each financial year, with monthly monitoring by Council's Executive in a manner consistent with the requirements of Local Government legislation.

The review will contain, as a minimum:

- the actual income performance of each property verses its budgeted performance;
- the combined income from the full portfolio; verses its budgeted performance;
- the reasons for any variances exceeding 5% of budget;
- a summary of actual vacancies, maintenance, or other costs for the relevant financial year;
- all property rent reviews, option renewals or lease expiries are complete, or if not complete then the forecast timing and nature of expected outcomes;
- any other matters considered material, for any single property, and the portfolio as a whole;
- a review of the portfolio asset weightings, the portfolio lease expiry profile, and the WALE, against the approved benchmarks;
- any known or forecast costs or vacancies, for the following financial year; and
- a forecast budget of expected revenue and costs for the coming financial year.

4. Scope

This Policy applies to accumulate a diverse operational Property Investment Portfolio, primarily incorporating commercial, retail and industrial property inside or outside the Wingecarribee Shire Local Government Area, but



within Australia.

5. 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.

Director – Corporate, Strategy and Resourcing:

- To implement this Policy;
- To provide guidance to Councillors, Executive and other 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.

6. Performance Measures

The success of this Policy will be measured by:

- A clear understanding of Council's Policy in relation to Property Investment.
- No reports of breach of this Policy.

7. Definitions

Property Investment Portfolio

The portfolio of commercial, industrial, retail and other income generating properties, owned and specifically grouped by council, for the primary purpose of generating rental income. The income is generated through securing appropriate property tenants, under medium, or long-term leases.

Investment Property

Council owned operational land/buildings that form part of the Property investment Portfolio.

Passive income Generating Property Assets or Passive Income Properties

Properties delivering income under medium, or long-term leases, which are renewed on expiry for further income generation. For the majority of the property ownership period, council's involvement as owner is limited to the more passive property management functions, such as maintenance and rent collection.

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Asset development, re-positioning or similar pro-active management strategies are not targeted and occur only where necessitated, by major lease expires or other significant property changes

Hurdle Rate

The required percentage return on asset cost, calculated as the net annual rental, expressed as a percentage of the asset's purchase price.

The hurdle rate represents the minimum return council will accept, when acquiring assets for inclusion in the Property Investment Portfolio and is based on general prevailing market conditions.

The hurdle rate is reviewed annually or otherwise as considered necessary, by reference to analysis of comparable sales evidence, for assets which would otherwise meet all required prerequisites for inclusion in the Property Investment Portfolio.

Portfolio Lease Expiry Profile

The ranking of all portfolio lease expiries, in date order and also by reference to the proportion of income each tenancy delivers, as a percentage of the total portfolio income.

The combined details provide the proportion of the total portfolio income to expire in the current and every future year.

The portfolio lease expiry profile is a risk management tool for the timely management and actions of future expiries. It is also used to measure overall portfolio diversification, so that significant components of the Property Investment Portfolio do not expire in a single, or a very limited number of years, when likely market conditions for renewal cannot yet be known.

Weighted Average Lease Expiry (WALE)

A measurement of the average time period when all leases in each property, and the portfolio as a whole, will expire.

The WALE reflects the average remaining time period (or security) by rental dollar received and should generally be kept as high as reasonably possible for each passive property, but more specifically, for the combined portfolio.

An example of the calculation of the WALE for a hypothetical property follows, where two tenants have differing rental levels and remaining lease terms. The date used for the example is 31 Dec 2022.

A	B	C	D	E	F
Tenant	Net rent paid	Lease expiry	Remaining Term	Proportion of total rent	Weighting (D x E)
Tenant 1	\$120,000	31 Dec 2029	7.0 years	54.55%	3.82
Tenant 2	\$100,000	31 Dec 2027	5.0 years	45.45%	2.27
Totals	\$220,000			100.00%	6.09



The weighted average lease expiry for this property is 6.09 years.

The calculation occurs for each individual property, then for the portfolio as a whole via including the total income from each property and its individual WALE. An example follows.

A	B	C	D	E
Property	Net rent pa	Property WALE (years)	Rental weighting (%)	Weighting (C x D)
Property 1	\$350,000	3.5	48.6%	1.70
Property 2	\$ 80,000	4.2	11.1%	0.47
Property 3	\$125,000	7.7	17.4%	1.34
Property 4	\$165,000	4.9	22.9%	1.12
Totals	\$720,000		100.0%	4.63

The portfolio WALE in this example is 4.63 years.

8. Related Material

8.1 Related Legislation

The following legislation is related to this Policy:

- o Local Government Act, 1993
- o Crown Land Act 1989
- o Retail Leases Act, 1994
- o Conveyancing Act, 1919

8.2 Related Policies, Procedures and General Manager Practice Notes

The following policies, procedures, strategies and action plans are related to this Policy:

- o Property Investment Strategy 2022
- o Property Action Plan

9. Non-compliance with this Policy

Non-compliance with this Policy should be reported to Director – Corporate Strategy and Resourcing who will investigate and determine the appropriate course of action.

10. Document Control

10.1 Version Control

Version	Adoption Date	Notes
1		

10.2 Superseded Documents

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The following documents are superseded by this Policy:

Document Title	Adoption Date	Notes

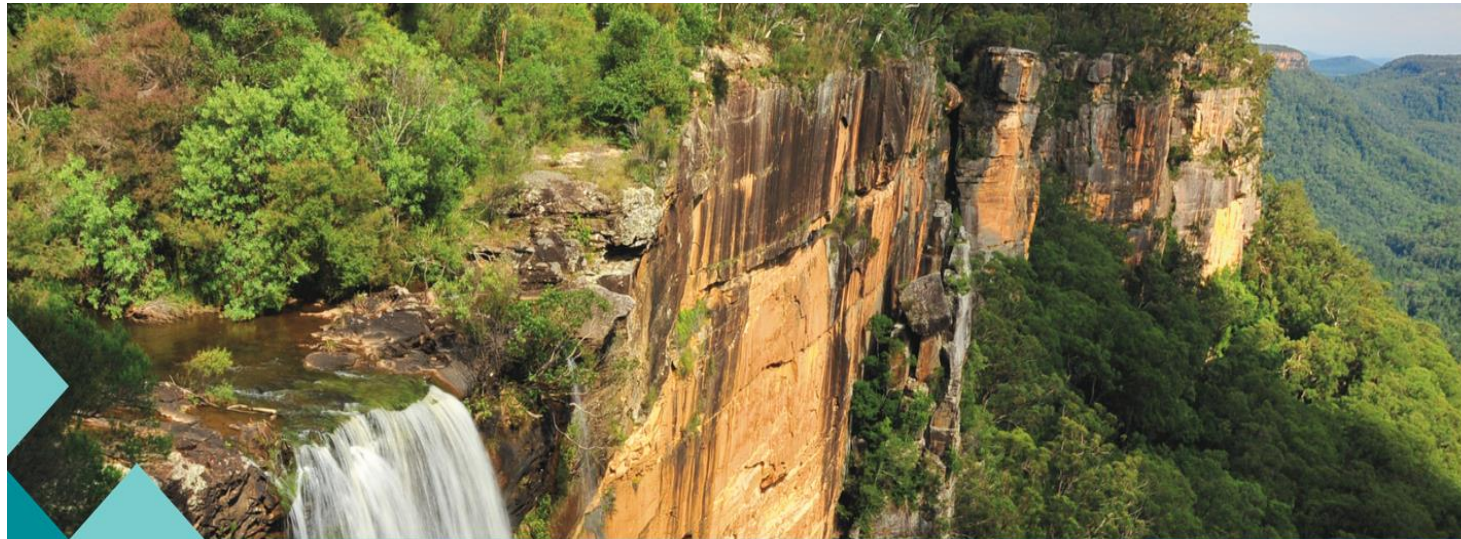
11. Attachments

1. There are no attachments to this Policy.

Approved by:

WINGECARRIBEE SHIRE COUNCIL

Date:



Wingecarribee Shire Council Property Investment Strategy 2022

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1.0 - BACKGROUND

All councils have faced operating income and revenue pressures in recent years.

The key drivers have included the fluctuations in returns from approved Local Government investments, plus Government policies, capping or reducing council's traditional income sources. Examples include rates pegging and changes to Section 7-11 contributions.

With the need to improve and diversify its operating income, Council has endorsed a Policy to create a Property Investment Portfolio ("PIP").

The forecast returns from an effective PIP will sit well above those achievable from approved Local Government investments. These returns bring property ownership risk, and sometimes less liquidity than other investment forms, but these can be managed through appropriate property and risk management strategies and pro-active portfolio management.

The intent of this Investment Property Strategy is to focus on enhancing Council's investment returns and diversifying its income, through the strategic use of property, whilst employing risk diversification strategies, to ensure returns bring little to no additional risks.

This Investment Property Strategy:

- includes strategies and opportunities to secure capital and deliver PIP assets;
- establishes the parameters for periodic reviews of the PIP Hurdle Rate;
- Sets the risk and opportunity parameters pertaining to a PIP;
- contains risk management and assessment criteria that enable PIP opportunities on a case by case basis;
- provides guidelines for PIP construction, risk mitigation and ongoing management reporting;
- provides guidance on how additional revenue will be allocated into Council's Long-Term Financial Plan; and

2.0 - CAPITAL ALLOCATION & ASSET DELIVERY

Council's strategic objective is to create a PIP to increase and diversify its revenue sources. This will require:

- the acquisition (or other delivery) of PIP assets;
- capital to be secured for investment purposes;
- reasonable portfolio scale, to make a significant contribution towards Council's objectives; and
- a defined category for PIP properties, so they are used solely for income generation.

Council's strategies to secure capital and assets will consider four potential sources, as follows:

1. income generation from existing assets;
2. sale of identified surplus assets, of no specific use to Council;
3. allocation of a portion of Council's unrestricted Balance Sheet Reserves for PIP investment (dependant on Council's liquidity);
4. using debt for PIP investment (unlikely, unless for very short-term purposes).

2.1 - Income generation – existing assets

Income generation from existing assets may also enhance overall portfolio efficiency and can often deliver a higher return on any capital cost, than the prescribed PIP hurdle rate.

Examples include leasing Council facilities such as saleyards, , vacant land, significantly under-utilised halls or other facilities, asset conversion or development opportunities.

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Council's strategy is to review all assets, to identify those with:

- no significant or currently foreseeable use; and/or
- inherent underlying commercial or development potential.

Assets which match these criteria will:

- be included in Council's Property Action Plan;
- have strategies created to deliver (or progress) each initiative, including timeframes;
- be categorised as PIP investments;
- be targeted for Council endorsement for delivery, where necessary.

"Easy wins" will be targeted to assist the PIP establishment.

Council will undertake bi-annual portfolio reviews as its portfolio continues to evolve.

2.2 - Endorsed property asset sales

Council will review its portfolio to identify if any assets have no specific purpose, are duplicated, or cannot otherwise justify ongoing ownership through a process known as capital recycling.

Each property asset will be reviewed on a case by case basis to justify its ongoing use or ownership, in consideration with related strategies and plans in the form of an asset review.

Once an asset review is completed, an asset may be considered for divestment if it cannot meet **one or more** of the following criteria.

- Deliver essential operational and/or community services
- Provide current or expected income – which delivers an economic return on cost or value
- Required to deliver a future Council initiative (In the four-year delivery plan – or with reasonable certainty thereafter)

Divestments of operational land may be recommended to Council where:

- the review process and failure to meet the above criteria is demonstrated in the report;
- no alternative use, or re-purposing is economically viable;
- the proposed method of sale is included;
- the indicative sale price is supported by an independent valuation.

The proposed use of the sale proceeds will be identified and may be directed towards PIP investment.

2.3 - Allocation of unrestricted reserves

Council has significant unrestricted cash reserves on its balance sheet. These are generating returns below the PIP hurdle rate assessed in section 3.2.

Council should consider if some of its unrestricted reserves are earmarked for the PIP, having regard to:

- the annualised rate of return being greater than the annualise rate of return on cash investments;
- its likely use of these reserves in the future;
- whether it believes the risk adjusted returns justify some loss of capital liquidity;
- its overall appetite for risk and return.

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If a reallocation is appropriate, Council will consider whether a lump sum is initially transferred to a Property Reserve, or ongoing allocations occur as acquisitions arise, up to the approved limit.

2.4 - Use of debt

Councils typically have conservative balance sheets with debt used for key needs. In addition, any PIP income generated through using debt, will largely be offset by the debt servicing costs.

Council may strategically use debt for PIP transactions. Use may be limited to concluding transactions where required, when permanent funding is imminent from a preferable source.

2.5 – PIP asset categorisation

Council's strategy to protect and enhance the function of its future PIP properties is to:

- categorise current and intended PIP assets as "investment property";
- ensure investment properties are protected for their income generation purposes; and
- all community or other uses only occur under a market-based lease, and at a market rent.

2.6 - Short terms outcomes in establishing the PIP

The short term outcomes for establishing and growing the PIP are:

Identify "quick wins" in the portfolio - and associated delivery strategies.
Complete an interim Property Action Plan. ("PAP")
Complete a Council report recommending: <ul style="list-style-type: none">• A targeted capital allocation to create a PIP.• The initial PIP size and scale to be targeted.• Indicative funding sources.• Targeted allocation of unrestricted Reserves (if any).
Deliver a high-level site strategy for each Council owned property.
Complete a full portfolio review and finalises the PAP.
Identify any assets to be sold and complete council reports – ongoing from.

3.0 - PIP HURDLE RATE AND INVESTMENT RETURNS

Council's policy is to establish a PIP to diversify its operating income and access the attractive returns that passive income generating property can deliver, compared to other investment types.

Income returns that may be reasonably defined as "attractive" will vary over time, depending on:

- income returns available from other investment types; and
- property market conditions and expectations.

3.1 - Benchmarking the PIP hurdle rate

Returns from investment properties in the range of \$8m to \$30m, are considered the best benchmark to establish or review the PIP hurdle rate.

Smaller opportunities will be reviewed, but this will likely be the optimal price range for Council investment because:

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- the lower end is generally above the “family trust investment market”, where yields are lower, due to more available buyers; and
- above \$30m, any investments will be large and may restrict overall PIP diversity – unless the PIP itself becomes very large over time.

To ensure its properties deliver satisfactory returns, Council will set a PIP hurdle rate for acquisitions and review it periodically. The hurdle rate is defined as:

“The required percentage return on an asset’s purchase price, where the net annual rent is calculated as a percentage of the purchase price”.

Council’s strategy to set the hurdle rate is to periodically:

- confirm the returns available in the market, for passive income generating property;
- compare these with alternative investment returns for Council; and
- adopt the final hurdle rate based on the comparison between the two, but also overlay any economic trends it believes may be relevant.

This process should occur at least bi-annually, or if market conditions are considered to have changed.

3.2 Establishing the PIP Hurdle rate

Council investments are usually regulated by Ministerial Orders which restricts the range of investments where funds can be placed. In this regard Council regularly reports on its investment performance.

As of mid-2022, Council’s average twelve-month investment return was circa 2.61%–, comparable to numerous other councils which are currently in the range of 2% to 3%.as at 30 September 2022.

This rate is currently increasing for councils, due to higher investment returns now emerging. These are accessed as existing exposures expire.

A comparison of core yields for passive investment property within the \$8 to \$30 million range in the NSW market and the larger Australian State capital cities, as at mid-2022, is shown below:

Property Type	Prime Yield Range **	Indicative mid-point
Industrial	3.5% to 5.0%	4.25%
Commercial Offices (Excludes Sydney & Melbourne CBDs as investment sizes are usually above Council’s preferred price range).	4.5% to 6.75%	5.65%
Retail – Small centres and strip shops	4.0% to 6.0%	5.00%
Retail – Bulky goods	4.25% to 6.5%	5.35%
Commercial Childcare	4.5% to 6.0%	5.25%
Average – Indicative only for guideline purposes	4.1% to 6.0%	5.10%

** JLL and CBRE Research - March to September 2022

The conclusions for late 2022 are:

1. The gap between prime property yields and other council investment returns remains attractive. The former is within the range of 4% to 6% whilst the latter remains around 2%.
2. Increasing debt costs and other investment returns, suggest that yields for prime investment property may increase slightly, rather than tighten or stabilise, in the near-term.
3. Prime property yields are much less volatile than interest rates and most other investments.
4. Property ownership also brings yield growth, due to periodic rent increases in the leases.

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Reflecting the above factors, the initial hurdle rate should be set at slightly below the mid-point of the property yield range, to allow for likely increases in other investment returns in the coming months.

On that basis the initial hurdle rate is adopted at **4.75%**. This hurdle rate will:

- allow potential acquisitions of any of the above property types; and
- preserve a reasonable margin between property and other investment types in the near term.

Future hurdle rate reviews will occur as noted above.

4.0 - ACQUISITION STRATEGIES AND PROCESSES

Council's policy is to create a PIP of quality investment properties and to offset property ownership risk.

Risks can occur during the acquisition phase and throughout the ownership period. They can be managed at both an "asset specific" and a portfolio level.

Council strategy is to review and assess opportunities internally, wherever possible. Where opportunities progress satisfactorily, the nominated personnel will recommend potential acquisition to the General Manager and if supported, then to Council, on such terms as the nominated personnel believe appropriate in accordance with the Property Investment Policy

Each PIP acquisition will represent a significant capital investment. Acquisitions require specialised valuation, due diligence, financial, and other input, some of which must be outsourced for probity purposes. Council endorsements may require specialist considerations, where additional, independent guidance is necessary, over and above that provided by Council officers.

The following sections comprise Council's strategies to review and acquire assets for the PIP:

- appropriate sources must exist, so PIP opportunities are brought to Council's attention;
- processes exist so opportunities are reviewed consistently and efficiently, without interference; and
- internal recommendations to acquire assets are underpinned by independent external input.

4.1- Acquisition processes

Good quality investment properties are not always readily available and require proactive sourcing, identification of sound opportunities and specialist expertise to assess their suitability.

Council's interest in buying property must be known, so opportunities are brought to its attention. However, robust communication and assessment processes must exist, because:

- Council will be viewed as a purchaser with major financial capacity;
- approaches may therefore be numerous, but very few assets considered, will prove suitable;
- unsolicited approaches bring misrepresentation risks, legal or other claims by unhappy parties;
- political input may occur or be perceived as evident, by the community or others; and
- allegations of inconsistent treatment, or inappropriate evaluation processes may occur.

To minimise risks of this type, Council will:

- create mechanisms to avoid direct approaches from the public; and
- require all approaches to be in writing and via an external, licensed real estate agency.

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Council will create a preferred list of commercial agency firms ("agencies") but retain capacity to deal with others and will finalise a list of terms under which introductions may be made. Council will target written communications with external parties regarding acquisitions, wherever possible.

The written agreement with its preferred agencies, will include:

- Council's formal position on commissions payable and those responsible for payment;
- restrictions on Council personnel with whom the agency may communicate;
- a requirement for formal communications to be in writing; and
- provision to terminate or periodically review the terms and continuation of the agreement.

Consistent with these agreements, Council will refer any direct or public approaches from vendors, to one or more of its preferred agents. At these times Council will:

- advise the approaching party of the referred agency's agreement with Council;
- confirm the approaching party must follow the agent's directions; and
- confirm that the proposed vendor (not Council) would pay agency commissions.

Council may retain capacity to pay an agency fee, where circumstances may dictate, in its sole opinion.

All external approaches (including from agencies) to Council regarding property acquisitions, or provision of information, is restricted to the following Council positions ("the nominated personnel"):

- Co-ordinator, Property Services
- Manager – Business and Property
- Director, Corporate Strategy and Resourcing
- General Manager

All other Council employees and all councillors must refer any approach to the nominated personnel and not discuss opportunities or receive information.

Opportunities reviewed outside this process, may be disqualified from consideration.

4.2 - Reviewing Potential PIP acquisitions

Council strategy is to review and assess opportunities internally, wherever possible.

The nominated personnel will:

- meet when reasonably appropriate, to consider current PIP opportunities;
- consider when external input may be commissioned and approve necessary costs; and
- reject any proposal at any time - as not meeting either Council criteria, or price expectations.

Where opportunities progress satisfactorily, the nominated personnel will recommend potential acquisition to the General Manager and if supported, then to Council, on such terms as the nominated personnel believe appropriate.

4.3 - Independent review of proposed acquisitions

Each PIP acquisition will represent a significant capital investment. Acquisitions require specialised valuation, due diligence, financial, and other input, some of which must be outsourced for probity purposes.

Council endorsements may require specialist considerations, where additional, independent guidance is necessary, over and above that provided by Council officers.

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Council's strategy to deal with these challenges is to appoint an independent property advisor ("PA") to assist the acquisition process. The PA will:

1. become involved where an acquisition is to be recommended to Council;
2. independently review the final pre-acquisition due diligence and the Council report; and
3. provide an additional report, reviewing all matters that the PA believes appropriate.

Council will complete an agreement with the PA covering the basis of remuneration and its expectations and will periodically review both the terms and continuation of the agreement.

4.4 - Property acquisition reports

Council will include the following, as a minimum for any recommended PIP acquisition:

- a full legal and physical description of the property and the tenancies, including the lease expiry dates and the lease security provided;
- details of the independent valuation secured;
- a summary of all physical and legal due diligence;
- the PC report and any area where the reports differ in opinion, or recommended outcomes;
- the impact of the proposed acquisition on the full PIP, as per the requirements of Section 5; and
- an opportunity cost analysis, to compare the recommended acquisition with other uses for the capital sought. This will include alternatives for any existing property, should Council be considering an internal re-positioning, or development opportunity.

The acquisition and reporting processes will robustly review and minimise all "asset specific" risk, for any property coming into the PIP.

5.0 - PIP PORTFOLIO CONSTRUCTION

Council's policy is to create a PIP of quality investment properties, diversified across asset types, lease expiries and other variables, to reduce property ownership risk, whilst enhancing operating income.

Property ownership risk must also be managed at a portfolio level.

Council's strategies to deliver the deliver the policy outcomes at a portfolio level, include:

- targeting exposures to multiple properties and across different property types; and
- diversifying risk across acceptable property asset categories, where varying market and economic drivers often apply;
- diversifying exposures to those companies or entities, that occupy PIP properties as tenants; and
- monitoring geographic allocations.

5.1 - Exposure to different property types

Whilst macro market factors, such as economic conditions, interest rates and supply and demand will always exist, the underlying drivers of each property type vary. These delivers diversity if harnessed.

Council's strategy is therefore to seek a balanced portfolio, targeting exposure to the following asset classes and their high-level underlying drivers.

Retail:

Relies heavily on retail spending, disposable income, wage growth and economic sentiment.

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Well located retail typically has low vacancy risks, whilst strip shop retail is simple to manage and provides small, saleable investments. Volatility across the retail property asset cycles, is usually low.

The risk of new competition is best minimised through exposure to small, well-located investments, or very large regional shopping centres. Council would expect to invest in the former, not the latter. Overall, retail is a desirable property investment exposure for Council.

Bulky Goods Retail:

Demonstrates similar characteristics to traditional retail, but with more focus towards the housing market and associated goods. Well located investments have lower leasing risk, unless the location depends heavily on major (national) retailers, acting as anchor tenants. Market volatility across property cycles is slightly higher than the traditional retail category.

Bulky goods retail in areas with good critical mass, is a desirable investment exposure for Council.

Industrial:

Relies heavily on the economic drivers of manufacturing and goods distribution, plus blue-collar employment trends. Where it is non-specialised, industrial property typically comprises functional, smaller, and quite saleable investment opportunities, with limited overall volatility in its market cycles.

The impacts of Covid-19 saw the industrial sector become even more favourable with investors and the drivers of these outcomes seem likely to remain.

Industrial property is a desirable property investment exposure for Council.

Commercial Offices:

Are historically a more volatile asset class and subject to risks of new supply, and asset obsolescence.

Major drivers of office demand include White Collar Employment growth, worker space ratio trends, and changes in technology. These latter factors have impacted negatively on offices, given the main Covid 19 impacts. The risk of permanently changed tenant demand, remains at this stage.

Reflecting these risks and that office investments are often bigger than other property types, the required returns from offices are slightly higher for many investors.

Office property is an exposure Council will consider, but on a cautionary basis. Some PIP exposure is desirable, but this will be lower than for some other asset classes. Similarly, Council will require longer leases for office investment opportunities.

Commercial Childcare:

Is a newer asset class providing smaller investments with long leases.

For councils it can deliver both community outcomes and investment returns, and assets may also be able to be created from existing portfolio properties. Independent management is a requirement for PIP returns, rather than internal operations. Development risk is low, compared to other asset classes.

Commercial Childcare is a desirable property investment exposure for Council.

Other Property Types:

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Include internal generation from Council's property portfolio, or more diverse asset types such as motels, cinemas, or similar. These will each be considered on their own merits, but apart from internally generated opportunities, these asset types will likely have limited PIP presence.

5.2 - Asset exposure guidelines

Consistent with Council's strategy to risk manage, it will adopt PIP allocations to property types.

Early allocations (or weightings) will be volatile and have less meaning, until reasonable portfolio scale occurs.

Therefore, Council's strategy will be:

- to refer to the guidelines for information and reporting only, until a minimum of 5 properties or \$50 million portfolio scale is achieved. ("the minimum scale");
- once the minimum scale is achieved, target ongoing weightings to the individual property categories as follows.

Property Asset Type	Target Allocation
Strip retail or shopping centre investments	0% - 35%
Bulky goods retail	0% - 35%
Industrial	0% - 35%
Commercial Offices	0% - 10%
Commercial Childcare	0% - 20%
Internally generated income – EG land leases, kiosks, etc.	0% - 25%
Other property types.	0% - 5%

Future reviews

Council will review the portfolio weightings biannually, or subject to any significant market changes.

A further review will occur once the portfolio achieves greater scale – at or beyond \$100 million.

The weighting or allocation ranges will likely be narrowed for all asset classes, as most will likely be represented at that stage, by property owned.

5.3 – Individual tenancy exposures

Consistent with Council's policy to diversify risk, Council will adopt the following strategies to limit its exposure to the risk of tenancy failures:

- to refer to the guidelines for information and reporting only, until a minimum of five (5) properties or \$50 million portfolio scale is achieved ("the minimum scale");
- once the minimum scale is achieved, target ongoing weightings to the individual property categories as follows.

Any individual entity – excluding ASX listed companies, Government and Local Government entities.	To a maximum 10%
Any individual ASX listed company	To a maximum 20%
Any individual Government or Local Government entity.	To a maximum 30%

A further review will occur once the portfolio achieves greater scale – at or beyond \$100 million.

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The weighting or allocation ranges may be tightened if considered appropriate at that time.

5.4 - Lease expiry risk

Lease expiries are inevitable for commercial property. Some risk is diversified through exposure to the different property asset classes, as reviewed above.

A further key aspect of diversity is creating and maintaining appropriately staggered lease expiry dates.

Council's strategy to deliver this outcome is to:

- limit the percentage of PIP lease expiries, in any particular year;
- review potential acquisitions for their impact on the full PIP expiry profile;
- where possible, adopt pro-active lease expiry and renewal strategies earlier, in years where a higher than preferred portion of lease expiries are due.

5.4.1 - Portfolio lease expiry risk

Exposure will be limited in all future years, where currently unforeseen property and economic factors may be severe. Council will achieve this by targeting maximum weightings to all future years.

Council's strategy will be:

- to refer to the guidelines for information and reporting only, until a minimum of five (5) properties or \$50 million portfolio scale is achieved ("the minimum scale");
- once the minimum scale is achieved, target ongoing weightings to the individual property categories as follows:
 - limit lease expiries, in any one year to 25% of total portfolio income, beyond \$50m PIP scale;
 - limit lease expiries, in any one year to 20% of total portfolio income, beyond \$100m PIP scale.

5.4.2 - Property lease expiry risk

Another component of lease expiry risk is to require minimum levels of security when buying PIP assets.

Council's strategy to deliver this outcome is to specify a minimum weighted average lease expiry term ("WALE") for any property to be acquired.

Reflecting the high-level drivers for each property type (contained in section 5.1) and the property market at the mid 2022 review, Council will require a minimum WALE for each asset type as follows:

Asset Type	Minimum WALE
Industrial	6.0 years.
Commercial Offices	7.5 years.
Standard Retail Shops	3.0 years.
Retail – Bulky Goods	5.0 years.
Commercial Childcare	5.0 years.
Other – if recommended	Based on independent assessment.

- exceptions to WALE requirements may be recommended but justifying criteria must be strong;
- any Council property development projects must comply with the WALE requirements;

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- other investments emanating from Council's portfolio, such as converted assets, land leases or similar may be assessed on their individual criteria, including the forecast return on any capital outlay, and the ability of the asset to be leased to the wider market.

In addition, the specific lease expiries of any acquisition, and the extent to which it changes the existing PIP expiry profile will be included in any pre-purchase due diligence.

If an asset otherwise meets all acquisition criteria but gives the PIP a very high expiry exposure in any future year, then further justification for its acquisition is necessary. Such factors may include:

- how far into the future the expiry risk will sit and any earlier opportunities to reduce it;
- the overall diversification of the expiry risk in that year.

5.5 - Geographic allocations

The policy allows acquisitions across Australia. This is consistent with the relevant clauses of the Local Government Act, though portfolio weightings may potentially be strongly weighted toward NSW.

Institutional property funds have defined weightings to Australian States, for diversification purposes.

In this regard the best community outcome will likely comprise property within Greater Sydney and NSW, but with capacity to acquire elsewhere, where property pricing or other indicators provide a compelling case. This is considered preferable to nominated state weightings, at this stage.

Provided the property types and diversification exposures are monitored, each geographic opportunity will likely be able to be considered on its own specific merits on a case by case basis.

6.0 - PIP REPORTING

Council will provide quarterly reports on the general PIP performance and a detailed annual report. The annual report will include the following:

At a portfolio level

1. the portfolio results and the income achieved for the financial year;
2. a comparison of budgeted income verses income achieved and reasons for variances > 5%;
3. the dividends available for distribution and use;
4. the PIP composition and asset weightings, verses target exposures;
5. single asset and individual tenant exposures, by percentage of total PIP value;
6. combined lease expiries occurring – by percentage of total PIP income, in every future year;
7. reasons for any variances in 4-6 above, from the targeted weightings;
8. the Weighted Average Lease Expiry ("WALE") of the combined PIP;
9. portfolio vacancy levels (if any) and imminent expiries;
10. any capital needs or short-term PIP growth targets (where relevant);
11. if there is any debt used for any PIP assets, the amount, and the reasons; and
12. any other matters reasonably considered material for the PIP

At an asset level

- a comparison of budgeted income verses income achieved and reasons for variances >5%;
- strategies in respect of each impending lease expiry;
- confirm the Weighted Average Lease Expiry ("WALE") of each asset; and
- any other matters reasonably considered material for any individual properties.

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As the portfolio begins to achieve reasonable scale, Council will likely update its Long-Term Financial Plan and other deliverables at least annually, for the impact of PIP distributions and related outcomes. Key deliverable and indicators will be incorporated into Council's Operational Plan and captured as a part of the quarterly reporting cycle.

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APPENDIX

IMPLEMENTATION PRIORITIES

Based on the details contained within this Strategy the following recommendations are made:

Identifies any "quick wins" in the property portfolio, where PIP assets may be created.	January 2023
Completes an interim Property Action Plan ("PAP") to deliver any opportunities, including delivery strategies and timeframes.	February 2023
Completes a Council report recommending: <ul style="list-style-type: none"> • A targeted capital allocation to create a PIP. • The initial PIP size and scale to be targeted. • Indicative funding sources. • Targeted allocation of unrestricted Reserves (if any). 	April 2023
Completes a full portfolio review and finalises the PAP.	June 2023
Delivers a high-level ownership strategy for each Council owned property	June 2023
Identifies any assets to be sold and seeks Council endorsements – ongoing from	June 2023
Adopts mechanisms for reviews of the PIP Hurdle Rate contained in Section 3.	July 2023
Adopts the initial PIP Hurdle rate.	July 2023
Adopts the PIP acquisition strategies and processes contained in Section 4.	July 2023
Appoints an independent property advisor to advise on PIP property acquisitions.	July 2023
Adopts the asset, tenancy exposure and lease expiry guidelines in Section 5.	July 2023
Adopts the PIP Reporting Requirements contained in Section 6.	July 2023

9.12 Sundry Debtor Write-off Report

Report Author: Coordinator Revenue

Authoriser: Director Corporate Strategy and Resourcing

PURPOSE

This report advises Council of a sundry debt to be written off in accordance with the Local Government (General) Regulation 2021. It is a requirement under the Act that any debts being proposed to be written off above the General Manager's delegation must be resolved by Council. The amount of the debt proposed to be written off is \$48,243.87, above the General Managers delegation of \$1,500.

OFFICER'S RECOMMENDATION

THAT: Council writes off the sundry debtor amount of \$48,243.87 in accordance with Section 213(5)(b) of the Local Government Regulations.

REPORT

BACKGROUND

Section 213 of the Local Government (General) Regulation 2021 outlines the conditions for Council to write off a sundry debtor amount. The General Manager's delegation has been set to a maximum of \$1,500 to write off sundry debtors amounts, subject to compliance with the Local Government (General) Regulations 2021. Any sundry debtor amounts above this delegation amount is required to be reported to Council for recommendation for write off.

REPORT

From time to time, Council will have debtors that are unable to fulfil their debt obligations and charges are required to be written off. Council has robust internal controls, to ensure debt is managed adequately to minimise the write-off of sundry debtors. These controls have been relaxed the past two years due in light of the COVID-19 pandemic and inclement weather conditions that have impacted the area. As Council recommences debt recovery proceedings, a number of debtors have commenced payment arrangements to fulfil their debt obligations and reducing Council's outstanding debt.

In writing off an account balance from a sundry debtor, Section 213 of the Local Government (General) Regulation 2021 requires the following:

(1) This section does not apply to amounts owed to a council for rates or other charges for which the Act, or any other regulation in force under the Act, makes specific provision for writing off those amounts in specified circumstances.

(2) A council must from time to time, by resolution, fix an amount above which debts to the council may be written off only by resolution of the council.

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(3) A debt of or below that amount can be written off either by resolution of the council or by order in writing of the council's general manager. In the absence of a resolution under subsection (2), the council's debts can be written off only by resolution of the council.

(4) A resolution or order writing off a debt to a council must--

- (a) specify the name of the person whose debt is being written off, and*
- (b) identify the account concerned, and*
- (c) specify the amount of the debt,*

or must refer to a record kept by the council in which those particulars are recorded.

(5) A debt can be written off under this section only--

- (a) if the debt is not lawfully recoverable, or*
- (b) as a result of a decision of a court, or*
- (c) if the council or the general manager believes on reasonable grounds that an attempt to recover the debt would not be cost effective.*

(6) The fact that a debt is written off under this section does not prevent the council concerned from taking legal proceedings to recover the debt.

In fulfilling the obligations of the section 213 of the Local Government (General) regulations, the following information on the debtor can be found below. The specific details of the sundry debtor can be found in **CONFIDENTIAL ATTACHMENT 1**.

Sundry Debtor Write Off

A sundry debtor was raised in December 2017 relating to a notice issued under Section 91 of the POEO Act for cost recovery of the clean-up notice and removal of demolition materials. The original amount of the debt raised \$91,554.87 and was invoiced in December 2017. As legal proceedings commenced, further charges were added to the account and the debt accumulated to \$93,243.87. After the matter was heard in court, a consent order was filed with the Local Court of NSW (**CONFIDENTIAL ATTACHMENT 2**) with an enforceable amount payable by the debtor of \$45,000. In accordance with Section 213(5)(b), as a result of a decision by Court, it is recommended that the balance of the debt, \$48,243.87 be written off. Detailed information on the debtor can be found within **CONFIDENTIAL ATTACHMENT 1**.

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

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

The amount recommended to be written off is \$48,243.87. This write off will have no net impact on Council's working capital as a provision has been made and included in Council's balance sheet as at 30 June 2022. The debt will be written off against this provision.

RELATED COUNCIL POLICY

- Debt Recovery Policy

CONCLUSION

The total amount recommended to be written off for the nominated sundry debtor is \$48,243.87. This write off will not have a net impact on Council's working capital position as a provision for the debt has been included as a part of the financial reports for the year ending 30 June 2022.

ATTACHMENTS

1. Sundry Debtor Write-off Details - CONFIDENTIAL Under Separate Cover. This attachment is confidential in accordance with s10A(2) of the Local Government Act, 1993, under clause 10A(2)(g) - advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege. [9.12.1 - 1 page]
2. Consent order - Sundry Debtor - CONFIDENTIAL - Under Separate Cover. This attachment is confidential in accordance with s10A(2) of the Local Government Act, 1993, under clause 10A(2)(g) - advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege. [9.12.2 - 5 pages]

9.13 Southern Highlands Bridge Club of Land Forming Part of David Woods Playing Fields at Boardman Road, Bowral Lease - Update

Report Author: Coordinator Property Services

Authoriser: Director Corporate Strategy and Resourcing

PURPOSE

To provide an update on the request received from the Southern Highlands Bridge Club for a one off payment of \$150,000 in return for Surrender of Lease of land forming part of David Woods Playing Fields, Boardman Road, Bowral.

OFFICER'S RECOMMENDATION

THAT:

1. Council pay the Southern Highlands Bridge Club the sum of \$37,500 being a 25% portion of the \$150,000 requested (in line with the 25% lease term secured by the Bridge Club).
2. Council release further pro-rata payments, up to a maximum total of \$150,000 upon the Bridge Club securing further lease terms with Moss Vale Golf Club.
3. The first payment of \$37,500 be contingent upon the Southern Highlands Bridge Club providing confirmation in writing of their Surrender of Lease and Lease Agreement for the area of Council owned land at David Woods Playing Fields.

REPORT

BACKGROUND

The Southern Highland Bridge Club's approach to Council requesting payment of \$150,000 was reported to Council on 20 July 2022 at which time Council resolved (MN 2022/168):

THAT delegated authority be granted to the General Manager to action the officer's recommendation subject to the General Manager being satisfied that any lease arrangements between the Moss Vale Golf Club and the Southern Highlands Bridge Club are in the community interest.

REPORT

For Council to be satisfied that the lease arrangements between Moss Vale Golf Club and Southern Highlands Bridge Club are in the community interest, Council require a long lease term to be secured to enable release of the funds.

Council was initially informed that Southern Highlands Bridge Club had negotiated a 10 year lease with a 10 year option with Moss Vale Golf Course.

When the statement of intended agreement from Moss Vale Golf Club was provided to Council, the term of lease outlined was for a period of five (5) years.

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Following the resolution of 20 July 2022, Council officers meet with the Bridge Club in August to express Council's concern in relation to the lease term being offered by Moss Vale Golf Club. Council officers requested that the Bridge Club again approach the Golf Club with a view to securing a longer lease term, in accordance with what was initially being offered by the Golf Club.

On 15 September, 2022, Council received correspondence from the Bridge Club advising that, whilst they are confident of a long term relationship with the Golf Club, the Golf Club will not commit to a lease term beyond the five (5) years currently offered.

This is a much shorter period that initially advised (being only 25% of the previously advised term) and therefore the matter is now reported back to Council for consideration of the options available.

OPTIONS AVAILABLE

The options available to Council include:

1. As the term of the lease currently secured is for 25% of the initial proposed term, Council agree to pay to the Bridge Club the sum of \$37,500 being a 25% portion of the \$150,000.00. The payment would be contingent on the Bridge Club providing confirmation of their surrender of lease and surrender of lease agreement and any other documentation required to bring to an end the agreement for lease and lease for the area of Council owned land at David Woods Playing Field.

Council can release further pro-rata payments, up to a maximum of \$150,000 upon the Bridge Club securing further lease terms with Moss Vale Golf Club.

2. Council reimburse the Bridge Club for substantiated direct costs incurred by the Bridge Club for the DA proposal. Council would require invoices to be submitted. The reimbursement payment would be contingent on the Bridge Club providing confirmation of their surrender of lease and surrender of agreement for lease and any other documentation required to bring to an end the agreement for lease and lease for the area of Council owned land at David Woods Playing Field.
3. Council decline the payment request of the Bridge Club, on the basis that Council is not satisfied that the payment is in the community interest.

COMMUNICATION AND CONSULTATION

Community Engagement

This is an administrative matter and no consultation has been undertaken.

Internal Communication and Consultation

Executive

External Communication and Consultation

Southern Highlands Bridge Club

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

In accordance with the resolution of Council on 8 December 2021 (*MN 342/21*) the General Manager is delegated authority to reimburse to the Club, agreed costs associated with the proposal including development costs and associated fees. Finance has advised that funding for any payment to the Bridge Club be sourced from the Property Development Reserve.

RELATED COUNCIL POLICY

None identified.

CONCLUSION

The Bridge Club have secured a five (5) year lease with Moss Vale Golf Club. Council must ensure that any payment made to the Bridge Club is in the community's interest.

This report recommends Council pay a 25% portion of the amount requested by the Bridge Club with further pro-rata payments to be made upon the securing of further lease terms (up to a maximum of \$150,000). Payment of the first 25% (being \$37,500) is to be contingent upon the Bridge Club providing written confirmation of surrender of the lease and lease agreement for Council land at David Woods Playing Field.

ATTACHMENTS

Nil

9.14 Draft Grants, Donations and Sponsorships Policy - Post Exhibition Report

Report Author: Corporate Strategy and Governance Officer

Authoriser: Director Corporate Strategy and Resourcing

PURPOSE

The report provides the outcomes from the public exhibition of Council's draft Grants, Donations and Sponsorships Policy.

OFFICER'S RECOMMENDATION

THAT

1. Council adopt the Grants, Donations and Sponsorships Policy as placed on public exhibition, with the following amendments:
 - a) Clause 2.1.8 concerning financial assistance to exclude mining companies whose business is the extraction or sale of coal, oil or gas; to vary the exclusion regarding businesses involved in gambling to allow licenced clubs in support of Council's events and functions through in kind sponsorship; and to vary the exclusion regarding businesses involved in the manufacture, distribution, and wholesaling of alcohol related products to include the example of local wineries and distilleries.
 - b) Clause 2.2 concerning Grants and the Definition in Part 6 of a Grant (outgoing), to include individuals in the definition of an outgoing grant.
 - c) Clause 2.2 concerning Grants to include the wording "Outgoing grants are covered by section 356 of the *Local Government Act 1993*, which is set out in Part 3 of this Policy".
 - d) Clause 2.3 concerning Donations to include the wording "Outgoing donations are covered by section 356 of the *Local Government Act 1993*, which is set out in Part 3 of this Policy".
 - e) Clause 2.4.9 concerning the process for sponsorships, to clarify that applications to Council for outgoing sponsorships will be assessed in accordance with predetermined criteria
2. Council promote to the community opportunities for financial assistance via its Grants, Donations and Sponsorships Policy and the associated guidelines.

REPORT

BACKGROUND

At the meeting on 20 July 2022, Council endorsed the draft Grants, Donations and Sponsorships Policy (the draft Policy) for public exhibition (MN 2022/146).

REPORT

The draft Policy was placed on public exhibition from 22 July 2022 and concluded 19 August 2022. A project page on Council's Your Say Wingecarribee website was created and 3,514 registered

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members of Your Say Wingecarribee were notified of the public exhibition. The public exhibition was also advertised in Council’s weekly electronic Community Update.

The project page received 205 visits from 157 people and the draft Policy was downloaded 70 times. A total of 12 written submissions were completed. These submissions are summarised in Table 1 below, together with a response from Council officers.

Table 1: Summary of Submissions

Item No.	Feedback	Council Response
L Collingridge	<p>Submission stated that “this submission is in response to the public exhibition of the Draft Grants, Donations and Sponsorship Policy of council seeking feedback.</p> <p>The points made in this submission are about clarity, inconsistency and some questions about the intent.</p> <p>Policy statement</p> <p>Para 2.1.2 states that council will provide financial assistance only when the benefit to the community can be clearly defined. This statement seems to be inconsistent with a donation which, in 2.3, it states that there is no expectation of any activity or benefit in return, but assumes a philanthropic motivation.</p> <p>Recipients - It is not clear who a recipient might be:</p> <ul style="list-style-type: none"> • In the opening para of 2.2 (Grants), a ‘recipient’ for a grant is mentioned without any definition and pointing to ‘funding guidelines’ that, presumably, would define that term to suit a particular grant opportunity when offered by council. • The opening para of 2.3 (Donations) clearly sets out a recipient as an individual or organisation, which could be read as extremely broad. However, 2.3.6 refines who the recipients for a general donation are. • The opening para in 2.4 (Sponsorships) mentions an ‘organisation or business’ as being the recipients of a sponsorship. This phrase is mentioned again in the second para of 2.4. • In para 3 (Scope) there is a statement that the policy applies to ‘any individual, organisation or community group’ applying for council funding. <p>The points here are not suggesting that the recipients for each of a grant, donation and sponsorship should be the same, but it should be abundantly clear that they are meant to be different for each type of financial assistance.</p>	<p>The submission is noted.</p> <p>Clause 2.1.2 relates to general principles for financial assistance, while clause 2.3 defines a donation.</p> <p>The definition of a grant (outgoing) sets out the recipient as an organisation. The definition of a grant (incoming) sets out the recipient as Council.</p>

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	<p>Amounts of grants, donations, sponsorships</p> <ul style="list-style-type: none"> • Para 2.2 (Grants) does not mention any value of grants. Nor does para 2.3 (Donations). Value of sponsorships are carefully spelt out in para 2.4. • If it is intended there be no defined value for grants and donations, maybe it could be mentioned that the value will be as defined in particular guidelines or as determined on a case-by-case basis by council, or whatever. <p>Guidelines</p> <ul style="list-style-type: none"> • Para 2.2 (Grants) opening para mentions ‘funding guidelines’ for grants with no indication as to where they are. There is an assumption that guidelines would be issued by WSC to suit particular grant opportunities, such as those mentioned in para 7.2. • Paras 2.2.2, 2.2.6 and 6 (under definition of Grant) are helpful in making this clearer for grants. If grants are only to apply following specific guidelines, does this mean these are the only occasions when grants will be available? (see below for unsolicited applications). • Para 2.4.1 refers to the ICAC Guidelines with respect to sponsorships. • There is no reference to any guidelines for donations in para 2.3. <p>Unsolicited applications, ie non-competitive</p> <ul style="list-style-type: none"> • Para 2.2 (Grants) does not mention whether unsolicited grant applications will be considered by council. • Para 2.3 (donations) also does not mention unsolicited applications for donations. • Para 2.4.9 (sponsorships) states that ‘the process for requests for incoming and outgoing sponsorships will be broad and open (ICAC Guideline 7), and applications will be assessed IAW predetermined criteria which have been published in advance or which are circulated to organisation that submit an expression of interest (ICAC Guideline 8).’ <p>Para 2.4.9 is quite confusing because it states it applies to both incoming and outgoing sponsorships. ICAC Guidelines 7 and 8 are speaking to public sector agencies, eg councils. Guideline 7 is, generally, discussing incoming sponsorships to council, although it does try to</p>	<p>The Policy does not define the value of grants or donations. Clause 2.2 refers to funding guidelines, which clause 2.2.2 indicates will be publicly available on Council’s website.</p> <p>Clause 2.2.2 indicates relevant guidelines for various streams of grants will be publicly available on Council’s website.</p> <p>The Policy does not include unsolicited grant applications.</p> <p>It is proposed that the wording of clause 2.4.9 be changed to clarify what applies to incoming and outgoing sponsorships (emphasis added): <i>2.4.9 The processes for requests for incoming and outgoing</i></p>

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Item No.	Feedback	Council Response
	<p>apply this process to granting (outgoing) sponsorships. Guideline 8 appears to be addressing purely incoming sponsorships from an organisation. A reading of ICAC's paper 'Sponsorship in the Public Sector' in which the Guidelines are expressed, pages 29-30 expand on Guideline 7 in relation to agencies attracting sponsorships from organisations (ie, incoming sponsorships).</p> <p>Can WSC justify the terms of 2.4.9 as applying to both incoming and outgoing sponsorships in its draft policy? A simple reading would suggest that an organisation seeking council sponsorship for say, an event it was holding, would need to look for something that has been published in advance. The wording of 2.4.9 seems to be trying to do more than is practical in a policy. Council's intention could be made clearer in the draft policy.</p> <ul style="list-style-type: none"> • Para 2.4.10 (sponsorships) does mention unsolicited proposals for incoming sponsorships. Is this meant to clarify 2.4.9? No mention is made of unsolicited applications for outgoing sponsorships. • Para 2.4.13 (Sponsorship register). It would be helpful if there was an explanation of what the sponsorship was for, eg an event. <p>Approving person/body</p> <ul style="list-style-type: none"> • Para 2.2.6 (Grants) does not mention who approves a grant application, except to say it is set out in the particular guidelines. This indicated the person/body approving a grant could differ depending on what guidelines apply. Also, if unsolicited applications are considered, who approves those? • Para 2.3.8 (Donations) does not mention who approves a donation. • Para 4.1 sets out that councillors are to authorise all outgoing sponsorships by resolution of council. Why councillors? ICAC Guideline # 10 says sponsorship arrangements should be approved by the CEO or another designated senior officer of the agency. <p>Public notice</p> <p>Para 3 sets out the Local Government Act section 356, which mentions when a public notice is required or not required. Interestingly, it specifies that a public notice is not required if financial assistance is part of a specified program, being included in council's draft operational plan. Does that mean</p>	<p><i>sponsorships will be broad and open, and applications to Council for outgoing sponsorships will be assessed in accordance with predetermined criteria which have been published in advance or which are circulated to organisations that submit an expression of interest.</i></p> <p>The Policy does not include unsolicited applications for outgoing sponsorships.</p> <p>Clause 2.4.13 indicates a summary of terms of the agreement will be included in the Register.</p> <p>It is appropriate for outgoing sponsorships to be authorised by a resolution of Council, consistent with s356 of the <i>Local Government Act 1993</i>.</p> <p>The Policy does not include unsolicited grant applications. Unsolicited donations which are not included in Council's Operational Plan require 28 days public notice. It is proposed that the wording of Part 2.2 be changed to include:</p> <p><i>Outgoing grants are covered by section 356 of the Local Government Act</i></p>

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	<p>that a public notice of at least 28 days is required for grants or donations when they are unsolicited? Maybe some explanation is needed around public notices as it is not mentioned in the Policy except in s356.</p> <p>Practical application for WSC</p> <p>Late 2021 and early 2022, council meetings dealt with a number of community requests for financial assistance. These were, on the whole, denied or put on hold until the availability of a Financial Assistance Program that would establish a consistent and equitable process.</p> <p>Some of those requests were also to await the development of the Community and Recreational Facilities Strategy, which might impact on funding direction.</p> <p>Some past decisions of council do not appear to fit the model of this draft Policy. Examples that come to mind are:</p> <ul style="list-style-type: none"> • Contribution of \$265K towards development cost for construction works for the Moss Vale Aquatic Centre. • Operational costs of \$2.5 million over five years to the Regional Art Gallery (circa 2019). <p>If an organisation, whose values, identity and policies align with Council’s strategic direction, etc, seeks financial assistance from council to support it in some way, such as development costs, event partnership or operational costs, is this policy intended to address such requests?</p> <p>For the purpose of clarity, is this policy separate to the proposed Financial Assistance Program mooted by council over the past few months?”</p>	<p><i>1993, which is set out in Part 3 of this Policy.</i></p> <p>It is proposed that the wording of Part 2.3 be changed to include:</p> <p><i>Outgoing donations are covered by section 356 of the Local Government Act 1993, which is set out in Part 3 of this Policy.</i></p> <p>The contribution of \$265,000 to the construction of Moss Vale War Memorial Aquatic Centre, which is a Council facility, was approved at Council’s meeting on 16 March 2022 (MN2022/61), and is outside the scope of the Policy.</p> <p>Council’s commitment to the Ngununggula Retford Park Southern Highlands Regional Gallery of \$500,000 per annum for a period of five years was approved at Council’s meeting on 19 September 2018 (MN371/18 and MN373/18) and is outside the scope of the Policy.</p> <p>The Policy is intended to cover outgoing grants, and incoming and outgoing donations and sponsorships from the adoption date of the Policy onwards. The Policy is separate to, and enables, Council’s Financial Assistance Program.</p>

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Item No.	Feedback	Council Response
<p>D Barnes Friends of Wingecarribee Animal Shelter</p>	<p>The submission stated that “the following areas relating to WSC Grants, Donations and Sponsorship Policy are the most applicable to FOWAS; and are the areas where FOWAS would be able to make the biggest contribution to the Wingecarribee Shire in conjunction with the council.</p> <p><u>POLICY STATEMENT</u></p> <p>2.2 GRANTS — FOWAS has a history of jointly funding with the council various grant programs that relate to companion animal welfare and the WAS. Examples include joint funding animal desexing programs and sharing costs for animal rehoming advertising. FOWAS would like to build on this and work with the council to assist in funding future of animal welfare grants that support our community as well as providing financial support to council initiatives which in turn facilitate the WSC Community Strategic Plan — Wingecarribee 2031.</p> <p>2.3 DONATIONS — Under the current Memorandum of Understanding (MOU) FOWAS has provided donated goods to assist the council at the current animal shelter, these include but are not limited to, new solar panel metal shutters for the cattery, commercial laundry washing machines and dryers, commercial grade dog beds. FOWAS would like to work with the council to expand its donations including monetary assistance to contribute to the fit-out of the new animal shelter. FOWAS also see animal welfare and animal community initiatives that the council may wish to pursue in the future and FOWAS would be willing to consider donating to these as well.</p> <p>2.4 SPONSORSHIPS — FOWAS have and currently are still sponsoring various community activities that relate to animal welfare in the Wingecarribee shire and would like to extend this to also include joint arrangements and opportunities with the council. We feel that this will provide a valuable strategic alliance with WSC given FOWAS' history and good standing within the community.</p> <p><u>CONCLUSION</u></p> <p>There are multiple opportunities across grants, donations and sponsorships that can be pursued jointly between FOWAS and WSC. FOWAS are keen, willing and financially able to contribute to a wide and increasing range of animal welfare services with the council which is particularly relevant given the rapid population growth of the shire.</p> <p>FOWAS looks forward to working closely with the council for the mutual benefit of both organisations and related community benefits that will emanate from this</p>	<p>The submission is noted. The independent Animal Shelter Review Report (July 2021) provides 24 Recommendations. The Policy will provide guidance on future financial assistance.</p>

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Item No.	Feedback	Council Response
	partnership.”	
P Barcicki	<p>The submission stated that “document/policy appears to be supportive of not for profit and community groups such as Moss Vale and District Basketball Association Inc and the proposed Southern Highlands Indoor Sports Hub. Council's contribution, along with State and Federal Government, critical to the project, appears acceptable under the Policy. It would appear the forgiving of outstanding loans, eg the loan currently in place with MVDBAI, would also be acceptable. Relief from annual rates, as in the past, also appears acceptable. If that is the case then the proposal is very positive and in favour of the community.”</p>	<p>The submission is noted.</p> <p>At Council’s meeting on 8 December 2021 Council declined the request for additional funding from the Moss Vale District Basketball Association Inc and maintained the existing loan agreement in its current form (MN344/21), which is outside the scope of the Policy.</p>
B Scott	<p>The submission stated that “I'd like to propose that the council enacts a ban on fossil fuel advertising on any of its properties, both digital and physical. I've prepared a full Notice of Motion, which I will forward to the council as there's no facility to upload it here.”</p> <p>“NOTICE OF MOTION</p> <p>In recognition of the health and climate impacts of fossil fuels, Council moves that:</p> <ol style="list-style-type: none"> 1. Advertising for coal, oil and gas products or companies will not be accepted on any on council controlled signage or property. 2. Council will not accept sponsorships from companies whose main business is the extraction or sale of coal, oil or gas. 3. That the relevant policies are amended to reflect the above. <p>BACKGROUND</p> <p>The Wingecarribee Shire Council has a duty to ensure that its activities do not adversely impact the health and wellbeing of residents.</p> <p>Because of this, the Council restricts the advertising of tobacco, gambling and alcohol on Council controlled land and events.</p> <p>Coal, oil and gas are affecting our health, environment and climate. While they have been historically used for the production of energy and other products, there is now a growing number of cleaner and cheaper alternatives.</p>	<p>It is proposed that the wording of clause 2.1.8 be changed to include:</p> <p><i>“...mining companies whose main business is the extraction or sale of coal, oil or gas...”</i></p> <p>The Policy does not include advertising by or on behalf of Council, which is now managed through State Environmental Plans and local Development Control Plans.</p>

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	<p>Air pollution from fossil fuels alone takes 8.7 million lives prematurely each year – the same as tobacco (https://www.who.int/news-room/fact-sheets/detail/tobacco). An estimated 150,000 people are dying due to climate change impacts every year (https://www.who.int/heli/risks/climate/climatechange/en/)</p> <p>.</p> <p>Fossil fuels are the primary cause of global warming (https://climate.nasa.gov/causes/), which is impacting our LGA in the form of more intense and frequent heatwaves, storms, bushfires, floods and droughts.</p> <p>Advertising fossil fuels serves no purpose other than to increase demand for the products that are driving climate change and harming our community. Fossil fuel advertisements mislead consumers about the environmental attributes of their dangerous and toxic products, and delays the shift in social attitudes urgently required to transition to safer, cleaner energy. This promotion is at the cost of public health and has not been curtailed by advertising industry self-regulation.</p> <p>Restrictions on fossil fuel advertising are in place in France, Amsterdam, and several UK council areas in recognition of the numerous harms that fossil fuels cause. Similar laws are being debated in the EU, Germany, Sweden and Canada, and Yarra Council was recently the first in Australia to adopt a ban on fossil fuel advertising too. “</p> <p>Wingecarribee Shire Council has agreed that we are facing a climate emergency.</p> <p>As such, fossil fuels should be added to the list of products that should not be promoted by Council and Council should not accept sponsorships from companies whose main business is the extraction or sale of coal, oil and gas.”</p>	
G White	The submission stated that “I propose that the Council bans fossil fuel advertising and sponsorship on all controlled property, both digital and physical.”	It is proposed that the wording of clause 2.1.8 be changed to include: <i>“...mining companies whose main business is the extraction or sale of coal, oil or gas...”</i>
V Gerada President of the Moss Vale Tennis Club	The submission stated that “I make this submission of feedback on the proposed draft Policy in my capacity as President of the Moss Vale Tennis Club. This feedback relates to the foregoing of Council revenue for	The submission is noted.

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	<p>fees that are normally applicable to facility hire,</p> <p><u>Case in Point</u></p> <p>Our Club administers and maintains the Moss Vale tennis venue providing services to the local community and visitors to the area, The Club’s responsibilities are clearly defined in an agreement and related conditions in detail spanning 18 pages. The stated role of the Club at the facility reflects our strategic plan. The agreement is best described as a partnership arrangement. We certainly regard it as such.</p> <p>All income from use of the facility is used for maintenance and improvements. Over the years, this has been supplemented by Government grants obtained by the Club. The club has been responsible for improvements that include, introduction of court lighting, conversion of the five court surface from asphalt to concrete, extensions to the clubhouse and many other improvements including the installation of a personalised PIN pad access system for use of the courts and monitored security. These works have been managed and funded by the Club with little or no reliance on Council funding. While the Club benefits from these improvements through not having to compete with other capital works priorities, they also add value to a Council asset, comply with its strategic plan and ultimately reduces pressure on its budget.</p> <p>Over a period of close to 20 years, very little financial contribution has been required from Council for the facility for maintenance or upgrades.</p> <p>Further significant upgrades are planned and agreed by Council subject to approval of plans and specifications, and Club funding.</p> <p>A clause in our agreement allows us to annually apply for the waiving of the usual venue hire fee. It is significant that the agreement requires us to provide Council with a copies of our annual audited finance report and AGM minutes. We presume that this assists with the related consideration on an ongoing basis. Our previous understanding was that waiving of the fee in this case was akin to an offset against contributions made by our Club. It is also relevant that payment of the fee in fact reduces the amount we have to spend on the facility.</p> <p><u>Feedback</u></p> <p>Recent advice we have received indicates all fee reductions are now included in this Policy review under the category of donations. That being the case, the Policy’s definition of donation at Section 2.3 (page 5) needs to be reconsidered or</p>	<p>There is a current Annual User Agreement in place between Council and the Moss Vale Tennis Club.</p>

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	<p>clarified. It is applicable to where there is “no expectation of any activity or benefit in return” etc. That clearly does not cover venues such as the Moss Vale tennis facility.</p> <p>Alternatively, there could be clarification or an exception made to “In-kind support/funding provided by Council” on page 11 to exclude situations that are covered by specific agreements where “all parties are working towards a common goal” as stated under the heading of Partnership also on page 11.</p> <p>Another relate point is that if this was regarded as a donation, would we then be disqualified from making other applications for contribution to other work under Council’s grant scheme?”</p>	<p>The fee waiver or User Agreement is outside the scope of the Policy.</p> <p>Part 3 of the Policy provides that the Policy applies to the following arrangements from the adoption date of the Policy onwards, relevantly:</p> <ul style="list-style-type: none"> • Any individual, organisation or community group applying for Council funding. • All outgoing grants, donations and sponsorships provided by Council by way of financial and in-kind support under section 356 of the <i>Local Government Act 1993</i>. <p>Future fee reductions or waivers can be included in Council’s Operational Plan in the annual Fees and Charges schedule or authorised by a resolution of Council, consistent with s356 of the <i>Local Government Act 1993</i>.</p>
N Fitzpatrick	The submission stated that “I propose the council bans all fossil fuel advertising and sponsorship on all controlled property, both physical and digital.”	<p>It is proposed that the wording of clause 2.1.8 be changed to include:</p> <p><i>“...mining companies whose main business is the extraction or sale of coal, oil or gas...”</i></p>
D White	The submission stated that “Section 2 - Policy Statement -	It is proposed that the

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	Specifically ban any opportunity for fossil fuel advertising and sponsorship on all controlled property, both digital and physical, and exclude any donations or sponsorships to fossil fuel related organisations.”	wording of clause 2.1.8 be changed to include: <i>“...mining companies whose main business is the extraction or sale of coal, oil or gas...”</i>
B Noble	<p>The submission stated that “please find our proposed change to the Draft Grants, Donations and Sponsorships Policy.</p> <p>Wingecarribee has declared a Climate Emergency, and as such should harmonise this draft policy with its adopted position to reduce global warming.</p> <p>Climate policies should include Scope 1, 2 and 3 emissions. Scope 3 emissions include those along your supply chain, including sponsors.</p> <p>Please find our suggested change to section 2.1.8 below.</p> <p>2.1.8. Financial assistance will not be sought from, accepted from or provided to political parties, or businesses involved in gambling or the manufacture, distribution, and wholesaling of tobacco related products, fossil fuel products or alcohol related products (but not excluding the negotiation of sponsorship agreements with licenced clubs, restaurants, hotels or other licensed venues or with the manufacturer of alcohol related products and/or their distributors in support of Council’s events and functions though cash or in kind sponsorship).”</p>	<p>It is proposed that the wording of clause 2.1.8 be changed to include:</p> <p><i>“...mining companies whose main business is the extraction or sale of coal, oil or gas...”</i></p>
L Desmond	The submission stated that “I welcome the updating of the original 2006 policy, it will give clarity to charities to work with council on things of benefit to the shire.”	The submission is noted.
C McGuigan	The submission stated that “I do not think Council should sponsor, partner or in any way be associated with the fossil fuel industry.”	<p>It is proposed that the wording of clause 2.1.8 be changed to include:</p> <p><i>“...mining companies whose main business is the extraction or sale of coal, oil or gas...”</i></p>
S Jones	The submission stated that “Council is to be commended for reviewing its 2006 Advertising and Sponsorship Policy which is clearly out of date and does not reflect the Independent Commission Against Corruption's (ICAC) Sponsorship in the	The submission is noted. Regarding the signage, which indicates the Wingecarribee Animal

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	<p>Public Sector guidelines (2006).</p> <p>It is also pleasing to see that the draft policy has been benchmarked against similar sponsorship policies of other NSW councils.</p> <p>In an environment where grants, donations and sponsorship have an increasing prominent role in the community, it is important that the Policy includes reference to the governance associated with such a policy, namely that Council staff (as well as councillors) are bound to act ethically and with transparency, as well as following Council's Code of Conduct when administering grant, donation and sponsorship processes.</p> <p>It is pleasing to see that the Policy is based on a number of guiding principles, including good governance, clarity of accountability, equity and inclusiveness, impact and community wellbeing (Page 3 of the document).</p> <p>I am pleased to note Council would undertake due diligence and seek independent advice where necessary concerning any financial assistance arrangement to ensure appropriate 'fit' with Council's strategic direction, and image (Item 2.1.4, Page 4).</p> <p>I note that the Policy includes incoming donations to Council, (under the heading of 2.3 Donations) which has, I understand been a contentious matter in the past. One way Council sought to mitigate issues surrounding incoming donations was through its partnership with the Southern Highlands Foundation in creating the Southern Highlands Arts Fund Advisory Committee, of which I was a member (2016-2018). This joint venture did not, in my own opinion, end well, despite Council's in-kind and financial support. I am pleased therefore to see that the Policy for donations includes a risk assessment for real or potential conflicts of interests and that donors to Council must provide evidence of a statement of intent and evidence of their 'philanthropic motivation' (Page 5).</p> <p>The issue of sponsorship and public sector agencies can be a difficult matter to not only understand but to navigate. I am pleased that the Policy outlines where sponsorship could be applied and that any sponsorship proposal would be assessed in accordance with ICAC guidelines and Council's reputation, integrity and standing in the community.</p> <p>The bullet points under the heading 2.4 Sponsorships (Page 6) outlining the circumstances where Council would not enter into sponsorship agreements are important and it is vital that all Council staff, from the top down, understand</p>	<p>Shelter is proudly sponsored by FOWAS, the independent Animal Shelter Review Report (July 2021) noted "...concerns have been raised about the term 'sponsorship' being applied to Council's support for FOWAS and vice versa. A banner on the perimeter fence of the Animal Shelter promoting FOWAS does suggest that Council is a sponsor of the organisation. In reality, no sponsorship agreement exists between either party. The only formal agreement in place between Council and FOWAS is the Memorandum of Understanding which does focus on Council's statutory responsibilities and FOWAS providing additional support beyond Council's responsibilities to enhance the wellbeing of animals."</p> <p>Recommendation 19 in the Review report covers a renewed Memorandum of Understanding between FOWAS and Council.</p> <p>The Policy will provide guidance on any future sponsorships.</p>

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	<p>and comply with these.</p> <p>In a similar vein, Item 2.4.4 (Page 7) is important, namely 'sponsorship of any Council project, program or event will not entitle any sponsor to influence any decision of Council'.</p> <p>The Policy mentions line management responsibilities and delegations regarding grants, donations and sponsorships, the need for risk assessments where necessary and the requirement that for each sponsorship agreement entered into by Council (recorded in a Sponsorship Register, Page 7) has its own legally binding sponsorship agreement (or contract) (Page 8), in theory signed off by the General Manager. These are all significant aspects of this Policy.</p> <p>The responsibilities for the implementation of this Policy includes senior staff as well as (new) councillors (following the 2024 NSW Local Government elections) directly involved in the negotiation, administration and authorisation of grants, donations and sponsorship (Page 10). New councillors may need specific training in ICAC's Sponsorship in the Public Sector (2006) guidelines, especially those who do not possess a public service background and/or would not be familiar with Council's legal and ethical responsibilities in regards to grants, donations and sponsorships. Council has already suffered enough recent reputational damage through the suspension of former councillors and subsequent Public Inquiry. The matters covered by this Policy not only requires professional learning and development for all staff but also moral and ethical leadership from Council's executive team.</p> <p>There will be Council staff who are not familiar with such a Policy, or ICAC guidelines or policy implications with respect to Council's legal and ethical responsibilities in regard to the administration of grants, donations and sponsorships.</p> <p>Everyone in Council needs to understand the Policy and the requirement to comply. The Group Manager Corporate and Community who has primary compliance responsibilities has an important role to play in the dissemination, communication and implementation of this Policy.</p> <p>It is particularly important that the final and approved Policy and its tenets are understood by Council staff and the need to act in accordance with the Policy, without fear or favour. This is especially important for those Council officers who deal with community groups and local incorporated associations, some which have specific relationships with Council, eg those which share a Memorandum of Understanding with Council. Some individuals and</p>	

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	<p>community organisations may have mistaken views of their working relationship with Council especially if a financial arrangement exists. They may not be aware of ICAC's guidelines and how grants and donations operate in the public sector. There may be misconceptions of how a sponsorship operates in the public sector. It is dependent upon relevant Council staff to communicate to community organisations the principles outlined in the Policy so that all participants have a clear understanding of how grants, donations and sponsorships operate in a public sector agency.</p> <p>I draw Council's attention to signage I drive past nearly every day which to my understanding of ICAC's Sponsorship in the Public Sector (2006) as well as this (draft) Policy does not comply and may constitute a breach. Who signed off on this banner? It should be noted that I worked in the NSW Public Service in a managerial communications and marketing role.</p> <p>It is my understanding that a public sector agency or in this case, a business unit cannot be 'sponsored'. A Council program or event which is in the public interest, enhances community wellbeing and has measurable benefits to the community and Council may be 'sponsored' and may even include 'naming rights'; but not a Council business unit. Hence my above mentioned concern that the Policy is communicated and understood by all Council staff especially those who regularly deal with community groups.</p> <p>Similarly it is important that Council staff (and community organisations they have dealings with) understand the Definitions (Item 6) listed in the Policy (pages 10-11).</p> <p>Once again I commend Council for its review of its former Advertising and Sponsorship Policy (2006) and the preparation of this Policy which reflects ICAC guidelines and is aligned with sponsorship policies found in other NSW Councils. This new Policy and its proper implementation will enhance Council's integrity, public image and reputation in the administration of grants, donations and sponsorships."</p>	

Internal Review

Following an internal review by Council staff it is proposed that the wording of clause 2.1.8 be changed (as outlined under Proposed Amendments) to allow fee exemptions to hire licenced clubs' facilities. Also, it was suggested in the wording of clause 2.1.8 relating to the manufacturer of alcohol to include local wineries and distilleries as an example. Another suggested change was to change the definition of an outgoing grant to include individuals, to enable Council's Heritage Assistance grants to individual property owners.

Proposed Amendments

For the reasons stated above in Table 1 and under Internal Review, the following changes to the draft Policy as exhibited are recommended:

1. Clause 2.1.8 concerning financial assistance to exclude mining companies whose business is the extraction or sale of coal, oil or gas; to vary the exclusion regarding businesses involved in gambling to allow licenced clubs in support of Council's events and functions through in kind sponsorship; and to vary the exclusion regarding businesses involved in the manufacture, distribution, and wholesaling of alcohol related products to include the example of local wineries and distilleries (emphasis added):

2.1.8. *Financial assistance will not be sought from, accepted from or provided to:*

- *political parties;*
- *mining companies who main business is the extraction or sale of coal, oil or gas; or*
- *businesses involved in gambling (but not excluding licenced clubs in support of Council's events and functions through in kind sponsorship) or the manufacture, distribution, and wholesaling of tobacco related products or alcohol related products (but not excluding the negotiation of sponsorship agreements with licenced clubs, restaurants, hotels or other licensed venues or with the manufacturer of alcohol related products such as local wineries and distilleries and/or their distributors in support of Council's events and functions through cash or in kind sponsorship).*

2. Clause 2.2 concerning Grants and the Definition in Part 6 of a Grant (outgoing), to include individuals in the definition of an outgoing grant (emphasis added):

2.2 *Grants can be provided by:*

...

- *Council to an individual or organisation (an outgoing grant).*

Part 6 Grant (outgoing) A grant by Council to an individual or organisation.

3. Clause 2.2 concerning Grants to include the wording "**Outgoing grants are covered by section 356 of the Local Government Act 1993, which is set out in Part 3 of this Policy**".
4. Clause 2.3 concerning Donations to include the wording "**Outgoing donations are covered by section 356 of the Local Government Act 1993, which is set out in Part 3 of this Policy**".
5. Clause 2.4.9 concerning the process for sponsorships, to clarify that applications to Council for outgoing sponsorships will be assessed in accordance with predetermined criteria (emphasis added):
 - 2.4.9. *The processes for requests for incoming and outgoing sponsorships will be broad and open, and applications to Council for outgoing sponsorships will be assessed in accordance with predetermined criteria which have been published in advance or which are circulated to organisations that submit an expression of interest.*

It is recommended that the draft Policy be adopted with the proposed amendments.

Grant Guidelines

Council currently has a number of Grant programs, which are supported by specific guidelines. The grant program and associated guidelines will be administered in accordance with this policy, the grant programs are outlined below.

- **Wingecarribee Community Assistance Scheme**

The Wingecarribee Community Assistance Scheme encourages the development of community initiatives in line with Council's Community Strategic Plan – Wingecarribee 2031.

All goals and strategies from the plan seek to attain an outcome that is sustainable and strives for equity, access and equal rights, particularly for the disadvantaged and vulnerable.

The Community Assistance Scheme aims to build capacity, encourage participation and support initiatives that promote partnerships and working together to maintain our community and its assets.

Under the scheme two types of funding are available - Community Assistance Scheme Donations up to \$600, Community Assistance Scheme Grants up to \$7,000.

- **Wingecarribee Environment and Sustainability Grant**

The 'Community Assistance Scheme – Environment and Sustainability' Grant has been provided by the Environment Levy to support potential projects with the principal purpose to achieve environment or sustainability outcomes, especially those that increase environmental sustainability and community capacity building.

Grants are for amounts up to \$2000.

- **Heritage Assistance Grants**

The Wingecarribee Heritage Assistance Grants scheme is run annually and is proudly funded by Wingecarribee Shire Council with funding from the NSW Government. This scheme offers small grants to owners of recognised heritage properties to undertake minor repairs, maintenance work and works to meet Building Code of Australia upgrades.

Funding is available as a dollar-for-dollar grant from \$500 up to \$5,000 (i.e. for projects costing \$1,000 to \$10,000 and above).

COMMUNICATION AND CONSULTATION

Community Engagement

The draft Policy was placed on public exhibition from 22 July 2022 until 19 August 2022. A total of 3,514 registered members of Your Say Wingecarribee were notified of the public exhibition. The public exhibition was also advertised in Council's weekly electronic Community Update.

Internal Communication and Consultation

The draft Policy was developed in consultation with Council's Executive and representatives from Council's Corporate and Community Branch, Finance, Tourism, Economic Development and Strategic Planning (Heritage) areas.

External Communication and Consultation

The draft Policy was developed with reference to ICAC's *Sponsorship in the Public Sector* guidelines, and comparable policies adopted by other NSW Councils.

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 draft Policy reflects Council's obligations under section 356 of the *Local Government Act 1993* and the guidelines produced by ICAC.

COUNCIL BUDGET IMPLICATIONS

In the 2021-2022 financial year Council provided \$982,115.71 in grants, sponsorships and donations to the community.

RELATED COUNCIL POLICY

The draft Policy is consistent with Council's existing governance policies.

CONCLUSION

The draft Policy has been developed to explain the obligations and responsibilities concerning grants, donations and sponsorship arrangements, consistent with statutory requirements and the guidelines released by ICAC.

The draft Policy was publicly exhibited in accordance with Council resolution MN2022/146 and 12 submissions were received. An internal review suggested changes to allow Council to apply for fee exemptions to hire facilities at Mittagong RSL for the Seniors Festival, and to change the definition of an outgoing grant to include individuals, to enable Council's Heritage Assistance Grants to individual property owners.

It is recommended that the draft Policy be adopted with the proposed amendments.

ATTACHMENTS

1. Draft Grants Donations and Sponsorship Policy [9.14.1 - 13 pages]

Grants, Donations and Sponsorships Policy

Leadership

An enhanced culture of positive leadership, accountability and ethical governance that guides well informed decisions to advance agreed community priorities

Document Type	Council Policy
Document Reference No.	[Governance to insert] (example: 2020/001)
Version No.	1.0
Council File Reference	Policies (CGMT)
Adoption Date	[Governance to insert]
Resolution Number [if applicable]	[Governance to insert]
Document Owner	Manager Governance and Corporate Performance
Responsible Branch	Corporate Strategy and Resourcing
Responsible Business Unit	Governance
Review Schedule	Two years
Review Date	[Governance to insert]

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1. Objectives

The objectives of this Policy are:

- To establish a framework to manage grants, donations and sponsorships.
- To guide the application process, allocation and evaluation of funding to address community needs under section 356 of the *Local Government Act 1993*.

Council's Grants, Donations and Sponsorships provide financial and in-kind support to initiatives and projects that build the social, cultural, environmental and economic life of the Wingecarribee Shire. Through this funding, Council partners with the community and businesses to achieve the broader objectives and aspirations of Council's long-term [Community Strategic Plan - Wingecarribee 2031](#).

Council's Grants, Donations and Sponsorships are based on the following Policy Principles:

- **Priority** – funding is allocated to priority areas to meet identified Council and community needs. Priorities are identified through Council's Community Strategic Planning.
- **Impact** – funding is provided to programs and events that demonstrate the greatest ability to positively impact identified needs and value for money. Council actively encourages partnerships with a variety of organisations to deliver on its objectives.
- **Community wellbeing** – funding is provided to programs and events that will improve the general wellbeing of the local community as a whole.
- **Equity and inclusion** – funding will be accessible to a diverse range of groups and people and will not support initiatives that discriminate or disadvantage groups within the community. Council acknowledges the range of capacity in organisations to apply for funding and all applications will be considered on their individual merits. Applications are encouraged from people of all abilities, ethnicity, cultures, ages and sexual orientations.
- **Responsiveness** – funding programs are responsive and may adapt to changing community needs and funding opportunities in changing circumstances over time.
- **Accountability** – use and acquittal of funds should demonstrate measurable outcomes and accountability in the purpose, use, aims and objectives of the original application or request.
- **Governance** – staff and Councillors administering this Policy are bound to act ethically, fairly and with transparency, abide by Council's Code of Conduct and follow the application procedure. Application forms and acquittal requirements will be proportionate to the size of the funds awarded and the expected outcomes of the relevant funding program. Grant recipients are accountable for ensuring that acquittals accurately reflect approved expenditure. Council will ensure there are systems and opportunities for feedback on grants, donations and sponsorship processes.
- **Eligibility and Procedure** – applicants must meet the defined eligibility criteria and follow the application procedure.

2. Policy Statement

2.1 General Principles

The general principles for Council's Grants, Donations and Sponsorships include:

- 2.1.1. Council will provide financial assistance in accordance with the requirements of section 356 of the *Local Government Act 1993*, which is set out in Part 3 of this Policy.

- 2.1.2. Council will provide financial assistance only when the benefit to the community can be clearly defined.
- 2.1.3. Council will provide financial assistance to organisations whose values, identity and policies align with Council’s strategic direction and comply with Council’s policies and legislative requirements.
- 2.1.4. Council may seek independent advice concerning any financial assistance arrangement to ensure the potential recipient’s values, identity and policies support Council’s strategic direction and image.
- 2.1.5. Council will not provide financial assistance to an organisation if the arrangement could compromise, or be seen to compromise, Council’s ability to exercise its regulatory and planning functions.
- 2.1.6. A financial assistance agreement must not impose or imply conditions that could limit, or appear to limit, Council’s ability to carry out its functions fully, impartially or ethically.
- 2.1.7. Council reserves the right to decline a financial assistance agreement where the organisation, their activities or their proposals are in conflict with Council’s core values as set out in the Local Government Act 1993, Council’s Community Strategic Plan and other relevant adopted plans and strategies.
- 2.1.8. Financial assistance will not be sought from, accepted from or provided to:
 - political parties;
 - mining companies whose main business is the extraction or sale of coal, oil or gas; or
 - businesses involved in gambling (but not excluding licenced clubs in support of Council’s events and functions through in kind sponsorship) or the manufacture, distribution, and wholesaling of tobacco related products or alcohol related products (but not excluding the negotiation of sponsorship agreements with licenced clubs, restaurants, hotels or other licensed venues or with the manufacturer of alcohol related products such as local wineries or distilleries and/or their distributors in support of Council’s events and functions through cash or in kind sponsorship).

2.2 Grants

A grant involves resources (financial or in-kind) given to a recipient for a specified project or purpose as outlined in the funding guidelines, which result in community benefit.

Grants can be provided by:

- o An organisation to Council (an incoming grant); or
- o Council to an individual or organisation (an outgoing grant).

Incoming grants are not covered by this Policy and are subject to a separate grant approvals process.

Outgoing grants are covered by section 356 of the *Local Government Act 1993*, which is set out in Part 3 of this Policy.

This Policy requires that:

- 2.2.1. Council’s outgoing grants align with outcomes identified in Council’s Community Strategic Plan – Wingecarribee 2031, [Delivery Program and Operational Plan](#) or otherwise resolved by Council.
- 2.2.2. Relevant Guidelines for various streams of outgoing grants will be publicly available on Council’s website, and outline the funding priorities, eligibility and assessment criteria, and administration

practices, including application processes, decision making, agreement making and monitoring and support services.

- 2.2.3. Changes to the funding streams and funding pool for outgoing grants must be approved by Council.
- 2.2.4. Council will actively promote outgoing grants rounds and invite applications for outgoing grants via an open call. Applications will only be accepted during the advertised round dates for specified outgoing grants.
- 2.2.5. Assessment of applications will be undertaken by Council staff with subject matter expertise and/or relevant Advisory Committees of Council, and recommendations will be recorded with reference to the assessment criteria.
- 2.2.6. Funding will be approved in accordance with the relevant Guidelines for various streams of outgoing grants.
- 2.2.7. Allocations of all outgoing grants will be included in [Council's Annual Report](#).
- 2.2.8. All applicants will be notified of the outcome of their application in a timely manner.
- 2.2.9. Recipients of outgoing grants must enter into a funding agreement with Council and meet all requirements outlined in the agreement including project delivery, reporting and acquittal.
- 2.2.10. Council reserves the right to request return of funds should the recipient of the outgoing grant not use the funds for the specified purpose.

2.3 Donations

A donation is a financial, in-kind or material contribution to an individual or organisation, with no expectation of any activity or benefit in return. It assumes a philanthropic motivation and is voluntarily and freely given.

Donations can be provided by:

- An individual or organisation to Council (an incoming donation); or
- Council to an individual or organisation (an outgoing donation).

If an incoming monetary donation is received by Council, Council will quarantine those funds to be spent for the purpose of which the donations was made.

Outgoing donations are covered by section 356 of the *Local Government Act 1993*, which is set out in Part 3 of this Policy.

This Policy requires that:

- 2.3.1. Donations align with outcomes identified in Council's Community Strategic Plan – Wingecarribee 2031, Delivery Program and Operational Plan and demonstrate a significant contribution to the social, economic and/or environmental well-being of the Wingecarribee Shire community.
- 2.3.2. Political donations will not be accepted by Council.
- 2.3.3. Potential donation arrangements will be risk-assessed for the possibility of an actual or potential conflict of interest.
- 2.3.4. Donors to Council must provide evidence of the philanthropic motivation for their donations.
- 2.3.5. Donations of public infrastructure will be assessed against Council's Asset Management Plans and accepted if deemed to be of community benefit.
- 2.3.6. Not-for-profit organisations, registered charities, unincorporated community groups and individuals may apply to Council for a general donation.



- 2.3.7. Applications will be considered where there is a:
 - a. need for essential emergency support to an organisation where an unforeseen circumstance results in an impact on service delivery
 - b. an opportunity to meet identified community need that cannot be addressed in other funding programs
 - c. an opportunity to meet the needs of people affected by a national or international event that caused human suffering.
- 2.3.8. Assessment of applications will be undertaken by Council staff with subject matter expertise, and recommendations will be recorded with reference to the assessment criteria.
- 2.3.9. All applicants will be notified of the outcome of their application in a timely manner.
- 2.3.10. All donations will be included in Council’s Annual Report.

2.4 Sponsorships

Sponsorship is a commercial arrangement by which a sponsor provides a financial or in-kind contribution to an organisation or business to support an activity in return for certain specified benefits. Sponsorships can be applied to events, infrastructure, activities and assets. Some of the benefits available may include naming rights, branding on event signage, face-to-face opportunities and complimentary tickets to an activity.

Sponsorships can be provided by:

- o An organisation or business to Council (an incoming sponsorship); or
- o Council to an organisation or business (an outgoing sponsorship).

Council will not enter into any sponsorship agreements contrary to the General Principles in clause 2.1 above.

Sponsorships must contribute to one or more of the following outcomes:

- o Create a valuable strategic alliance for Council.
- o Promote Council’s reputation, brand and community vision – as set out in Council’s Community Strategic Plan – Wingecarribee 2031.
- o Provide extensive coverage and promotional/publicity opportunities across a range of media outlets.
- o Provide an opportunity for measurable economic, social, recreational, environmental and/or cultural benefits to Council and the Wingecarribee Shire.
- o Provide opportunities for the community to participate and contribute in activities/events in the Wingecarribee Shire.

As a general guide, sponsorship levels can be classified in the following ways, and appropriate Council staff will determine applicable sponsor benefits proportionate to financial levels:


Financial contribution	Level of sponsorship	Examples of Sponsor benefit
Over \$10,000	Highest level of financial contribution. Agreements may provide support across multiple activities/events and/or a season of events or annual program	<ul style="list-style-type: none"> • Significant presence on marketing collateral related to the event, season or program (including logo on all material) • Recognition on social media platforms related to the event,

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Financial contribution	Level of sponsorship	Examples of Sponsor benefit
		season or program (including logo on all material) <ul style="list-style-type: none"> • Naming rights • Opportunities for significant presence at events/activities in a premium position • Invitation to season or program functions eg media launch, opening/closing ceremonies • Acknowledgement in speeches • Significant event/activity tickets
\$5,001-\$10,000	Medium level of contribution to an individual event or activity	<ul style="list-style-type: none"> • Moderate presence on marketing collateral related to the event or activity • Moderate recognition on social media platforms related to the event, season or program • Opportunity for physical presence at event/activities • Mention in speeches • Event/activity tickets
\$1,000-\$5,000	Low level of contribution to an individual event or activity	<ul style="list-style-type: none"> • Limited presence on marketing collateral related to the event or activity • Opportunity for material distribution at event or activity • Moderate number of FOC event/activity tickets
Under \$1,000	Lowest contribution amount considered for an individual event or activity	<ul style="list-style-type: none"> • 1 social media mention • Very limited presence in marketing campaign

This Policy requires that:

- 2.4.1. Sponsorships must be assessed in accordance with [ICAC's Guidelines for Sponsorship in the Public Sector \(2006\)](#)ⁱ.

- 
- 2.4.2. Council will maintain a Sponsorship Register as set out in 2.4.17. Council must consider actual or potential conflicts of interests with a potential sponsor or sponsorship recipient and manage accordingly. Where Council accepts a conflict, Council will record its decision making process and its strategy for managing the conflict.
 - 2.4.3. Council will not enter any sponsorship with any business or organisation where the association would jeopardise the integrity or values of Council or impact upon Council's standing and reputation in the community.
 - 2.4.4. Sponsorship of any Council project, program or event will not entitle any sponsor to influence any decision of Council.
 - 2.4.5. Sponsorship must have financial commitment from the sponsor to help offset the costs associated with the activity and/or enhance the activity.
 - 2.4.6. Council must not explicitly endorse a sponsor or sponsorship recipient or their products.
 - 2.4.7. Sponsors are not able to use Council's communication channels for direct sales for their products or services.
 - 2.4.8. No Council official will personally benefit from a sponsorship and all sponsorship contributions will be payable to Council.
 - 2.4.9. The processes for requests for incoming and outgoing sponsorships will be broad and open, and applications to Council for outgoing sponsorships will be assessed in accordance with predetermined criteria which have been published in advance or which are circulated to organisations that submit an expression of interest.
 - 2.4.10. Council may also choose to consider unsolicited proposals for incoming sponsorships which are not in response to any action that Council has taken.
 - 2.4.11. A written, legally binding sponsorship agreement will be prepared for each sponsorship arrangement by appropriate Council staff. Those staff must provide details of sponsorship agreements to the Coordinator Governance for Council's Sponsorship Register.
 - 2.4.12. Council can consider offering a guarantee for exclusivity of presence or profiling based solely on the business category or type that classifies a sponsor. Exclusivity of business category of a sponsor must be outlined in the sponsorship agreement. For example, Council will endeavour to limit the number of sponsors per activity/event who represent similar business categories.
 - 2.4.13. A Sponsorship Register will be kept and maintained for inspection, auditing and annual reporting purposes by the Coordinator Governance, and will be made available to the public on Council's website. The Register is to contain the following details:
 - Sponsorship Provider;
 - Sponsorship Recipient;
 - Effective date of agreement;
 - Period of agreement and/or expiry date of agreement;
 - Summary of terms of the agreement; and
 - Monetary or in-kind value of sponsorship.
 - 2.4.14. All sponsorship agreements will be included in Council's Annual Report.

3. Scope

This Policy provides a framework for distribution of funds under section 356 of the *Local Government Act 1993*, which states:

(1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

(2) A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.

(3) However, public notice is not required if—

(a) the financial assistance is part of a specific program, and

(b) the program's details have been 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 group of persons within the area.

(4) Public notice is also not required if the financial assistance is part of a program of graffiti removal work.

This Policy applies to the following arrangements, from the adoption date of this Policy onwards:

- Any individual, organisation or community group applying for Council funding.
- All outgoing grants, donations and sponsorships provided by Council by way of financial and in-kind support under section 356 of the *Local Government Act 1993*.
- All incoming donations and sponsorships received by Council.

It does not apply to incoming grants, or ClubGRANTS which are administered by Council but are the responsibility of ClubsNSW.

In-kind developer contributions made to Council through Voluntary Planning Agreements or developer contributions under the *Environmental Planning & Assessment Act 1979* are excluded from this Policy and are not donations under this Policy.

4. Responsibilities

Responsibilities for the implementation of this Policy are shared as follows.

4.1 Councillors

Councillors shall:

- Provide leadership in adhering to the requirements of this Policy.
- Authorise incoming sponsorship agreements where the value of funding or in-kind support to Council is more than \$50,000 or any sponsorship proposals involving naming rights by a resolution of Council.
- Authorise all outgoing sponsorship agreements by a resolution of Council.

4.2 General Manager

The General Manager shall:

- Lead Council staff (either directly or through delegated authority) in their understanding of and compliance with this Policy and related documents.

- Seek incoming sponsorships, consider requests for outgoing sponsorships and negotiate sponsorship agreements, or appoint a delegate to do so, in accordance with the principles of this Policy.
- Authorise incoming sponsorship agreements, except those where the value of funding or in-kind support to Council is more than \$50,000 or any sponsorship proposals involving naming rights which must be authorised by a resolution of Council.

4.3 Chief Financial Officer

The Chief Financial Officer shall:

- Ensure that any cash donations received by Council are restricted appropriately and allocated to align with the purpose in which they were collected.

4.4 Directors, Group Managers and Managers

Directors, Group Managers and Managers shall:

- provide guidance to Council staff within their respective branches as to the content and implementation of this Policy, seeking guidance from the policy owner as required.

4.5 Manager Governance and Corporate Performance

The Manager Governance and Corporate Performance shall:

- provide guidance to Council officials as to the content and implementation of this Policy;
- ensure the timely review of this Policy; and
- coordinate investigations of alleged non-compliance with this Policy.

4.6 Coordinator Governance

The Coordinator Governance shall:

- Provide advice and assistance to Council officials in relation to this Policy.
- Maintain the Sponsorship Register and upload the Register on Council's website on a quarterly basis.
- Include information about sponsorship agreements in Council's Annual Report.
- Review this policy every two years or as otherwise required.

4.7 Council staff

Council staff shall:

- Read, understand and comply with this Policy.

5. Performance Measures

The success of this Policy will be measured by:

- No reports of breaches to this Policy.

6. Definitions

Conflict of interest As per Council's Code of Conduct.



A pecuniary interest is an interest that a Council official has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person.

Non-pecuniary interests are private or personal interests the Council official has that do not amount to a pecuniary interest. These commonly arise out of family or personal relationships, or involvement in sporting, social, religious or other cultural groups and associations and may include an interest of a financial nature.

Council official	Includes Councillors, members of Council staff, administrators, Council committee members, delegates of Council, Council advisors and those advocating on behalf of Council.
Donation	The provision of financial, in-kind or material contribution to an individual or organisation with no expectation of any activity or benefit in return. It assumes a philanthropic motivation, and is voluntarily and freely given. Political donations will not be accepted by Council.
Donation (incoming)	A donation from an individual or organisation to Council.
Donation (outgoing)	A donation by Council to an individual or organisation.
Financial assistance	Financial mechanisms provided by Council to an organisation or individual to support activities that are in line with Council's Community Strategic Plan.
Grant	Resources (financial or in-kind) given to a recipient for a specified project or purpose as outlined in the funding guidelines, which result in community benefit.
Grant (incoming)	A grant from an organisation to Council. Incoming grants are not covered by this Policy and are subject to a separate grant approvals process.
Grant (outgoing)	A grant by Council to an individual or organisation.
In-kind support/funding provided by Council	An arrangement whereby Council foregoes revenue (either in full, or a percentage) on things that would normally incur a fee or charge. This may include park hire, venue hire, garbage bins and Council services.
Not-for-profit	An organisation which provides services to the community and does not operate to make a profit.
Partnership	A common arrangement whereby all parties are working towards a common goal, and where the project is either actually or implicitly jointly owned.
Registered charity	An organisation registered with the Australian Charities and Not-for-profits Commission.
Sponsor	A person or organisation that provides a financial or in-kind contribution with the intention of receiving negotiated commercial benefits.
Sponsorship	A commercial arrangement in which a sponsor provides a financial or in-kind contribution to an organisation or business to support an activity in return for



certain specified benefits. Examples of benefits include promotion, marketing, speaking opportunities and/or tickets. Sponsorship is not philanthropic and does not include selling of advertising space, partnerships, joint ventures and unconditional gifts, donations, bequests or endowments.

Sponsorship (incoming)	A sponsorship made from an organisation or business to Council.
Sponsorship (outgoing)	A sponsorship from Council made to an organisation or business.
Sponsorship Agreement	An agreement signed by both parties outlining all aspects of sponsorship, including benefits, communication and payment schedule.

7. Related Material

7.1 Related Legislation

The following legislative materials are related to this Policy:

- o *Independent Commission Against Corruption Act 1998*
- o *Local Government Act 1993*

7.2 Related Policies and Procedures

The following documents are related to this Policy:

- o Code of Conduct
- o Code of Conduct Procedures
- o Community Strategic Plan – Wingecarribee 2031
- o Delivery Program and Operational Plan including Fees and Charges
- o ICAC Sponsorship in the Public Sector Guidelines (2006)
- o Wingecarribee Community Assistance Scheme Guidelines
- o Wingecarribee Environment and Sustainability Grant Guidelines
- o Wingecarribee Heritage Assistance Grants Guidelines

8. Non-compliance with this Policy

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

9. Document Control

9.1 Version Control

Version	Adoption Date	Notes
1.0	[insert date on which version]	Initial adoption of document



[] was adopted] []

10. Attachments

There are no attachments to this Policy.

Approved by:

WINGECARRIBEE SHIRE COUNCIL

[Governance to insert adoption date]

ⁱ ICAC's Guidelines for Sponsorship in the Public Sector (2006) set out the following ten sponsorship principles:

1. A sponsorship agreement should not impose or imply conditions that would limit, or appear to limit, a public sector agency's ability to carry out its functions fully and impartially.
2. There should be no actual conflict between the objectives and/or mission of the sponsored agency and those of the sponsor.
3. In general, a public sector agency with regulatory or inspection responsibilities should not seek, or accept sponsorship from people or organisations which are, or may be, subject to regulation or inspection by the agency during the life of the sponsorship. Where adhering to this principle would unduly limit the agency's sponsorship prospects, the agency should develop alternative strategies to ensure it can carry out its regulatory or inspection responsibilities in relation to sponsors in an open, fair, accountable and impartial manner.
4. Sponsorship of a public sector agency or activity should not involve explicit endorsement of the sponsor or the sponsor's products.
5. Where sponsorship involves the sponsor providing a product to the agency, the agency should evaluate that product for its fitness for purpose against objective criteria that are relevant to the agency's needs.
6. It is inappropriate for any employee of a public sector agency to receive a personal benefit from a sponsorship.
7. In most circumstances, the public interest is best served by making sponsorship opportunities widely known. To this end sponsorships should be sought and granted by using broadly based, open processes that are not limited solely to invited sponsors.
8. Public sector agencies should assess sponsorship proposals against predetermined criteria which have been published in advance or which are circulated to organisations that submit an expression of interest.
9. A sponsorship arrangement is a contract and should be described in a written agreement.
10. All sponsorship arrangements should be approved by the CEO or another designated senior officer of the agency and described in the agency's annual report in a form commensurate with the significance of the sponsorship.

9.15 Chelsea Gardens Coomungie - Regional Planning Panel Outcome 2022

Report Author: **Manager Development Assessment**

Authoriser: Director Communities and Place

PURPOSE

The purpose of this report is to advise of the outcome and determination of the Regional Planning Panel in relation to for development application DA20/0227 for concept subdivision layout and stage 1 subdivision to create 178 lots at 32 Lovelle Street and 141 Yarrawa Road, Moss Vale known as 'Chelsea Gardens Coomungie', now known by the estate name of 'Ashbourne'.

OFFICER'S RECOMMENDATION

THAT:

- 1. This report and its contents be noted in satisfaction of the Council resolution of 20 April 2022.**
- 2. The outcome and decision of the Regional Planning Panel be published on the Council's website.**

REPORT

BACKGROUND

This report has been prepared in response to a resolution of the Council at its meeting of 20 April 2022, where it was subsequently resolved

THAT:

- 1. Council receive and note the information contained in this report.*
- 2. An update be provided to Council once the Southern Regional Planning Panel has determined the application.*
- 3. It be noted that Council will be in a position to levy any development contribution fee that is current if future applications are submitted for additional stages of the subject site.*

History

The site at 32 Lovelle Street and 141 Yarrawa Road, Moss Vale (known as Chelsea Gardens Coomungie or Ashbourne estate) was identified as a potential site for housing a number of years ago. After a lengthy period of consideration, the land was rezoned to accommodate housing and plans developed to develop site specific controls for the site due to its size being 124 ha in area (1240000 sqm).

The Site Specific Development Control Plan (DCP) for the development of the site known as 'Chelsea Gardens Coomungie' was developed through a local consultation process and the draft was endorsed by Council on 8 May. The draft DCP was subsequently placed on public exhibition between 21 May 2019 and 12 June 2019 for community feedback.

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The subsequent Concept and Stage 1 Development Application was assessed under the Site Specific DCP and other applicable planning controls to ensure alignment and provide transparency to the community.

This Concept and Stage 1 Development Application was lodged with Council on 27 August 2019. This application is known as DA20/0227 and included the requested outcomes (as stated within the supporting documentation):

'The Concept DA seeks approval for the overall master plan for the site to create a new residential community and provide new housing choice for residents in the Southern Highlands. Key features of the concept proposal include:

- *Concept development approval for an indicative subdivision, road layout and open space design.*
- *The Concept approval will yield approximately 1,200 residential lots ranging in size from 450sqm, 600sqm and 2,000sqm+.*
- *An amendment to Part C – Residential Zoned Land of the Moss Vale Town Plan Development Control Plan (DCP) to provide site specific controls for the development.*
- *A framework for contributing to the future growth of social and physical infrastructure and utilities in the area, including open space and community facilities, stormwater management of White's Creek, and the local road network.'*

REPORT

This report is provided in response to the Council resolution of 20 April 2022 to update Council following determination of the subject application by the Southern Regional Planning Panel.

The development application DA20/0227 was determined for approval, subject to conditions of consent, by the Panel on Tuesday 14 June 2022 as follows:

Development:

Concept proposal for a subdivision of a maximum of 1,073 residential lots and Stage 1 subdivision works comprising 178 lots as outlined below:

Description of Concept Plan:

Concept plan over nine (9) stages for:

- subdivision of a maximum of 1,073 residential lots within Stages 1, 2, 3a, 3b, 4, 5, 6a, 6b & 7
 - public reserve lots,
 - infrastructure lots for water and sewer servicing,
 - internal roads including internal intersections and connections to the local road network
- Stage 1 subdivision works comprising 178 lots:

Description of First Stage (pursuant to 4.22(4)(b)) ('Stage 1'):

Stage 1 subdivision works comprising 178 lots consisting of:

- 173 residential lots within Stages 1A (80 lots), 1B (55 lots) and 1C (38 lots),
- Two (2) public reserve lots comprising proposed Lot 1181 (reserve adjoining Yarrowa Road – 2.115ha) and proposed Lot 1182 (public open space – Whites creek – 3.704ha),

- One (1) residue business lot (proposed Lot 1303 comprising 1,809m²),
- One (1) residue residential lot (proposed Lot 1183 – 109.7ha),
- One (1) infrastructure lot (for Sewer Pump Station No 1 – 441m²)
- Construction of internal roads and intersections within Stage 1
- Riparian corridor restoration and drainage infrastructure works within Whites Creek Riparian Corridor in proposed Lot 1182;
- 2 metre high (maximum) boundary keystone retaining wall adjoining Lot 1 DP 842623;
- Site clearing and bulk earthworks comprising cut and fill,
- Side and rear retaining walls (900mm and 1.2m high) for specific residential lots, and
- Public utility infrastructure comprising water and sewer works for Stage 1 (subject to further approvals and licensing).'

The determination is 'Approval subject to conditions' found in Schedules 2 & 3 of the consent documentation. The consent includes over 100 conditions following rigorous deliberations by the Panel with several iterations of the set of conditions considered prior to the consent being issued.

The determination and Statement of Reasons issued by the Regional Planning Panel are included as Attachment 1 to this Report. A copy of the assessment report and full consent documentation (Stamped Plans and Notice of Determination) can be found at the following website address (Regional Planning Panel Determination):

www.planningportal.nsw.gov.au/planning-panel/chelsea-gardens-and-coomungie-lands-integrated-and-staged-concept-development

COMMUNICATION AND CONSULTATION.

Community Engagement

The development application was publicly notified for two 30 days notification periods in accordance with the EP&A Act requirements and letters sent to 106 properties. Seven submissions were received in response and the matters raised in those submissions was considered in the assessment and determination of the application.

Internal Communication and Consultation

The application was assessed by a Council planning assessment officer with technical expertise provided by relevant officers and consultants. Internal communications were undertaken throughout the length assessment process.

External Communication and Consultation

The application was referred to relevant state authorities as part of the assessment of the application. Consultation with the public was undertaken by notification and receipt of seven submissions, which were considered in the assessment and determination of the application.

Given the scale of the project and its importance to the local area it is considered appropriate to communicate the decision to the community by publishing it to Council's website.

SUSTAINABILITY ASSESSMENT

Environment

A Statement of Environmental Effects was submitted with application and an assessment of environmental considerations undertaken as part of the consideration of the proposal. Other than the environmental matters considered as part of the assessment process, there are no specific environmental implications as a result of this information report and its recommendations.

Social

The proposal will contribute to meeting local housing needs identified in the Local Housing Strategy and it is considered that it will have an overall positive social impact. There are no direct social implications as a result of this information report and its recommendations.

Broader Economic Implications

The proposal will contribute to local employment in the construction sector and an increased local market. There are no direct economic implications as a result of this information report and its recommendations.

Culture

There are no direct cultural implications as a result of this information report and its recommendations.

Governance

There are no direct governance implications as a result of this information report and its recommendations.

COUNCIL BUDGET IMPLICATIONS

There are no direct budget implications as a result of this information report and its recommendations.

RELATED COUNCIL POLICY

There are no direct Council policy implications as a result of this information report and its recommendations.

CONCLUSION

In response to the resolution of 20 April 2022 Council is advised that the Regional Planning Panel has determined the development application (DA20/0227) for a concept subdivision layout and stage 1 subdivision at 'Chelsea Gardens Coomungie' (now known by the estate name of 'Ashbourne') for approval, subject to conditions of consent.

Given the scale of the project and its importance to the local area it is considered appropriate to publish the decision on the Council's website for the information of the community.

ATTACHMENTS

Attachment 1 – SRPP Determination and Statement of Reasons – DA20/0227 at 141 Yarrowa Road and 32 Lovell Street, Moss Vale

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Planning
Panels

DETERMINATION AND STATEMENT OF REASONS SOUTHERN REGIONAL PLANNING PANEL

DATE OF DETERMINATION	Tuesday, 14 June 2022
DATE OF PANEL DECISION	Friday, 10 June 2022
DATE OF PANEL MEETING	Monday, 6 June 2022
PANEL MEMBERS	Renata Brooks (Acting Chair), Tim Fletcher, Susan Budd, Michael Mantei and Stephen Leathley
APOLOGIES	None
DECLARATIONS OF INTEREST	None

Public meeting held by teleconference on 6 June 2022, opened at 11:07am and closed at 12:23pm.

MATTER DETERMINED

PPSSTH-7 – Wingecarribee – DA20/0227 at 141 Yarrowa Road and 32 Lovelle Street, Moss Vale – Chelsea Gardens and Coomungie Lands (as described in Schedule 1).

PANEL CONSIDERATION AND DECISION

The Panel considered: the matters listed at item 6, the material listed at item 7 and the material presented at meetings and briefings and the matters observed at site inspections listed at item 8 in Schedule 1.

Application to vary a development standard

Following consideration of a written request from the applicant, made under cl 4.6 (3) of the Wingecarribee Local Environmental Plan 2010 (LEP), that has demonstrated that:

- compliance with cl. 4.1 (minimum subdivision lot size) is unreasonable or unnecessary in the circumstances; and
- there are sufficient environmental planning grounds to justify contravening the development standard

the Panel is satisfied that:

- the applicant's written request adequately addresses the matters required to be addressed under cl 4.6 (3) of the LEP; and
- the development is in the public interest because it is consistent with the objectives of cl. 4.1 (minimum subdivision lot size) of the LEP and the objectives for development in the RE1 zone; and
- the concurrence of the Secretary has been assumed.

Development application

The Panel determined to approve the development application pursuant to section 4.16 of the *Environmental Planning and Assessment Act 1979*.

The decision was unanimous.

REASONS FOR THE DECISION

The Panel determined to uphold the Clause 4.6 variation to minimum subdivision lot size; and approve the application for the reasons outlined in the Council Assessment Report, Council Supplementary Assessment report and Independent Report to the SRPP (KJ Planning 31 May 2022) ("the independent planning report"), noting in particular:

- Adequate arrangements have been made for the extension of water and sewer services to the site for the first and subsequent stages of the development.

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- Appropriate conditions have been applied to ensure that the details of the interim package treatment plant and proposed irrigation area are evaluated and resolved through the Water Industry Competition Act (WICA) licensing process prior to the subdivision progressing, ensuring that the effluent from Stage 1 of the subdivision will be appropriately treated, stored and disposed of with minimal environmental impact and that subsequent stages will be connected to an upgraded Moss Vale Sewerage Treatment Plant.
- Traffic impacts have been appropriately addressed and the proposal is satisfactory having regard to the internal road network and connectivity to and impacts on the local road system. The first stage of the development requires a new roundabout at the intersection of Yarrowa Rd/Spencer St/Darran Rd as well as the construction of access roads and roundabouts into the site. Revised modelling which responds to recommendations in the independent audit prepared by Transport Modellers Alliance in February 2021 will be required prior to the next stage of the subdivision to ensure that any necessary improvements to the local road network are undertaken. In addition a condition will require a new road to be constructed linking the north east corner of the site to Fitzroy Rd/Illawarra Hwy prior to the issue of a subdivision certificate for the 500th lot.
- The subdivision is compatible with the surrounding development and is a logical extension to the urban area of Moss Vale.
- The design of the subdivision is generally consistent with the Moss Vale Township Development Control Plan and is permissible within the relevant LEP zones, with consent.
- Site constraints, including flooding and bushfire risk, have been appropriately addressed by the subdivision design and conditions of consent.

CONDITIONS

The Development Application was approved subject to the conditions in the Independent Planning Report with the following amendments:

A7 VISUAL IMPACT ASSESSMENT – SPECIAL CHARACTER AREA - to clarify the relationship between the concept plan and details to be considered in subsequent development applications for this area

A visual impact assessment shall accompany any future development applications within the special character areas to ensure that all elements of the subdivision design including, but not limited to, street layout and design, lot layout and design, landscaping and infrastructure provision, create a future residential neighbourhood within a landscape setting consistent with the outcomes of this concept approval in respect to these portions of the site.

A10 BUFFER TO GOLF COURSE – to ensure specialist advice informs measures to be taken to minimise conflict between golf course operations and residential development

Future development applications for subdivision within Stages 3b, 4 and 6b on the site shall demonstrate the following:

- (a) The proposed residential lots adjoining the golf course and marked by the orange line in Figure 5 of the DCP within the southern portion of proposed Stage 4 must provide a landscaped buffer and fencing to Council's satisfaction. This may require a restriction on the Title of residential lots in relation to this landscaping / fencing; and will require consideration of the advisory and consultation requirements in part (d) of this condition.
- (b) Perimeter roads must form the boundary between the site and the adjoining golf course on the area marked by the orange line in Figure 5 of the DCP within proposed Stage 3b and the northern section of Stage 4;

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- (c) Perimeter roads and open space areas must form the boundary adjoining the golf course and marked by the orange line in Figure 5 of the DCP within proposed Stage 6;
- (d) A Golf Course architect who is a member of, or recognised by an industry relevant organisation, such as the Society of Australian Golf Course Architects, is to provide advice in respect to the subdivision and landscape design to minimise conflict between golf course operations and residential development within these stages. This process is to also include consultation with the Moss Vale Golf Club.

Reason: To minimise landuse conflict between the existing golf course and new residential development.

A11 WATER AND SEWER MODELLING – to appropriately place requirements in a condition rather than a note.

The developer shall revise and update the water and sewer modelling provided in the Water and Sewer Servicing Strategies listed in Condition A2. This further modelling will be required prior to the issue of a Subdivision Works Certificate for each future stage of the subdivision (as part of future Development Applications for the site with one modelling exercise per stage) to ascertain the scope of the required upgrades to be delivered under each stage of the subdivision works. Modelling shall be in accordance with Council's Water and Sewer Modelling Fact Sheet for each development stage and incorporate the relevant recommendations made within the reports into the engineering designs submitted under Section 68 of the Local Government Act, 1993.

Reason: To ensure the proposed development does not impact on Council's ability to provide minimum level of service to water and sewer customers.

A12 CONNECTION TO WINGECARRIBEE SHIRE COUNCIL SEWERAGE NETWORK (LONG-TERM WASTEWATER SERVICING) – to clarify that development applications beyond Stage 1 can be made and considered but not commenced until connection to the Moss Vale Sewage Treatment Plant is available.

All future development stages beyond Stage 1 are to be connected to the Moss Vale Sewage Treatment Plant.

A15 VEGETATION MANAGEMENT PLAN – to specify the areas where a Vegetation Management Plan is to be provided

Future development applications shall be accompanied by a Vegetation Management Plan ('VMP') prepared for the riparian areas on the site within Stages 1 and 2 (as outlined in the approved Flora and Fauna Assessment prepared by EcoPlanning dated 8 October 2018) and to include the area within the unmade Shelley Road/Fitzroy Road reserve to the northeast of the site (Stages 4 & 5) in the vicinity of the proposed new road if deemed to be waterfront land.

The VMP is to be prepared in accordance with the 'Controlled activities on waterfront land – Guidelines for Vegetation Management Plans on Waterfront Land' (Department of Primary industries (Office of Water) July 2012).

The VMP shall identify the riparian corridor widths, vegetation species (to comprise species characteristic of the Southern Highlands Shale Woodlands Community) and planting densities and is to provide for the restoration of aquatic and riparian vegetation and habitat on the site.

The VMP shall also accompany any/all future Controlled Activity Approval applications under the Water Management Act 2000 to the Natural Resources Access Regulator ('NRAR').

A21 ABORIGINAL CULTURAL HERITAGE - FUTURE DEVELOPMENT APPLICATIONS – to ensure appropriate engagement with members of the local Aboriginal community

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The following matters must be addressed in future development applications lodged for the site:

- An Aboriginal cultural heritage management plan for the conservation area must be prepared in consultation with the Registered Aboriginal Parties ('RAP').
- Justification for the extent of test excavation within the relevant site area.
- Outcomes of ongoing consultation with the RAP. The applicant must continue to update the RAP during the development application process, with the AHIP applications to demonstrate continuous and ongoing consultation (over 6 months without consultation may not constitute continuous consultation).
- Updated review of the regional and local archaeological record if a substantial period elapses between the current reporting and future development applications.
- Undertake consultation with the local Aboriginal community and adopt a Design with Country approach to street naming and design of open space areas in accordance with the NSW State governments Connecting with Country Draft Framework.

Reason: To ensure Aboriginal Cultural Heritage is appropriately managed and the local Aboriginal community is engaged in accordance with design with Country principles.

A24 REVIEW OF TRAFFIC MODEL – *minor change to language to clarify meaning.*

A28 BUSHFIRE – *Compliance with the Rural Fire Service concurrence conditions is required for the concept plan and the terms of these conditions have been added to the conditions of approval for the concept plan. As a result, condition A28 is no longer required.*

A31 LAND CONTAMINATION – *to specify areas for which a detailed site investigation is to be undertaken.*

A detailed site investigation shall be undertaken for future stages 2, 4, 5, 6a and 6b of the subdivision, which contain areas of concern identified in the preliminary site investigation, Phase 1 Environmental Assessment prepared by Harvest Scientific Services dated 22 February 2019. The detailed site investigation for Stage 5 shall also address potential contamination arising from the irrigation associated with the interim wastewater plant.

A? COMMUNITY CONSULTATION (NEW CONDITION) – *to require a formal process for community engagement, informed by expert advice*

A Community Consultation framework is to be established to ensure that the community and relevant stakeholders are kept informed on the status of the development under this approval, and can provide feedback on key issues that may arise during the development and that can be addressed in future stages of the development. An independent Community Consultation practitioner is to be engaged for this process with a report to accompany all future development applications outlining issues raised, and the specific response provided.

Reason: To ensure that the community and relevant stakeholders are engaged with by the proponent to identify and address issues of relevance to them during the design phase of future stages of the development.

B9 WATER INDUSTRY COMPETITION ACT 2006 APPROVALS – *to reflect that the Independent Pricing and Regulatory Tribunal will determine which licences are required.*

Prior to the issue of a Subdivision Works Certificate, an application under the Water Industry Competition Act 2006 shall be made to, and issued by, the Independent Pricing and Regulatory Tribunal, for the relevant licences for the construction and operation of the Interim Wastewater Treatment System and provision of sewerage services to Stage 1 of the development:

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- (a) Reason: A requirement under the provisions of the Water Industry Competition Act 2006.

B61 SECTION 88B INSTRUMENT – to confirm responsibility for maintenance of sewer line infrastructure on private land

The original plans of subdivision shall be accompanied by a Section 88B Instrument under the Conveyancing Act 1919, which requires:

- (a) Access to future dwellings on the lots accessing off Boulevards shall be restricted to locations identified on the Subdivision Works Certificate approved plans.
- (b) No solid metal “colorbond” style boundary fencing so as to respect the character of the locality.
- (c) to ensure ongoing protection from the impact of bush fire, the entirety of the proposed residential lots shall be managed as an inner protection area (IPA) in accordance with the requirements of Appendix 4 of Planning for Bushfire Protection 2019 in perpetuity.
- (d) An Instrument for the provision for:
- (i) On-going management/maintenance of the right of carriageway including clear details of obligations/responsibilities of the affected parties;
- (ii) Effective (legal) provision for access by all emergency and other essential service organisations over the private carriageway; and
- (iii) Maintenance and repair of the private sewer line infrastructure within individual residential lots (within stage1), shall be provided by the subject applicant, until such time as the ownership of this infrastructure is transferred to Wingecarribee Council, where upon this maintenance responsibility shall be undertaken by Council

The draft Section 88B Instrument shall submit to Council for approval prior to issue of the Subdivision Certificate.

- (e) An Instrument for the provision of a site classification provided by the geotechnical engineer in accordance with the current version of Australian Standard (AS2870) Residential Slabs and Footings for each residential allotment in the subdivision.

Full details, including draft Section 88B Instrument, shall be submitted for the approval of Council with the application for a Subdivision Certificate.

WATER NSW CONCURRENCE CONDITIONS – updated to reflect the most recent version received from Water NSW including references to revised plans.

Amended conditions are attached to this consent.

CONSIDERATION OF COMMUNITY VIEWS

In coming to its decision, the Panel considered written submissions made during public exhibition and heard from all those wishing to address the Panel at this meeting and the public meeting held on 4 August 2021. The Panel notes that issues of concern included:

- Character/visual impact
- Flora and fauna impacts
- Traffic impacts and road access, including adequacy of traffic modelling
- Light spill impacts
- Heat generation impacts
- Rural/residential interface impacts
- Public consultation






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- Infrastructure/employment impacts including access to educational facilities
- Flooding and drainage
- Name of subdivision
- Pedestrian/cycle link to Moss Vale
- Urban design, including density
- Staging of delivery of infrastructure
- Sewerage arrangements

The Panel considers that concerns raised by the community have been adequately addressed in the Council Assessment Report, supplementary report and KJ Planning independent report and that no new issues requiring assessment were raised during the public meetings. The Panel notes that in addressing these issues:

- The Panel was advised by Council that public consultation on the application was undertaken in accordance with Council’s Notification of Development Proposal’s Policy. The Panel also held two public meetings and heard from members of the community. A condition will require a community engagement framework to be developed to ensure that the community and relevant stakeholders are engaged by the proponent to identify and address issues of relevance to them during the design phase of future stages of the development.
- Decentralised Water Australia was commissioned to undertake an independent peer review and provide advice on whether water and sewerage infrastructure can be feasibly and logically implemented in a timely fashion to adequately service the proposal. The report’s recommendations have informed conditions of consent.
- Amendments to the concept plan and conditions of consent will ensure:
 - that boundaries of the site and the interface to rural areas will be appropriately managed
 - that residential lots are limited to 1073 consistent with the lot yield plan, noting that the Panel did not consider that the capacity for the site to provide 1200 lots while meeting LEP controls and addressing site constraints and had been demonstrated.
 - That DCP requirements for the special character area are capable of being met.
- Conditions will require development of a Walking and Cycling Strategy Plan at the next stage of the subdivision and landscaping and public infrastructure will be delivered in conjunction with relevant residential stages.

The Panel also notes that some issues raised by submitters relate to the strategic planning context or to details which may be the subject of future development applications on the site. These processes should provide further opportunities for community input.

PANEL MEMBERS	
 Renata Brooks (Acting Chair)	 Tim Fletcher
 Susan Budd	 Michael Mantei
 Stephen Leathley	

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SCHEDULE 1		
1	PANEL REF – LGA – DA NO.	PPSSTH-7 – WINGECARRIBEE – DA 20/0227
2	PROPOSED DEVELOPMENT	Proposed Stage 1 subdivision (177 lots) being 173 residential lots, 2 reserve lots, 1 residue business lot, and 1 residue lot, and proposed concept subdivision including approximately 1200 residential lots
3	STREET ADDRESS	Lot 3 DP 706194 being “Coomungie” 141 Yarrowa Road Moss Vale, and Lot 12 DP 866036 being “Chelsea Gardens” 32 Lovelle Street, Moss Vale
4	APPLICANT/OWNER	Applicant: Prime Moss Vale Pty Ltd c/o Urbis Owner: Prime Moss Vale Pty Ltd
5	TYPE OF REGIONAL DEVELOPMENT	Capital Investment Value > \$30M
6	RELEVANT MANDATORY CONSIDERATIONS	<ul style="list-style-type: none"> • Environmental planning instruments: <ul style="list-style-type: none"> ○ State Environmental Planning Policy (Sydney Drinking Water Catchment) 2011 ○ State Environmental Planning Policy No. 55 – Remediation of Land ○ State Environmental Planning Policy (State and Regional Development) 2011 ○ State Environmental Planning Policy (Koala Habitat Protection) 2021 ○ Wingecarribee Local Environmental Plan 2010 • Draft environmental planning instruments: Nil • Development control plans: <ul style="list-style-type: none"> ○ Moss Vale Township Development Control Plan • Planning agreements: Nil • Provisions of the <i>Environmental Planning and Assessment Regulation 2000</i>: Nil • Coastal zone management plan: Nil • The likely impacts of the development, including environmental impacts on the natural and built environment and social and economic impacts in the locality • The suitability of the site for the development • Any submissions made in accordance with the <i>Environmental Planning and Assessment Act 1979</i> or regulations • The public interest, including the principles of ecologically sustainable development
7	MATERIAL CONSIDERED BY THE PANEL	<ul style="list-style-type: none"> • Verbal submissions at the public meeting: Monday, 6 June 2022 <ul style="list-style-type: none"> ○ Alan Hunt, Geraldine Turner and James McAlpine – Stop Mossvale Sprawl, Brock Sykes and Rachel Russell ○ Council assessment officer – Nancy Sample ○ On behalf of the applicant – Chris Patterson, Jim Mahoney - True Water Australia, Paul Hume – Premise, Ivo Pais – Cardno, ○ Independent planning consultant: Kim Johnson – KJ Planning • Applicant written submission to public meeting 6 June 2022 received: 3 June 2022 • Ben Asquith - Decentralised Water - Written comments to SRPP 18.05.2022 received: 27 May 2022 • Letter on behalf of applicant supporting Wastewater Methodology – Harris Environmental 24 May 2022 received: 27 May 2022 • Additional information received: 18 May 2022 • Additional information received: 28 April 2022 • Council assessment report: 21 July 2021 • Council supplementary assessment report 13 October 2021 • Independent report to the Southern Regional Planning Panel 31 May 2022 • Water and sewer expert advice for subdivision DA – final report 27 April 2022 – Decentralised Water Australia • Clause 4.6 variation request:

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		<ul style="list-style-type: none"> • Written submissions during public exhibition: 7 • Verbal submissions at the public meeting: <ul style="list-style-type: none"> ○ Robert Mann ○ Council assessment officer – Peter Malloy ○ On behalf of the applicant – Paul Hume
8	MEETINGS AND SITE INSPECTIONS BY THE PANEL	<ul style="list-style-type: none"> • Site inspection: 5 December 2020 <ul style="list-style-type: none"> ○ <u>Panel members</u>: Renata Brooks • Site inspection: 30 July 2021 <ul style="list-style-type: none"> ○ <u>Panel members</u>: Tim Fletcher • Final briefing to discuss council’s recommendation: 13 August 2021 <ul style="list-style-type: none"> ○ <u>Panel members</u>: Renata Brooks (Chair), Tim Fletcher, Susan Budd ○ <u>Council assessment staff</u>: Peter Malloy, Nancy Sample, Tula Bhattarai, Naif Ahmed, Matthew Theris ○ <u>DPIE staff</u>: Sung Pak, Michelle Burns • Briefing: 14 September 2021 <ul style="list-style-type: none"> ○ <u>Panel members</u>: Renata Brooks (Acting Chair), Tim Fletcher and Susan Budd ○ <u>Council assessment staff</u>: Peter Malloy and Nancy Sample ○ <u>DPE</u>: Amanda Moylan, Sung Pak and Michelle Burns • Briefing: 8 October 2021 <ul style="list-style-type: none"> ○ <u>Panel members</u>: Renata Brooks (Acting Chair), Tim Fletcher and Susan Budd ○ <u>Council assessment staff</u>: Malcolm Ryan and Nancy Sample ○ <u>DPE</u>: Jane Gibbs, Amanda Moylan, Sung Pak and Michelle Burns • Site inspection: 9 November 2021 <ul style="list-style-type: none"> ○ <u>Panel members</u>: Tim Fletcher and Susan Budd ○ <u>Council assessment staff</u>: Nancy Sample and Peter Malloy ○ <u>DPE</u>: Amanda Moylan, Sung Pak and Kim Johnston • Briefing: 7 April 2022 <ul style="list-style-type: none"> ○ <u>Panel members</u>: Renata Brooks (Acting Chair), Tim Fletcher, Susan Budd, Michael Mantei ○ ○ <u>Independent Consultants</u>: Kim Johnston – KJ Planning. Ben Asquith Decentralised Water Australia • Briefing: 21 April 2022 <ul style="list-style-type: none"> ○ <u>Panel members</u>: Renata Brooks (Acting Chair), Tim Fletcher and Susan Budd ○ <u>Independent Planning Consultant</u>: Kim Johnston – KJ Planning ○ <u>DPE</u>: Jane Gibbs and Sung Pak • Applicant/Council briefing: 28 April 2022 <ul style="list-style-type: none"> ○ <u>Panel members</u>: Renata Brooks (Acting Chair), Tim Fletcher, Susan Budd, Michael Mantei and Stephen Leathley ○ <u>Applicant representatives</u>: Adrian Liaw – Head of Development Aoyuan, Paul Singer – Project Director Aoyuan, Terry Hams – Principal Civil Engineer, Michael Gordon – Technical Consultant, Angela Villate – Aoyuan Group, Paul Hume - Premise <p><u>Note</u>: Applicant briefing was requested to provide the Panel with clarification and to respond to issues</p> <ul style="list-style-type: none"> ○ <u>Council representatives</u>: Nancy Sample

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		<ul style="list-style-type: none"> ○ <u>Independent Planning Consultants</u>: Kim Johnston – KJ Planning, Ben Asquith – Decentralised Water Australia and Tim Bell • Site inspection: 4 May 2022 <ul style="list-style-type: none"> ○ <u>Panel members</u>: Stephen Leathley • Briefing: 18 May 2022 <ul style="list-style-type: none"> ○ <u>Panel members</u>: Renata Brooks (Acting Chair), Tim Fletcher and Susan Budd, Michael Mantei and Stephen Leathley ○ <u>Independent Planning Consultant</u>: Kim Johnston – KJ Planning ○ <u>DPE</u>: Jane Gibbs and Sung Pak • Final briefing to discuss council’s recommendation: 6 June 2022 <ul style="list-style-type: none"> ○ <u>Panel members</u>: Renata Brooks (Acting Chair), Tim Fletcher, Susan Budd, Michael Mantei and Stephen Leathley ○ <u>DPE representatives</u>: Amanda Moylan, Jane Gibbs and Mellissa Felipe ○ <u>Council representatives</u>: Nancy Sample and Geoff King ○ <u>Independent Planning Consultants</u>: Kim Johnston – KJ Planning, Ben Asquith – Decentralised Water Solution
9	COUNCIL RECOMMENDATION	Approved subject to conditions
10	DRAFT CONDITIONS	Attached to the independent report to the SRPP prepared by KJ Planning 31 May 2022.

9.16 Children's Services Review Update

Report Author: **Manager Governance and Corporate Performance**

Authoriser: Director Corporate Strategy and Resourcing

PURPOSE

In 2019 considered a Service Delivery Review of Children's Services. In November Council resolved to undertake a further review after two years and continue direct service delivery for three years. This report provides Council with a status update on further Service Delivery Review of Council's Children's Services.

OFFICER'S RECOMMENDATION

THAT:

- 1. Council note the report providing an update on the status of Service Delivery Review of Children's Services**
- 2. Council note that the outcomes of the Service Delivery Review of Children's Services will be reported to Council in early 2023.**

REPORT

BACKGROUND

Council's Children's Services includes a Family Day Care (FDC) service and an Out of School Hours (OOSH) Service.

FDC provides care in a home-based setting by self-employed registered educators, who operate under Council's license. Educators are recruited, monitored and supported by Council's Children Services Coordination Unit; however, the educators operate as sole traders. Care is provided in small groups in a familiar setting with one adult educator.

The OOSH Service is located at Mittagong Public School, Pioneer Street, Mittagong. Council has a licencing agreement with the Department of Education for the use of Mittagong Public School Hall and facilities for Before School Care, After School Care and Vacation Care periods.

In 2018 a Service Delivery Review (the review) of Council's Children's Services was undertaken. The focus of the Review was to:

- assess Council's suitability to deliver Children's Services
- assess the impact of changes to funding model and impact of alternatives
- Assess the capability for the service to meet the changes to market demand and competition
- assess the current and future availability of Family Day Care Educators.

The Review was reported to Council at its meeting held in September 2019. Council subsequently resolved:

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THAT the Children's Services Service Delivery Review be DEFERRED, AND THAT meaningful discussions take place with the Children's Services staff and the Union Representative Organisation be consulted prior to the matter being further considered by Council.

Following further consultation with Children's Services staff and the relevant union a subsequent report was considered at Council's meeting held on 27 November 2019. At that meeting Council resolved:

1. THAT Council continue in direct service delivery for both Family Day Care and WOOSH for a period of three years, with the following focus:

- a. Implement the Children's Services Business and Marketing Plan;*
- b. Utilise existing service budget reserve;*
- c. Develop and implement workforce plan for WOOSH; and*

2. THAT a further service delivery review be conducted after two years, with the following scope:

- a. Assess effectiveness of the Business and Marketing Plan;*
- b. Reassess issues and risks identified in the 2019 service delivery review;*
- c. Consider the financial model of the service;*
- d. Consultation with key stakeholders and staff; and*

3. THAT the General Manager make representations to the appropriate State and Federal funding agencies seeking additional funds to support Children's Services.

REPORT

Following a Request for Quotation process in early 2022, a consultant was engaged to undertake the subsequent review. As per the November 2019 Council resolution, the scope was to:

- Assess effectiveness of the Business and Marketing Plan
- Reassess issues and risks identified in the 2019 service delivery review
- Consider the financial model of the service
- Consultation with key stakeholders and staff

The review commenced in January 2022 which included a desktop analysis, interviews, surveys with internal and external stakeholder and workshops with staff. A review report was provided in May 2022. Based on this review report, another consultant was engaged to undertake a financial modelling, demographic review and risk assessment to provide Council with options for each of the services. This report was intended supplement the May 2022 report. This review commenced in June 2022 and a report was provided in October 2022.

Now that both reports have been received further consultation will be provided with staff on the key findings, recommendations and options. It is anticipated that the consultation process will be completed by mid-December 2022.

A further report will be provided to Council in early 2023 outlining the outcomes of the review of Children's Services, feedback from staff consultations and recommendations.

COMMUNICATION AND CONSULTATION

Community Engagement

N/A

Internal Communication and Consultation

Council's Executive team and Chief Financial Officer have been consulted in the preparation of this report.

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

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

There are no budget implications as a result of this report.

RELATED COUNCIL POLICY

Nil.

CONCLUSION

This report provides a status update on the Service Delivery Review of Council's Children's Services. A further report will be presented to Council in the first quarter of 2023.

ATTACHMENTS

Nil

9.17 2022/23 Rate, Water and Sewerage Access Subsidies

Report Author: Revenue Officer (Rates)
Authoriser: Director Corporate Strategy and Resourcing

PURPOSE

The purpose of this report is to obtain approval for 2022/2023 Rate, Water and Sewerage Access Subsidies for Community and Sporting Organisations (including Religious Bodies).

OFFICER'S RECOMMENDATION

THAT:

- 1. Council approves the Rate, Water and Sewerage Access Subsidies for Community and Sporting Organisations (including Religious Bodies) identified in Attachment 1 for the 2022/23 financial year.**
- 2. The existing Rate, Water and Sewerage Access Subsidy Policy be retired and replaced with an equivalent program that aligns to the revised Grants, Donations and Sponsorship policy as outlined in this report.**

REPORT

BACKGROUND

The purpose of the Rate, Water and Sewer Access Subsidy Policy is to provide a framework for Council to determine rate, water and sewerage access subsidies for community and sporting organisations (including religious bodies) that operate and are located within the Wingecarribee Shire.

Council adopted the revised Rate, Water and Sewerage Access Subsidy Policy for Community and Sporting Organisations (including Religious Bodies) at its meeting held on 19 October 2016 and this round of subsidies were assessed under this Policy. Key inclusions of the existing policy include:

- Community halls and civic meeting places
- Sportsgrounds, including amenities
- Showgrounds and other recreational areas, such as racecourses.

This report identifies subsidies that are recommended to be approved for the 2022/2023 year in accordance with the criteria set out in Council's adopted Policy.

REPORT

Applications were sought from community, sporting organisations and religious bodies for the 2022/2023 year in June 2022. Council staff have assessed these applications based on the criteria outlined in Council's adopted Policy.

Rate Subsidies

Applications seeking a rate subsidy have been assessed based on the following criteria:

Category A – where eligible organisations are entitled to a 100% rate subsidy (excluding waste services). To be classified in Category A an organisation must satisfy the following criteria:

- The organisation provides a service which is of broad benefit to the residents of Wingecarribee Shire.
- In providing this service the organisation relieves the Council of the need to provide that service.
- The service is managed by a local organisation such as a community group or not-for-profit organisation and does not have a commercial purpose.

Category B – where organisations are entitled to a 50% rate subsidy up to a maximum of \$500.00 (excluding waste services). To be classified as category B an organisation must satisfy the following criteria:

- The organisation provides a service which is of broad benefit to the residents of Wingecarribee Shire.
- In providing this service the organisation provides a service which compliments but which is not the direct responsibility of Council.
- The service is managed by a local organisation such as a community group or not-for-profit organisation and does not have a commercial purpose.

Water and Sewerage Access Charge Subsidies

Applications for a water and sewerage access charge subsidy have been assessed based on the following criteria:

Category A – where eligible groups are entitled to a 50% subsidy if they are connected to Council's water and sewerage supply. Organisations that are not connected to Council's water and sewerage supply are entitled to a 100% subsidy. To be classified as category A an organisation must satisfy the following criteria:

- The organisation provides a service which is of broad benefit to the residents of Wingecarribee Shire.
- In providing this service the organisation relieves the Council of the need to provide that service.
- The service is managed by a local organisation such as a community group or not-for-profit organisation and does not have a commercial purpose.

Category B – Community and Sporting Organisations are entitled to a 50% subsidy, up to a maximum of \$500.00 in total. To be classified as category B an organisation must meet the following criteria:

- The organisation provides a service which is of broad benefit to the residents of Wingecarribee Shire.

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- In providing this service the organisation provides a service which compliments but which is not the direct responsibility of the Council.
- The service is managed by a local organisation such as a community group or not-for-profit organisation and does not have a commercial purpose.

Religious Bodies – Water and Sewerage Access Charge Subsidy

Religious bodies are entitled to a 50% subsidy, up to a maximum of \$500.00 provided they are connected to the Council's water and sewerage supply. To be eligible a religious body must satisfy the following criteria:

- The religious body is regulated by Acts of Parliament.
- The land is used as a place of public worship which does not exclude non-members from its services.
- The use of the property does not have a commercial purpose.

When assessing applications, Councils Development Application Register was reviewed to ensure that no property uses were approved that may affect eligibility for subsidies under this Policy.

Summary of Applications

Council sought applications for the 2022/2023 year of which, 52 subsidy applications were received. In August follow up letters were sent to applicants from the prior year who applications had not been received for the 2022/2023 year.

The applications received have been assessed and a summary of the final recommendation is provided in the table below:

No. Applications Received	Number Applications recommended for decline	No Applications recommended for approval	Total Cost of Recommended Subsidies
52	4	48	\$73,779.67

A list of the applications received, including the subsidy sought and staff recommendations are shown in **Attachment 1**. The assessment of applications has been conducted on a similar basis as to prior years.

Retirement of the rate, water and sewer access policy

With the imminent adoption of the new Grants, Donations and Sponsorship Policy, the existing Rate, Water and Sewer Access Subsidy Policy will become redundant and need to be retired. A program, equivalent to the existing Rate, Water and Sewer Access Subsidy Policy, will need to be developed and ensure the criteria is consistent with the new Grants, Donations and Sponsorship Policy. The revised criteria of the Rate, Water and Sewer Access program will be included in Council's draft Operational Plan to ensure Council fulfils its obligations with Section 356 of the Local Government Act 1993. Those impacted by any changes will be advised parties impacted as a part of the public exhibition of the draft 2023/24 Operational Plan and Budget process.

COMMUNICATION AND CONSULTATION

Community Engagement

N/A

Internal Communication and Consultation

N/A

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report.

Social

Council supports local committees and other not-for-profit organisations which continue to provide voluntary assistance in maintaining facilities and/or provide services which are available to the public. If these subsidies are not provided to these groups, they may no longer be able to afford the services they currently offer throughout the Shire.

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

It is essential for good governance to ensure there clear and effective administration in the granting of subsidies.

COUNCIL BUDGET IMPLICATIONS

Council has a budget allocation of \$80,650 in the 2022/2023 budget for rate, water and sewerage access subsidies.

RELATED COUNCIL POLICY

Rate, Water and Sewerage Access Subsidy Policy for Community and Sporting Organisations (including Religious Bodies).

CONCLUSION

It is recommended that Council approve the Rate, Water and Sewerage Access Subsidies for Community and Sporting Organisations (including Religious Bodies) for the 2022/23 financial year. Upon approval, Council will write to each of the community and sporting organisations (including Religious Bodies) advising them of the outcome and subsidy provided for the 2022/23 financial year. The Rate, Water and Sewerage Access Subsidy Policy will be superseded by an equivalent program in the 2023/24 financial year that will align to the new Grants, Donations and Sponsorship.

ATTACHMENTS

1. Attachment 1 - 202223 Listing Applications [9.17.1 - 2 pages]

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Applications recommended to receive a Category A Subsidy						
Property Owners	Property Address	2022/23 Rates and Charges		Recommended Subsidy		
		Rates	Water/Sewer Access	Rates	Water/Sewer Access	Total
CROWN	ROBERTSON SHOWGROUND 2315 KANGALOO ROAD ROBERTSON NSW 2577	N/A	\$3,938.35	NA	\$1,969.18	\$1,969.18
BONG BONG PICNIC RACE CLUB LTD	460 KANGALOO ROAD BOWRAL NSW 2576	\$14,524.43	\$609.55	\$14,524.43	\$304.78	\$14,829.21
KANGALOO HALL INCORPORATED	1536 KANGALOO ROAD KANGALOO NSW 2576	\$1,567.87	N/A	\$1,567.87	N/A	\$1,567.87
GLENQUARRY PEACE MEMORIAL HALL	94 TOURIST ROAD GLENQUARRY NSW 2576	\$1,887.51	N/A	\$1,887.51	N/A	\$1,887.51
MOSS VALE & DISTRICT BASKETBALL ASSOCIATION INC.	15 PARKES ROAD MOSS VALE NSW 2577	\$4,850.74	\$1,489.20	\$4,850.74	\$744.60	\$5,595.34
AVOCA COMMUNITY ADVANCEMENT CO-OP SOCIETY	AVOCA HALL 963 SHEEPWASH ROAD AVOCA NSW 2577	\$3,567.48	N/A	\$3,567.48	N/A	\$3,567.48
BURRAWANG SCHOOL OF ARTS	SCHOOL OF ARTS 33-35 HODDLE STREET BURRAWANG NSW 2577	\$6,006.33	\$438.00	\$6,006.33	\$219.00	\$6,225.33
COLO VALE COMMUNITY ASSOCIATION INCORPORATED	26-28 RAILWAY AVENUE COLO VALE NSW 2575	\$3,668.14	\$956.30	\$3,668.14	\$478.15	\$4,146.29
MOSS VALE A H & I SOCIETY	MOSS VALE SHOWGROUND 20 ROBERTSON ROAD MOSS VALE NSW 2577	\$13,585.07	\$6,270.70	\$13,585.07	\$3,135.35	\$16,720.42
		\$49,657.57	\$13,702.10	\$49,657.57	\$6,851.05	\$56,508.62

Applications recommended to receive a Category B Subsidy						
Property Owners	Property Address	2022/23 Rates and Charges		Recommended Subsidy		
		Rates	Water/Sewer Access	Rates	Water/Sewer Access	Total
SCOUT ASSOC OF AUSTRALIA	SCOUT CAMP FOUNTAIN STREET BERRIMA NSW 2577	N/A	\$956.30	N/A	\$478.15	\$478.15
SCOUT ASSOC OF AUSTRALIA	SCOUT HALL 7 LOUISA STREET MITTAGONG NSW 2575	N/A	\$956.30	N/A	\$478.15	\$478.15
GIRL GUIDES ASSOC OF NSW	CHARITY 116-126 OXLEY DRIVE MITTAGONG NSW 2575	N/A	\$171.55	N/A	\$85.78	\$85.78
DADIRRI INCORPORATED	PUBLIC BENEVOLENT 31 BRAESIDE DRIVE BOWRAL NSW 2576	N/A	\$1,120.55	N/A	\$500.00	\$500.00
COUNTRY WOMENS ASSOCIATION OFNSW	CWA ROOMS 45 RAILWAY AVENUE BUNDANOON NSW 2578	N/A	\$956.30	N/A	\$478.15	\$478.15
COUNTRY WOMENS ASSOCIATION	CWA ROOMS 66 ELIZABETH STREET MOSS VALE NSW 2577	N/A	\$956.30	N/A	\$478.15	\$478.15
DADIRRI INCORPORATED	PUBLIC BENEVOLENT 18 SHEAFFE STREET BOWRAL NSW 2576	N/A	\$1,120.55	N/A	\$500.00	\$500.00
LEGACY NSW ASSOCIATED CLUBS	32-34 VALETTA STREET MOSS VALE NSW 2577	N/A	\$2,449.15	N/A	\$500.00	\$500.00
NATIONAL TRUST OF AUSTRALIA	HARPERS MANSION - NATIONAL TRUST 9 WILKINSON STREET BERRIMA NSW 2577	N/A	\$956.30	N/A	\$478.15	\$478.15
COUNTRY WOMEN'S ASSOC (BOWRAL)	CWA ROOMS 40 WINGECARRIBEE STREET BOWRAL NSW 2576	N/A	\$956.30	N/A	\$478.15	\$478.15
BOY SCOUTS ASSOCIATION OF NSW	SCOUT HALL 7-9 PHILLIP STREET BUNDANOON NSW 2578	N/A	\$956.30	N/A	\$478.15	\$478.15
DADIRRI INCORPORATED	PUBLIC BENEVOLENT 4 JONATHON STREET BOWRAL NSW 2576	N/A	\$1,120.55	N/A	\$500.00	\$500.00
STATE RAIL AUTHORITY	SRA LEASE SOUTHERN HIGHLANDS MODEL RAILWAYS INC ERITH STREET BUNDANOON NSW 2578	\$1,249.30	\$1,120.55	\$500.00	\$500.00	\$1,000.00
FRIENDS OF HILLTOP WAR MEMORIALS INC	OLD HILL TOP HALL 104-106 WILSON DRIVE HILL TOP NSW 2575	\$1,646.23	\$1,489.20	\$500.00	\$500.00	\$1,000.00
ROBERTSON SCHOOL OF ARTS INCORPORATED	SCHOOL OF ARTS 55-57 ILLAWARRA HIGHWAY ROBERTSON NSW 2577	\$2,758.56	\$956.30	\$500.00	\$478.15	\$978.15
DADIRRI INC	1 WOODSIDE DRIVE MOSS VALE NSW 2577	N/A	\$1,120.55	N/A	\$500.00	\$500.00
BERRIMA DISTRICT AERO CLUB(Own)	MITTAGONG AIRFIELD OLD SOUTH ROAD MITTAGONG NSW 2575	\$13,171.54	N/A	\$500.00	N/A	\$500.00
		\$18,825.63	\$17,363.05	\$2,000.00	\$7,410.98	\$9,410.98

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Applications recommended to receive a 50% subsidy as a Religious Body up to a maximum of \$500						
Property Owners	Property Address	2022/23 Rates and Charges		Recommended Subsidy		
		Rates	Water/Sewer Access	Rates	Water/Sewer Access	Total
PRESBYTERIAN CHURCH TRUSTEES	CHURCH 1 ALICE STREET MITTAGONG NSW 2575	N/A	\$956.30	N/A	\$478.15	\$478.15
THE UNITING CHURCH PROPERTY TRUST	CHURCH 566 ARGYLE STREET MOSS VALE NSW 2577	N/A	\$956.30	N/A	\$478.15	\$478.15
ANGLICAN CHURCH PROPERTY TRUST DIOCESE OF SYDNEY	CHRIST CHURCH B/BONG 2 CHURCH ROAD MOSS VALE NSW 2577	N/A	\$171.55	N/A	\$85.78	\$85.78
TRUSTEES OF THE ROMAN CATHOLIC CHURCH FOR THE DIOCESE OF WOLLONGONG	CHURCH 3401 OLD HUME HIGHWAY BERRIMA NSW 2577	N/A	\$956.30	N/A	\$478.15	\$478.15
FIRST CHURCH OF CHRIST SCIENTIST BOWRAL	RELIGIOUS SERVICES 57 BENDOOLEY STREET BOWRAL NSW 2576	N/A	\$956.30	N/A	\$478.15	\$478.15
PRESBYTERIAN CHURCH PROP TRUST	CHURCH 7 BROWLEY STREET MOSS VALE NSW 2577	N/A	\$956.30	N/A	\$478.15	\$478.15
ROMAN CATHOLIC CHURCH TRUSTEES	CATHOLIC CHURCH 45 CHURCH STREET BURRAWANG NSW 2577	N/A	\$171.55	N/A	\$85.78	\$85.78
ANGLICAN CHURCH PROPERTY TRUST DIOCESE OF SYDNEY	ST PAULS CHURCH 47 CHURCH AVENUE COLO VALE NSW 2575	N/A	\$171.55	N/A	\$85.78	\$85.78
ANGLICAN CHURCH PROPERTY TRUST DIOCESE OF SYDNEY	CHURCH & RECTORY 15-17 CHURCH STREET BUNDANOON NSW 2578	N/A	\$956.30	N/A	\$478.15	\$478.15
THE UNITING CHURCH IN AUSTRALIA PROPERTY TRUST (NSW)	CHURCH 2-4 CHURCH STREET BUNDANOON NSW 2578	N/A	\$956.30	N/A	\$478.15	\$478.15
ROMAN CATHOLIC CHURCH TRUSTEES	CHURCH 12-16 HILL STREET BUNDANOON NSW 2578	N/A	\$956.30	N/A	\$478.15	\$478.15
ANGLICAN CHURCH PROPERTY TRUST DIOCESE OF SYDNEY	106 MAIN STREET MITTAGONG NSW 2575	N/A	\$956.30	N/A	\$478.15	\$478.15
BAPTIST UNION OF NSW	13 MERRIGANG STREET, BOWRAL NSW 2576	N/A	\$2,449.15	N/A	\$500.00	\$500.00
HIGHLANDS CHRISTIAN MINISTRIES INC	CHURCH-PRESCHOOL 37 REGENT STREET MITTAGONG NSW 2575	N/A	\$1,489.20	N/A	\$500.00	\$500.00
ANGLICAN CHURCH PROPERTY TRUST DIOCESE OF SYDNEY	ANGELICAN CHURCH & CEMETERY 4 DITTON LANE SUTTON FOREST NSW 2577	N/A	\$171.55	N/A	\$85.78	\$85.78
ROMAN CATHOLIC CHURCH TRUSTEES	ST PATRICKS CHURCH 7461 ILLAWARRA HIGHWAY SUTTON FOREST NSW 2577	N/A	\$171.55	N/A	\$85.78	\$85.78
CHURCH OF CHRIST BOWRAL TRUSTEES	CHURCH 56 WINGECARRIBEE STREET BOWRAL NSW 2576	N/A	\$956.30	N/A	\$478.15	\$478.15
PRESBYTERIAN CHURCH TRUSTEES	CHURCH 12 BENDOOLEY STREET BOWRAL NSW 2576	N/A	\$956.30	N/A	\$478.15	\$478.15
UNITING CHURCH PROPERTY COMMITTEE	CHURCH 28-30 BENDOOLEY STREET BOWRAL NSW 2576	N/A	\$1,489.20	N/A	\$500.00	\$500.00
C THROSBY(Own) & H BADGERY(Own) & V BOWMAN(Own) & GMC BOWEN(Own) & G VIDAL(Own)	ALL SAINTS CHURCH, HALL & CEMETARY 7320 ILLAWARRA HIGHWAY SUTTON FOREST NSW 2577	N/A	\$171.55	N/A	\$85.78	\$85.78
ANGLICAN CHURCH PROPERTY TRUST DIOCESE OF SYDNEY	CHURCH & RESIDENCE EXETER ROAD EXETER NSW 2579	N/A	\$171.55	N/A	\$85.78	\$85.78
ROMAN CATHOLIC CHURCH TRUSTEES	CATHOLIC CHURCH GARRETT STREET MOSS VALE NSW 2577	N/A	\$1,120.55	N/A	\$500.00	\$500.00
		\$0.00	\$18,268.25	\$0.00	\$7,860.08	\$7,860.08
		\$68,483.20	\$49,333.40	\$51,657.57	\$22,122.10	\$73,779.67

9.18 Balmoral Reserve Update

Report Author: **Manager Assets**
Authoriser: Director Service and Project Delivery

PURPOSE

The purpose of this report is to provide Council with an update on the delivery of the Balmoral Reserve Upgrade.

OFFICER'S RECOMMENDATION

THAT Council notes and receives the information within this report.

REPORT

BACKGROUND

Balmoral Reserve is located at the corner of Wilson Drive and Hall Road in Balmoral. It is comprised of Lots 1 and 2 on Deposit Plan 303867. The land was acquired by Council in 1989 as an outcome of subdivision of private land. The land was classified as Community Land and zoned RE1 – Public Recreation.

Subsequently, in 2008 Council considered and refused a proposal to rezone and reclassify the land for residential subdivision.

Notice of Motion was passed (SI 10/08):

- 1. THAT Lot 1 & 2 DP 303867 Wilson Drive remain classified as Community Land.*
- 2. THAT Lot 1 & 2 DP 303867 Wilson Drive, Balmoral be rezoned under the Wingecarribee Draft LEP 2007 to RE1 Public Recreation.*

Council has managed Balmoral Reserve as a bushland reserve since this time.

Within the Section 7.11 (previously Section 94) Developer Contributions Plan for Open Space, Recreation, Community & Cultural Facilities, adopted by Council in 2014, \$100,000 is allocated for the purpose of development 'Balmoral Village Green – Passive Park'.

In response to the 2019/20 bushfires, Council allocated a further \$100,000 to the project from Disaster Recovery Funding Arrangements for the establishment of an informal passive recreation area at Balmoral Reserve.

At the Ordinary Council Meeting 14 July 2021, Council considered a report titled 'Balmoral Reserve – Community Update' and resolved the following:

THAT:

- 1. Council note and receive the information contained within this report.*

2. Council endorse the actions required to develop a Masterplan for Balmoral Reserve, which include;

a) an independent ecological assessment of the site and extent of threatened species habitat be undertaken.

b) A Plan of Management (PoM) be adopted for Balmoral Reserve which sets the category or categories for management of the site. The Reserve forms part of the generic Bushland Reserves PoM currently being prepared.

c) A draft masterplan be developed in consultation with community representatives consistent with the categorisation under the adopted Plan of Management and with consideration of the environmental factors relevant to the site.

d) Once the draft masterplan has been developed and prior to adoption, a planning and environmental impact assessment be undertaken to provide more certainty around the feasibility of the draft masterplan and appropriate planning pathway. Additional licences or permits may need to be obtained. It is recommended that the proposal also be referred to the Commonwealth for approval.

e) The draft masterplan be publicly exhibited and adopted by Council.

REPORT

In accordance with the 14 July 2021 resolution of Council, local environmental consultants *Ecological Surveys & Planning* were engaged to undertake a habitat assessment of Balmoral Reserve. The assessment was to consist of two surveys completed September 2021 and May 2022.

The Habitat Assessment by Ecological Surveys & Planning confirmed the presence of threatened flora *Persoonia hirsuta* (Hairy Geebung) and *Persoonia glaucescens* (Mittagong Geebung) within the reserve and also concluded that the entire reserve could be viewed as being potential habitat for these species were soil treatment conducted and threats managed. That withstanding, the report noted that the habitat potential of the large area cleared during the recover works of the 2019/20 bushfires and the northern Asset Protection Zone (APZ) has been significantly degraded as result of activities which have occurred within these areas. And so therefore recommends that if community facilities are to be developed within the reserve they are restricted to these areas.

Upon internal review of the Habitat Assessment, it has been concluded that works within the cleared area and northern APZ can be delivered through a standard Review of Environmental Factors. However no works are permitted within the uncleared areas due to the requirement for a Biodiversity Assessment Report (BDAR) and purchase of offset credits, both of which are cost-prohibitive given the project budget.

With clarity now being achieved on the implications of the threatened flora on the developability of the reserve, an onsite consultation meeting was held with the Balmoral Community Association (BCA) on 31 August 2022 to discuss the desired deliverables of the Balmoral Reserve Upgrade project. The BCA expressed that the primary objective is to create a grassed area for informal recreation opportunities with any remaining funds to be used to further activate the space.

The reserve has been inspected by the Shire Presentation Team and it has been confirmed that a turfed area could be developed at this location. To achieve successful establishment of a turfed area the existing tree stumps would need to be removed and free draining material of the desired pH and water/nutrient holding capacity placed and levelled out across the area. It is estimated that

establishment of a turfed area would cost approximately \$150,000. This leaves a balance of \$50,000 that can be utilised to further activate the space through park furniture or goal posts.

There is another project for the Balmoral area that is separate to the Balmoral Reserve Upgrade Project. This is the Wilson Drive Balmoral Footpath Project. As part of the 2021/22 Footpath Program, a 370m footpath was to be constructed within the western verge of Wilson Drive providing a pedestrian link between Balmoral Hall and the Wilson Drive bus shelter – which is a strategic connection identified in the adopted Pedestrian Access & Mobility Plan (PAMP). Given the uncertainty around the future of Balmoral Reserve, the project was put on hold until further clarity was gained in order to ensure that the two projects are well integrated. As a result a positive outcome can be achieved, as the footpath can now be located within Balmoral Reserve – creating further separation from the road and further activation of the reserve.

A concept design has been prepared for the Balmoral Reserve Upgrade. The concept design features the establishment of a turfed area within the cleared section of the reserve, as well as the construction of a concrete footpath. The concept design is provided within Attachment 1.

A second round of consultation will be undertaken with BCA at their upcoming meeting on the 8 November, after which consultation with the wider Balmoral community will be undertaken. The primary objective of the consultation will be for the community to determine the deliverables of the remaining \$50,000. Feedback will be invited and considered for the project in its entirety.

The design will be refined through the results of the community consultation, after which the project will move into a construction phase.

It is noted that the scope of works included within the concept design is not intended to form the final masterplan for Balmoral Reserve. Its purpose is to capture the scope of works to be delivered within the currently available funds. Development of a masterplan for the reserve will be undertaken as a future exercise and it will be at this time that more significant developments like public toilets and play spaces could be considered. The inclusion of these elements would be subject to the outcomes of the Community & Recreation Facilities Strategy currently in development, as well as consideration of potential on-going financial implications. Given the extensive list of priorities related to the Parks & Buildings asset classes of the Shire, there is currently no timeline for the completion of a masterplan for the reserve. It is understood that within any possible permutation of the final masterplan, the scope of works contained within the current concept design would remain constant as the concept design seeks to maximise the developable space and provides pedestrian connectivity – two fundamentals that would remain unchanged through the masterplan process. Therefore, in order for the Balmoral Community to benefit from activation of Balmoral Reserve, it is recommended that the concept design is finalised and implemented following the completion of community consultation.

Finalisation of the concept design will also enable the Plan of Management for the reserve to be progressed as it will provide the delineation between the areas that are to be classed as ‘Bushland’ and those to be classed as Park’. As communicated at the Ordinary Council Meeting of 20 April 2022, Balmoral Reserve was removed from the Generic Bushland Plan of Management given the complexities associated with it. In order to prevent the Generic Bushland Plan of Management being delayed, it was identified that a dedicated Plan of Management could be prepared for Balmoral Reserve – similar to the approach taken for Penrose Park. It is anticipated that the draft Plan of Management for Balmoral Reserve will be prepared for Council’s consideration at the March

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2023 Ordinary Council Meeting after which, if endorsed it will subsequently be placed on public exhibition.

COMMUNICATION AND CONSULTATION

Community Engagement

Consultation has been undertaken with the Balmoral Community Association (BCA) on 31 August 2022 which has shaped the concept design. Further consultation will be undertaken with the BCA and wider Balmoral community in November, the results of which will be utilised to finalise the design.

Internal Communication and Consultation

Manager Assets

Manager Environment & Sustainability

Recreation Planner

Coordinator Community Engagement

External Communication and Consultation

Balmoral Community Association

SUSTAINABILITY ASSESSMENT

Environment

The environmental impacts of the Balmoral Reserve Upgrade project will be managed in accordance with a Part 5 Assessment which, with the scope of works reduced to solely the cleared area, is understood to involve no more than the standard Review of Environmental Impacts (REF) process.

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

Within the Section 7.11 (previously Section 94) Developer Contributions Plan for Open Space, Recreation, Community & Cultural Facilities, adopted by Council in 2014, \$100,000 is allocated for the purpose of development 'Balmoral Village Green – Passive Park'.

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In response to the 2019/20 bushfires, Council allocated a further \$100,000 to the project from Disaster Recovery Funding Arrangements for the establishment of an informal passive recreation area at Balmoral Reserve.

RELATED COUNCIL POLICY

Community Strategic Plan – 3.1.2 - Plan and deliver an interconnected and accessible network of cycleways and footpaths between towns and villages

Community Strategic Plan – 3.3.1 Work collaboratively to improve and revitalise town and village centres throughout the Shire

CONCLUSION









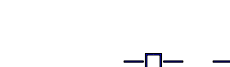


After consideration of the constraints present within Balmoral Reserve, a concept design has been prepared for works to be funded by the currently available funds. The final deliverables of the project will be subject to the results of community consultation, it is anticipated that the project will see the establishment of a large grassed area and concrete footpath within the cleared area of Balmoral Reserve.

ATTACHMENTS

1. Concept Design - Balmoral Reserve Upgrade [9.18.1 - 1 page]



KEY

-  NATIVE TREES
-  TURF AREA
-  NATIVE SHRUB/GROUND COVER/GRASS REGENERATION
-  BUSH REGENERATION TRAIL
-  CONCRETE FOOTPATH
-  TIMBER EDGE
-  EXISTING FENCE
-  PICNIC TABLE
-  BENCH SEAT
-  BIN
-  GOAL POSTS

CONCEPT PLAN



Balmoral Reserve Upgrade
Balmoral

mail@wsc.nsw.gov.au
02 4868 0888
02 4869 1203

Civic Centre, 68 Elizabeth St,
Moss Vale NSW 2577
WSC.NSW.GOV.AU



9.19 Outdoor Dining and Product Display Fee Waiver - Post Exhibition Report

Report Author: Economic Development Coordinator

Authoriser: Director Corporate Strategy and Resourcing

PURPOSE

This report provides feedback from the public exhibition period in relation to the waiving of fees for Outdoor Dining and product display for businesses adjacent to the site of the building fire on the corner of Bong Bong and Wingecarribee Streets Bowral.

OFFICER'S RECOMMENDATION

THAT:

- 1. Council waive the fees chargeable from 1 July 2022 to 30 June 2024 for businesses on Bong Bong Street between Wingecarribee Street and Merrigang Street, east side; and Wingecarribee Street between Bong Bong Street and Station Street, north side**
- 2. Council write to the impacted businesses to advise of the outcome of this report.**

REPORT

BACKGROUND

On Wednesday 20 July 2022, a report went to Council with a recommendation to waive fees for Outdoor Dining and product display for businesses adjacent to the site of the building fire on the corner of Bong Bong and Wingecarribee Streets Bowral.

REPORT

The intent of the proposal is to provide additional support to fire-impacted businesses which have already experienced hardship and reduced trade due to natural disasters. Of necessity, the hoarding covers part of the footpath which creates an obstruction to pedestrian shoppers' view to the adjacent shopfronts along the streets.

Fire impacted businesses are invited to activate their shopfronts for the benefit of the entire northern end of Bong Bong Street. A fee waiver is proposed as an incentive to them to undertake this activation.

COMMUNICATION AND CONSULTATION

Community Engagement

A consultation process was initiated through *Your Say Wingecarribee* website for a period of 28 days from Friday 16 September through to Friday 14 October. Information on the public exhibition was promoted through:

- A *Your Say Wingecarribee* newsletter to over 3,500 members
- Council's *Community Update*, a weekly 3-newsletter reaching over 2,500 people.

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There were three submissions as per table below.

J Armstrong	The suggestion to waive fees for the Bowral precinct because of fires is setting a dangerous precedent. If you do this are you going to waive fees for other businesses in the future and what would be the criteria if this is to occur? I do not think that this should occur. What did council for the victims of the bush fires? Have you given the same consideration to the businesses affected by the fires in moss vale near the happy cat dry cleaners? I think this suggestion should be carefully reconsidered.	The undeveloped fire site and hoarding has a detrimental impact on trade for a couple of blocks nearby and further north of the site. The intention is to activate the street to draw shoppers beyond the site. Nearby stores can assist with this through use of footways. The fee waiver is to encourage them to do this, for the benefit of the entire northern end of Bong Bong Street.
S Buret	I think that the Council should definitely waive fees for the businesses concerned. The block would feel much more vital and encourage visitation to the businesses that have had a bad time since the fire at very little cost to the council.	Noted
R Bailey	As there are no current licences for the property it's likely that the land has been sold or rented/leased to new businesses. This means they should not be given a fee waiver for outdoor dining and product display as this is a choice to create a business on this site. Only if a current owner or lease is rebuilding would I support such an action for that specific business.	The fee waiver does not apply to any new business which may begin trading before 30 June 2024 on a redeveloped site. The waiver applies to businesses immediately adjacent to the site for the purpose of activating the entire north end of Bong Bong Street.

Internal Communication and Consultation

The Assets branch has been consulted and will manage licence arrangements according to the resolution of Council.

External Communication and Consultation

Primarily through “Your Say Wingecarribee”.

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

There are currently no active licenses for business premises which are the subject of this report. If fees are waived, future use of the footway would represent income foregone to Council of approximately \$52.40 per annum/per square metre.

RELATED COUNCIL POLICY

Community Strategic Plan – Wingecarribee 2031

CONCLUSION

It is anticipated that a fee waiver for the licence fees may provide an incentive to business owners to consider extension of trade to the footpath; providing a visual cue to pedestrians that there is activity beyond the inactive street frontage created by the construction hoarding.

ATTACHMENTS

Nil

9.20 Festival of Lights - Exclusive Use of Corbett Gardens

Report Author: Coordinator Tourism and Events

Authoriser: Director Corporate Strategy and Resourcing

PURPOSE

This report is to request exclusive use of Corbett Gardens for two Business Southern Highland (BSH) events. One is for a Business Southern Highlands (BSH) Networking event on Thursday 15 December 2022. The other is the New Year's Eve concert on Saturday 31 December 2022.

OFFICER'S RECOMMENDATION

THAT:

- 1. Council approve the exclusive use of Corbett Gardens by Business Southern Highlands between the hours of 5pm – 1am on Saturday 31 December/Sunday 01 January 2022/2023 for the purpose of a New Year's Eve concert.**
- 2. Council approve the exclusive use of Corbett Gardens by Business Southern Highlands between the hours of 5pm – 10pm on Thursday 15 December 2022 for the purpose of a Christmas Networking Event with Southern Highlands businesses.**

REPORT

BACKGROUND

The following requests by Business Southern Highlands (BSH) were previously resolved, except item Number 4 which is on public notification until 1 December 2022:

1. Council note the planned activities for the Festival of Lights Christmas celebration.
2. Council approve the exclusive use of Corbett Gardens by Business Southern Highlands (BSH) for the purpose of setting up and packing down Christmas Wonderland lighting infrastructure from Tuesday 29 November 2022 to Thursday 1 December 2022 and Tuesday 2 January to Wednesday 3 January 2023.
3. Council approve the waiver of fees and charges for the use of community village halls and the Seniors' Rooms in Corbett Gardens to conduct Festival of Lights Christmas activities.
4. Council undertake a 28-day public notification period in relation to waiving the hire fees up to \$7,000 for community village halls and the Senior's Rooms in Corbett gardens associated with the Festival of Lights in accordance with Section 356 of the Local Government Act 1993. Currently on public notification until 1 December 2022.

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5. Council approve the suspension of the Corbett Gardens Alcohol Prohibition Area from 9.00pm - 1.00am on New Year's Eve for a ticketed concert and light display.

REPORT

Business Southern Highlands (BSH) have request exclusive use of Corbett Gardens to hold their Christmas networking event on Thursday 15 December 2022. The event will be open to all businesses in the region and limited to 250 attendees including members and sponsors. The event will be a paid event, costing \$35 per ticket and run as a cocktail party from 6pm - 9pm, with alcohol provided (not sold) and served by three Business Southern Highlands members who have their Responsible Services of Alcohol qualifications. Canapes will be prepared and served by the Moss Vale CWA, with no cooking onsite and Highlands Jazz are proposed to play in the rotunda. The event will be emceed by Business Southern Highlands Chair Carissa Wells and Business Southern Highlands Finance Director Debra Blacker. Business Southern Highlands request exclusive use of Corbett Gardens between the hours of 5pm – 10pm on Thursday 15 December 2022 to stage this event.

Business Southern Highlands (BSH) request exclusive use of Corbett Gardens for the New Year's Eve Concert on Saturday 31 December 2022. This event is to celebrate the closing of The Festival of Lights and Christmas Wonderland. Business Southern Highlands request exclusive use of Corbett Gardens between the hours of 5pm – 1am on Saturday 31 December/Sunday 01 January 2022/2023.

COMMUNICATION AND CONSULTATION

Community Engagement

Council is working with village associations, community groups and Business Southern Highlands to assist with the delivery of the Festival of Lights.

Internal Communication and Consultation

Council's Event Officers are liaising with various Council teams including Assets, Planning, Economic Development and the Open Spaces Team to ensure the delivery of safe and professional events.

External Communication and Consultation

Council's Tourism and Events team are assisting BSH with the coordination of Council's requirements for the Festival of Lights and promoting the festival through its promotional platforms. Council's Community Development are working with Villages to support their community led Christmas festivities. Council will also be funding and hanging Festival of Light banners and flags in Bowral, Mittagong and Moss Vale

BSH are in consultation with the local Police Force and SES and Council's traffic committee.

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report.

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Social

The inclusive Christmas activities for people of all faiths (and none) will bring families and people together to celebrate joyfully engendering goodwill and inclusiveness. This is especially important this year given the impacts of Covid and floods on the Shire.

Broader Economic Implications

The Festival of Lights will attract locals and visitors to the Highlands increasing Christmas spending, contributing to the economic vitality of the area.

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 total amount of fees waived for the use of community village halls and the Seniors' Rooms in Corbett Gardens to conduct Festival of Lights Christmas activities will be capped at \$7,000 with full details advertised as required under Section 356 of the *Local Government Act 1993*.

RELATED COUNCIL POLICY

Not applicable.

CONCLUSION

In response to the community's feedback from the survey of the 2021 Festival of Lights, that Council support, the exclusive use by Business Southern Highlands of Corbett Gardens on 5pm – 10pm on Thursday 15 December 2022 and Saturday 31 December/Sunday 01 January 2022/2023.

ATTACHMENTS

Nil

9.21 Bowral Classic - Waiving of Fees and Charges

Report Author: Executive Assistant to Director Corporate Strategy and Resourcing

Authoriser: Director Corporate Strategy and Resourcing

PURPOSE

This report seeks Council support for the waiver and refund the fees and charges for the Bowral Classic which was held in the Southern Highlands on the weekend of the 15 and 16 October 2022.

OFFICER'S RECOMMENDATION

THAT:

1. Council waive Fees and Charges totalling \$5,306.80 applied to the Bowral Classic event relating to Section 138 of the Roads Act 1993, application and inspections; applications relating to community land and public roads; hire of park and oval.
2. Council refund Section 138 fees to Yaffa Media Pty Ltd (Ref Vanessa Burges) totalling \$1,042.02.
3. The proposal be placed on 28 Days' public notice following the Council Meeting.

REPORT

BACKGROUND

The Bowral Classic is one of five Australian Cycling Classics or Gran Fondo experiences managed by Bicycling Australia/Yaffa Publishing. Each event offers a challenging day riding through some of Australia's most picturesque regions, attracting cyclists from around Australia.

The events are set in stunning tourist destinations within two hours' drive of major metropolitan cities. The focus goes beyond elite riding promoting the regions in which the event is held, supportive of charities and local volunteers and encourages community and corporate involvement.

Rides vary in distance and difficulty, and each one offers a shorter social ride to sample local delights. The Bowral Classic is the largest event attracting 3,000 riders and 4,000 visitors to the Shire over the weekend. In 2022, the event was run over two days on the weekend of the 15 and 16 October 2022.

REPORT

Destination NSW is a Strategic Partner and conducted research after the Bowral Classic 2019. A post event online survey was sent to the participant database and a total of 963 online surveys were completed. Relevant points are summarised below:

- There were a significant number of mentions of the scenery, the route, and the atmosphere the event created as the best parts of the event.
- Of 566 non-Capital Country overnight respondents approximately 80% stayed in a range of short-term accommodation options, with the balance staying at the home of a friend or relative.

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- Although Destination Southern Highlands (DSH) was not an official sponsor of the Bowral Classic 24.1% of respondents associated DSH with the Bowral Classic event
- 58% of riders have an annual personal income of \$100,000+
- 84% of riders intend to return to the event the following year
- 96% of riders would recommend the event region to friends and family

Event stakeholders include local Councils, Destination partners, Sponsors, Traffic Control Services, Police, Suppliers and Vendors (Local wherever possible) and Volunteer groups.

The following is a breakdown of the fees charged to Yaffa Media according to Wingecarribee Shire Council Fees and Charges 2022-2023:

Item	Cost
Loseby Park Hire - Event Village	\$3778.40
Bundanoon Oval - Event Parking	\$1319.60
Old Bowral Town Hall	\$208.80
Waiver	\$5306.80
Section 138 x 3	\$1042.02
TOTAL	\$6348.82

COMMUNICATION AND CONSULTATION

Community Engagement

Not applicable.

Internal Communication and Consultation

Not applicable.

External Communication and Consultation

Not applicable.

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to the report.

Social

There are no social issues in relation to this report.

Broader Economic Implications

Data will be available early December on the economic benefits of the event for the community, however based on the average length of stay, it is anticipated that riders will have spent over \$800,000 in the Shire over the Bowral Classic weekend. The Bowral Classic reaches a significant database in promoting the region as a visitor attraction.

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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

Council will be waiving fees of \$6,348.82 (six thousand three hundred and forty-eight dollars and eighty-two cents).

RELATED COUNCIL POLICY

Nil.

CONCLUSION

This report provides an overview of the positive impact the Bowral Classic has on the Southern Highlands.

ATTACHMENTS

Nil

9.22 Robertson Community Centre - Update

Report Author: **Manager Assets**
Authoriser: Director Service and Project Delivery

PURPOSE

This report provides Council with an update on the Robertson Community Centre and seeks endorsement for a sustainable pathway forward.

OFFICER'S RECOMMENDATION

THAT:

- 1. Council partners with the Robertson School of Arts Building Committee to complete upgrades on the Robertson School of Arts to improve the facilities functionality; and**
- 2. Council endorse the demolition of Robertson Community Centre.**

REPORT

BACKGROUND

The Robertson Community Centre and Preschool is located at 7-9 Caalong Street Robertson. The property is Crown Land, with Council nominated as the Crown Land Manager.

The construction year of the Community Centre is unknown, however the facility can be observed in the historical aerial imagery from 1963. Reviewing the aerial imagery it is evident that the facility has been slowly expanded upon over the subsequent decades.

The facility can be broken into two primary sections – the Community Centre at the southern end and the Preschool at the northern end.

REPORT

The Robertson Community Centre and Preschool facility has evolved into its current layout over several decades. Unfortunately the various extensions to the facility have been completed in a piece-meal fashion which has accelerated the deterioration of the building.

As a result of the repeated extensions, the building consists of 11 different roofs including flat, skillion and hip roofs resulting in multiple fall directions and complicated/inefficient roof guttering. The stormwater management system is poor and the roof sheeting is nearing the end of useful life. All of which has resulted in numerous and persistent water leaks over the years.

In response to the dilapidated condition of the facility, in December 2018 Council engaged a structural engineer to assess the facility and identify works required. The assessment recommended the following actions:

- Unification of roof to achieve entire structure be formed as a hip, gable or flat roof with fall in one direction only;
- Replace and rectify roof sheeting;

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- Adequate vapour barriers, flashings and eave gutters be installed;
- Veranda framing along the northern and eastern edges be repaired and rectified;
- Comprehensive storm-water system design;
- Deflecting timber floor framing in main hall be packed with timber packers that are adequately secured in place to avoid further displacement; and
- Rotten façade cladding in Southern section of building replaced.

In 2019 the regular hirers of the facility reported to Council that the facility was suffering from severe mould and odour issues. Council subsequently engaged qualified hygienist Clearsafe Environmental Solutions to inspect the facility May 2019 and August 2019 – in which both inspections found elevated levels of mould and yeast throughout the Community Centre.

In response to the findings of the hygienist report, the Community Centre was closed to public hire in September 2019. Fortunately the Pre-school has been able to continue operations as the impact of water ingress for this portion of the building has been able to be mitigated through frequent maintenance.

The hygienist report also identified the presence of asbestos in the ceiling, internal and external walls, bathrooms, kitchen and store rooms. The report subsequently recommended the complete removal of the asbestos and all mould and yeast affected areas. This effectively represents 80% of the cladding, lining and internal finishes of the Community Centre.

Given the magnitude of works required, It is evident that works required to return the Robertson Community Centre to a long-term usable space will be a significant financial undertaking for Council.

Upon review of comparable facilities within Robertson, three facilities were identified that could potentially accommodate the users of the Robertson Community Centre. These comparable facilities are the Roberston School of Arts, Robertson Community Technology Centre and the Robertson Anglican Church.

With these facilities also being located within the heart of Robertson, it proposed that the reconstruction of the Community Centre would offer minimal additional amenity to the local community.

It is therefore proposed that as an item in a future capital program, a renewal project is undertaken on the Robertson Preschool facility – with the scope including the demolition of the community centre, renewal of the roof structure of the pre-school and optimisation of the preschool layout. This approach represents the most effective investment of community funds.

Some users may be hesitant to embrace the transition to the utilisation of these other facilities within Robertson. In order to ease potential concerns, it is proposed that Council partner with the Robertson School of Arts Building Committee to pursue functionality upgrades of the School of Arts Building.

It has been identified that the functionality and versatility of the School of Arts Building could be enhanced through the provision of air conditioning and creation of a capacity for it to provide meeting room sized spaces. Investigations are currently being undertaken to determine the scope and costs required to achieve these outcomes, with the local heritage significance of the facility requiring consideration.

Following completion of these investigations, support will be sought from the Robertson School of Arts Building Committee for the delivery of the works. If supported, it is proposed that Council

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make a submission to the 2023/24 Crown Reserve Improvement Fund to provide funding for the works.

If the application is successful, works would be delivered as part of the 2023/24 Capital Program. It is also envisaged that a design phase for the Roberston Preschool Renewal & Optimisation Project will be included within the draft 2023/24 Capital Program, which will form the basis for an application to a future round of the annual Crown Reserve Improvement Fund.

COMMUNICATION AND CONSULTATION

Community Engagement

No formal community engagement activity has been undertaken in relation to this matter.

Internal Communication and Consultation

Manager Assets

Coordinator Assets Parks & Buildings

External Communication and Consultation

Robertson School of Arts Building Committee

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

A future renewal project for the demolition of the community centre, renewal of the roof structure of the pre-school and optimisation of the preschool layout is understood to represent the best value for money option. Furthermore, it is proposed that the upgrades to the Roberston School of Arts Building is funded through the annual Crown Reserves Improvement Fund.

RELATED COUNCIL POLICY

Community Strategic Plan -

3.4 We have safe, maintained and effective assets and infrastructure

CONCLUSION

The Roberston Community Centre and Preschool suffers from fundamental flaws in the building design. Rectification the design flaws and dilapidated condition is a significant financial cost that would yield minimal benefit given the presence of comparable facilities within Robertson. It is therefore recommended that the Community Centre is demolished and the Robertson School of Arts building enhanced.

ATTACHMENTS

Nil

9.23 Waste Water Reticulation System Pipe Bursting Package Tender

Report Author: Senior Operational Program Engineer

Authoriser: Director Service and Project Delivery

PURPOSE

This report presents the evaluation of the Request for Tender for the wastewater reticulation system pipe bursting package. This package of work includes various sections of sewer mains identified as suitable for renewal by pipe bursting. Work locations include Mittagong, Welby and Bundanoon. It is anticipated that Council will accept the tender response recommended by the Council's evaluation panel.

OFFICER'S RECOMMENDATION

THAT:

- 1. Council accepts the Tender for the wastewater reticulation system pipe bursting package 2022 as proposed by Killard Infrastructure at a lump sum price of \$1,107,864.00 inclusive of GST.**
- 2. Council delegate authority to the General Manager to execute the contract and any other documentation to give effect to this resolution.**

REPORT

BACKGROUND

This Tender package was previously before Council in May 2022. At this Council meeting the Tender was awarded to Benex Group. Prior to signing a letter of acceptance Benex Group withdrew their bid citing resource shortage resulting in them not being able to meet the obligations of the Tender in a timely fashion. Hence the package of work has been retendered.

Council operates a network of over 500 km of sewer gravity mains across its six (6) sewer schemes. These mains are used to convey raw sewage from residential, commercial and industrial properties. The gravity sewer mains to be renewed or upgraded in this project are constructed from 150 mm vitrified clay. There are various sections of pipeline totalling 1,225 m requiring renewal, including forty-four (44) junctions and sidelines.

The renewal project identified as *S014 – Bundanoon (Ebury Street and Hill Street)* is an upsizing of the original 150 mm vitrified clay pipe to a PE PN8 DN280 pipe. The total length to be renewed is 175 m. This section should be completed prior to other associated work that is not part of this tender. The associated work has been advertised separately as it involves manhole construction and horizontal directional drilling (this work package has been awarded to Killard Infrastructure). These two elements of work combined, create a sewer relief main for the Ellsmore Road sewer trunk main.



Figure 1. Overview of the S014 - Bundanoon (Ebury Street and Hill Street) section for upsizing.

The renewal project identified as *S176 – Mittagong - Cavendish Street (Priestly Street to Old Hume Highway)* consists of fourteen (14) sections along 680 meters, plus twenty (20) junction and sideline renewals. This renewal was triggered by some sections of the main being identified as being in poor condition during routine CCTV condition monitoring.

Some of the sidelines are on the western side of Cavendish Street. Cavendish Street is a busy thoroughfare in the light industrial area of Mittagong and hence a comprehensive traffic management plan (TMP) and traffic control plan (TCP) is required.

Contractors are to consider a temporary road closure with a traffic diversion around Lyell Street. Extensive storm water drainage works are planned for Cavendish Street in 2023. Coordination with the Council Infrastructure Services Branch has confirmed that the construction schedules will not overlap.

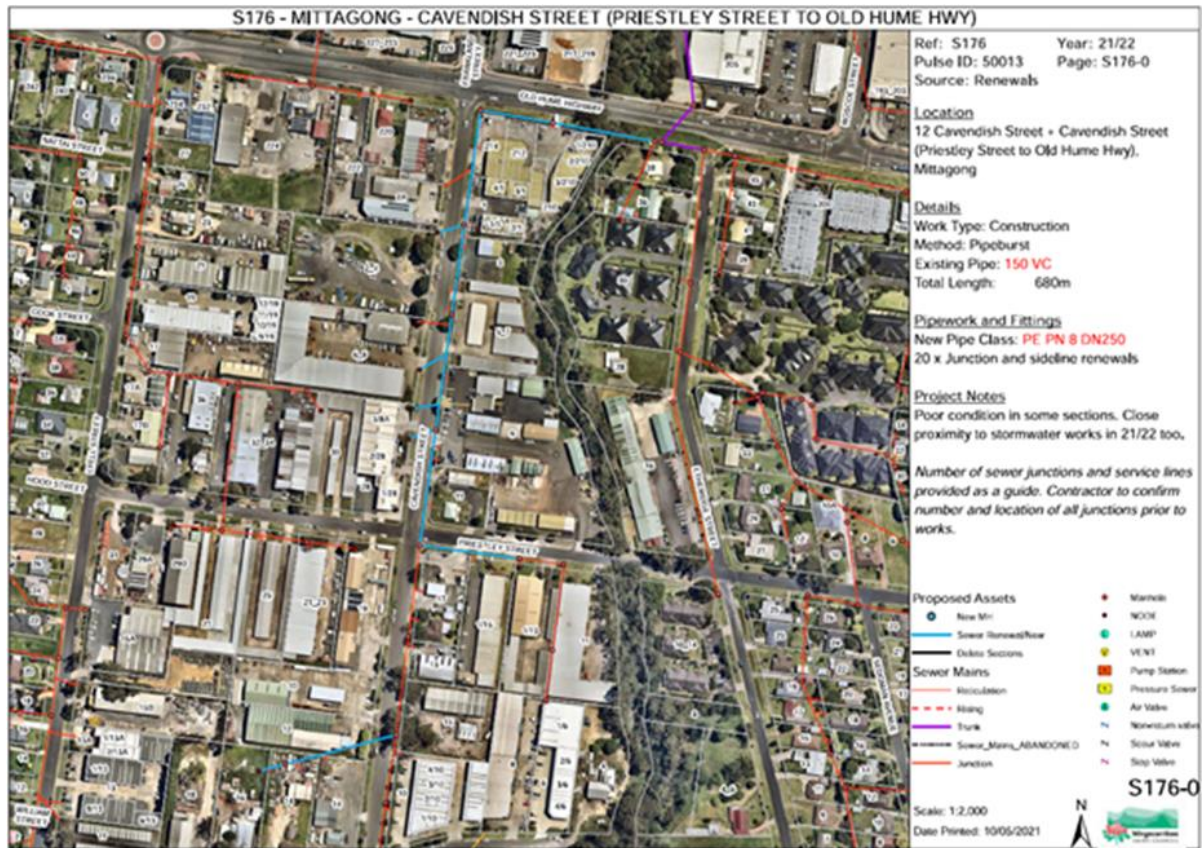


Figure 2. Overview of the S176 – Mittagong – Cavendish Street section for upsizing and renewal.

The renewal project identified as *S175 – Welby - Jellore Street to Currockbilly Street* consists of seven (7) sections along Bowral Lane totalling 370 m, including seventeen (17) junctions and sideline renewals. The renewal is required due to the poor condition of the existing main.

This main exists mostly within a Crown Road. Council has sought permission under licence to conduct this work. This renewal will be done last in the sequence of work in this package.



Figure 3. Overview of the S175 – Welby – Bowral Lane (Jellore Steet to Currockbilly Street) section.

REPORT

Council sought tenders for suitable and qualified contractors to provide a lump sum tender for the scope of works. The full scope of works was detailed in the design drawings and tender documents.

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).

COMMUNICATION AND CONSULTATION

Community Engagement

Council will notify affected residents using letter box drops and by posting project details on the Council Works and Outages web page and on the Council Projects web page.

Internal Communication and Consultation

Consultation with Coordinator Assets to clarify the functionality of the relief main to be constructed at the Bundanoon location.

Consultation with Coordinator Assets to request that junctions and sidelines may be renewed by relining (using a felt-epoxy relining system) where it is not practical to renew the service by excavation and replacement due to the damage excavation will do to established trees, private

gardens, and structures (such as driveways, walls, or fences). Coordinator Assets approved the request.

Consultation with coordinator Property Services with regards to applying for a permit to conduct construction works on Crown Land at the Welby location.

External Communication and Consultation

N/A

SUSTAINABILITY ASSESSMENT

Environment

Pipe bursting was selected as the most appropriate method available to enable the renewal and upsizing of these sections of sewer main to ensure the least possible impact on the environment. Further to this, sidelines and junctions have been approved by Assets to be renewed by relining wherever there is potential to cause environmental damage. Pipe bursting does require the excavation of launch and receive pits to introduce the new pipe and to install the bursting rig. This will require trees to be removed or pruned – particularly in locations where manhole access requires deep excavation.

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

This program of works is funded from the Shire-wide - Sewer Main Upgrades and Renewals (Annual Program).

RELATED COUNCIL POLICY

Council's Procurement Guidelines have been used to inform the tender process.

CONCLUSION

The tender evaluation panel were unanimous in approving the recommendation to award the tender to Killard Infrastructure.

ATTACHMENTS

Nil

9.24 Australia Day Celebrations 2023

Report Author: Executive Assistant to Director Corporate Strategy and Resourcing

Authoriser: Director Corporate Strategy and Resourcing

PURPOSE

The purpose of this report is to advise Council on the Citizenship Ceremony location and proposed Australia Day activities for Wingecarribee Shire for 2023.

OFFICER'S RECOMMENDATION

THAT:

- 1. Council commence Australia Day with a Citizenship Ceremony, address by the Australia Day Ambassador and announcement of the Citizen and Young Citizen of the Year to be held at the Civic Centre**
- 2. Council work closely with Berrima Courthouse Trust to honour the final year of the Deed of Agreement with Council having regard to the following:**
 - a) The Berrima event includes locally based market and food stall providers**
 - b) The Berrima event provides entertainment that is locally based**

REPORT

BACKGROUND

Wingecarribee Shire Council, in conjunction with members of the historic Berrima Courthouse Trust, have held Australia Day celebrations in Berrima for the past 26 years.

The current partnership is under a Deed of Agreement executed in November 2017 formalising a Council resolution, wherein Berrima Courthouse Trust was appointed to undertake Australia Day activities on the 26 January 2018, 2019, 2020 with a further 2-year option. Due to the Pandemic, Australia Day activities have been cancelled in the 2020, 2021 and 2022 years, therefore, 2023 will be the final year of the Deed of Agreement should the Berrima Courthouse Trust not wish to take up the option for the further 2 years. Mr Colin Gelling OAM, CEO of Berrima Courthouse, stages and oversees the activities held at the Berrima Market Place Reserve.

For Australia Day 2022, Council moved at its meeting on 10 November 2021

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

- a. Work closely with Berrima Courthouse Trust to honour the final year of the Deed of Agreement with Council*
- b. Commence the day with Citizenship Ceremony, address by the Australia Day Ambassador and announcement of Citizen/Youth Citizen of the Year*

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c. Include a street parade that celebrates and acknowledges local volunteer groups and emergency service providers and invites a broader range of local participants

d. Include locally based market and food stall providers

e. Provide entertainment that is locally based

f. Investigate holding an outdoor cinema in the evening

g. Should Council's application to the Australia Day Council be successful the allocation of funds be made by the General Manager in consultation with the Interim Administrator

REPORT

Australia Day January 2023

It is proposed that the 2023 Wingecarribee Shire Australia Day events/activities will follow a similar format to what was proposed for 2022 as outlined below:

- Australia Day commences with a Citizenship Ceremony, address by the Australia Day Ambassador and announcement of Citizen/Youth Citizen of the Year to be held at the Civic Centre
- Event activities be held in Berrima, managed by the Berrima Courthouse Trust and include:
 - locally based market and food stall providers
 - provide entertainment that is locally based

It is proposed not to hold the street parade as part of the Australia Day events but rather honour volunteers, service organisations and first responders as part of the "Angels in our Town" event which is being held on Saturday 10 December in Bowral. Council has provided sponsorship (\$15,000) and is waiving of fees (capped at \$7,000) totalling \$22,000 for the Festival of Lights and the Angels in our Town component of the festival.

COMMUNICATION AND CONSULTATION

Community Engagement

Nil.

Internal Communication and Consultation

Executive.

External Communication and Consultation

Mr Colin Gelling OAM, CEO of Berrima Courthouse.

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.

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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

Council has an annual budget allocation of \$29,600 for Australia Day. As in previous years Council is applying for funding through the Australia Day 2023 Community Grants. Should Council not be successful in obtaining grant funding the budget allocation will be utilised to cover the cost of the Citizenship Ceremony and Australia Day event.

RELATED COUNCIL POLICY

Nil.

CONCLUSION

The report outlines the 2023 Citizenship Ceremony and proposed activities for Australia Day 2023 to encourage all members of the community to participate given 3 previous years of Australia Day event cancellations.

ATTACHMENTS

Nil

9.25 IPART Submission for the Review of the Rate Peg

Report Author: Chief Financial Officer
Authoriser: Director Corporate Strategy and Resourcing

PURPOSE

The purpose of this report is to advise Council of the submission made to The Independent Pricing and Regulatory Tribunal (IPART) on the Review of the Rate Peg on behalf of Council.

OFFICER'S RECOMMENDATION

THAT Council notes the submission to IPART on the Review of the Rate Peg.

REPORT

BACKGROUND

IPART have been setting the rate peg since 2010 and during this time, have made some changes in how rates have been calculated including the recent introduction of the rates growth factor when determining the rates pegs. In August 2022, IPART announced that they would be conducting a review of the Rate Peg Methodology with the terms of reference found at **ATTACHMENT 1**.

REPORT

IPART have released the following timeframes in relation to their review of the Rate Peg Methodology:

Date	Milestone
30 August 2022	Terms of Reference Issued
29 September 2022	Issues Paper released, and submissions opened to respond to the issues paper
4 November 2022	Submission on Issues paper closed.
November 2022	Workshops
February 2023	Draft Report
March 2023	Public Hearing
18 May 2023	Final Report

A submission was prepared in response to the issue paper (issued by IPART), on behalf of Council, and lodged with IPART on 4 November 2022. The submission can be found at **ATTACHMENT 2**. The key themes captured in the submission include:

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- The current rate peg should be replaced with a process that aligns closely with the Integrated Planning and Reporting framework to allow Council's to set their own rate increase through the development of the Operational Plan. The proposed process includes an independent review from either IPART or the Audit Office to ensure rate increases are not unjust and align to the increase in service levels and inflationary pressure on each individual Council.
- The current rate peg methodology uses lag indicators which do not adequately capture the immediate financial impacts on Council's in preparing their annual budgets. This is evident with the current rates peg (excluding the rates growth factor) which was set by IPART at 3.7% for the 2023/24 financial year. This is in contrast with the Australian Bureau of Statistics announcing the September 2022 All Sydney inflation rate of 7%.
- The current rate peg does not adequately allow Councils to maintain service levels and fund asset depreciation as a result of population growth. This is evident by a number of Council's continually applying for Special Rate Variations.
- The blanket approach to the current rate peg does not factor in the different service levels of each Local Government area and the requirements of their community either based on geographic location or population demographic. This often results in Council's reducing service levels or deferring critical infrastructure renewals that cause an intergenerational financial burden on future generations.

These themes are evident that the rating system is in need of a fundamental change in approach to how rates are calculated to ensure rates increases are aligned to desired service levels set by the community.

Council officers will participate in the workshops in November 2022 and continue to engage with IPART until the final report is presented in May 2023.

COMMUNICATION AND CONSULTATION

Community Engagement

Not applicable

Internal Communication and Consultation

Finance Team

External Communication and Consultation

Not applicable

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report.

Social

There are no direct social issues in relation to this report, but the outcome of the rate peg review may have social impacts.

Broader Economic Implications

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

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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 budgetary impacts of this report at this stage of the IPART consultation process.

RELATED COUNCIL POLICY

Nil

CONCLUSION

The submission was lodged with IPART, in response to the issues paper relating to the review of the Rate Peg Methodology on the 4 November 2022.

ATTACHMENTS

1. Terms-of-reference- Review-of-rate-peg-methodology- August-2022 (1) [9.25.1 - 4 pages]
2. IPART Rating Peg Paper formatted [9.25.2 - 11 pages]

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The Hon. Wendy Tuckerman MP
Minister for Local Government

Our Ref: A830508
18 August 2022

Ms Carmel Donnelly PSM
Chair
IPART
PO Box K35
HAYMARKET POST SHOP NSW 1240

Email: ipart@ipart.nsw.gov.au

Dear Ms Donnelly

The Premier of NSW, the Hon. Dominic Perrottet MP, has approved, pursuant to section 9(2) of the *Independent Pricing and Regulatory Tribunal Act 1992*, for the Independent Pricing and Regulatory Tribunal (IPART) to review the local government rate peg methodology, including the Local Government Cost Index.

I have attached a copy of the Premier's approval and the Terms of Reference (ToR).

The ToR require IPART to provide a final report on the outcomes of the review to myself, as Minister for Local Government, within 9 months of receiving the ToR. It is also requested that IPART provide Terms of Engagement, including a proposed program and timetable of works and an estimate of fees and/or disbursements for completing the work set out in the approved ToR.

Should you require further advice or assistance in relation to this matter, please do not hesitate to contact Melissa Gibbs, the Office of Local Government's Director Policy and Sector Development on [REDACTED] or by email at olg@olg.nsw.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Wendy Tuckerman', followed by two dots.

The Hon. Wendy Tuckerman MP
Minister for Local Government

Encl: 1. IPART review of the rate peg methodology - Premier approval - Tab 1
2. IPART review of the rate peg methodology - Signed Terms of Reference (ToR) – Tab

GPO Box 5341 Sydney NSW 2001 ■ P: (02) 8574 5280 ■ W: nsw.gov.au/ministertuckerman

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New South Wales

Dominic Perrottet MP

Premier of New South Wales

Ref: A5440532

The Hon Wendy Tuckerman
Minister for Local Government
52 Martin Place
SYDNEY NSW 2000

Dear Minister,

Thank you for your correspondence of 18 May 2022 regarding a proposed arrangement for the Independent Pricing and Regulatory Tribunal (IPART) to review the local government rate peg methodology, including the Local Government Cost Index.

I approve the arrangement as set out in your letter and proposed terms of reference, pursuant to section 9(2) of the *Independent Pricing and Regulatory Tribunal Act 1992*.

Thank you for taking the time to bring this matter to my attention.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Dom - 12/11'.

Dominic Perrottet MP
Premier

22/06/2022

GPO Box 5341 Sydney NSW 2001 ■ P: (02) 8574 5000 ■ F: (02) 9339 5500 ■ W: nsw.gov.au

OFFICIAL

TERMS OF REFERENCE - Review of rate peg methodology

I, Wendy Tuckerman, Minister for Local Government, with the approval of the Premier, have entered into an arrangement for the provision of services by the Independent Pricing and Regulatory Tribunal (IPART) under section 9 of the *Independent Pricing and Regulatory Tribunal Act 1992* to investigate and report on the rate peg methodology in accordance with this Terms of Reference.

Context

IPART has set the rate peg under section 506 of the *Local Government Act 1993* (the Act) under delegation from the Minister for Local Government since 2010. The rate peg is the maximum percentage amount by which a council may increase its general income for the year. The primary purpose of the rate peg is to protect ratepayers from excessive increases in their rate bills. Section 506 of the Act enables different rate pegs to be set for different councils.

IPART calculates the rate peg by applying a methodology that comprises the Local Government Cost Index (LGCI), a productivity factor and a population factor (the methodology). Currently, the LGCI and productivity factor are the same for all councils, and IPART's approach to determining these components of the rate peg has been broadly consistent since 2010. The population factor was introduced in 2022-23 and varies depending on population growth in each council area.

While IPART uses the latest available cost indicators from the Australian Bureau of Statistics, there is up to a two-year lag between the time period these changes are measured over and when councils apply the rate peg to their general income. This means that the 2022-23 rate peg is based on the changes in costs experienced by councils between 2019-20 and 2020-21.

The local government sector has raised concerns that when inflation is more volatile, such as during the COVID-19 pandemic, councils have difficulty forecasting and planning for a low inflation rate peg outcome.

The task

I am requesting IPART to deliver a report recommending a rate peg methodology that allows the general income of councils to be varied annually that is reflective, as far as possible, of changes in inflation and costs incurred by the local government sector and that continues to include a population growth factor.

Specifically, I am requesting IPART to investigate and make recommendations to the Minister on:

1. Possible approaches to set the rate peg methodology to ensure it is reflective of inflation and costs of providing local government goods and services;
2. Possible approaches to stabilising volatility in the rate peg, and options for better capturing more timely changes in both councils' costs and inflation movements;
3. Alternate data sources to measure changes in councils' costs;
4. Options for capturing external changes, outside of councils' control, which are reflected in councils' costs;
5. The effectiveness of the current LGCI approach;
6. Whether the population growth factor is achieving its intended purpose.

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In undertaking the review, IPART should have regard to:

- The Government's commitment to protect ratepayers from excessive rate increases and to independently set a rate peg that is reflective of inflation and cost and enabling financial sustainability for councils.
- The differing needs and circumstances of councils and communities in metropolitan, regional and rural areas of the State.
- Ensuring the rate peg is simple to understand and administer.

Process and timeframe

IPART should consult with relevant stakeholders including councils, the Office of Local Government, relevant NSW Government agencies, Local Government NSW and the public in carrying out this review, including by publishing a draft report.

The Tribunal will provide a final report to the Minister for Local Government within 9 months of receiving the terms of reference.



The Hon. Wendy Tuckerman MP
Minister for Local Government

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3rd November 2022

Civic Centre
68 Elizabeth Street Moss Vale
PO Box 141 Moss Vale NSW 2577

02 4868 0888
mail@wsc.nsw.gov.au
ABN 49 546 344 354

IPART
2-24 Rawson Place,
Sydney NSW 2000

Dear Sir/Madam,

RE: Wingecarribee Shire Council Submission on the Review of the Rate Peg Methodology

Thank you for the opportunity to comment on the Review of the Rate Peg Methodology

Please find enclosed Wingecarribee Shire Council's submission in relation to this review.

If you should have any queries relating to this submission, please do not hesitate to contact me on 4868 0888 or via email at Pav.Kuzmanovski@wsc.nsw.gov.au

Yours sincerely,

Pav Kuzmanovski
Chief Financial Officer

Working with you

WSC.NSW.GOV.AU

WINGECARRIBEE - A COAL MINING FREE SHIRE



Executive Summary

Wingecarribee Shire Council would like to thank the Independent Pricing and Regulatory Tribunal (IPART) for the opportunity to comment on the Review of the Rate Peg Methodology. Council's submission focuses on aligning the determination of rate indexation to service levels rather than a globally prescribed indicators that form the rate peg calculation.

The Integrated Planning and Reporting framework has been mandated for Council's for over a decade and this reporting framework provides a solid platform for Council's to engage with the community in setting service levels and aligning rates indexation to deliver these services. In seeking changes to how the rate peg is calculated and set, the conversation of the relevance of the rate peg, in light of the Integrated Planning and Reporting framework, should be the focus point of the conversation within the industry.

Throughout this submission, Council has emphasised its position on abolishing the rate peg and replacing it with a more strategic approach in determining rates indexation at a local level (as opposed to current blanket approach) and aligning it to community agreed service levels through the development of the annual Operational Plan. There is a proposal that will see additional scrutiny on the Operational Plan deliverables through the Audit, Risk and Improvement Committees to ensure the community is receiving the services committed to by Council. An opportunity exists to align Council's primary revenue source to this strategic process that will be scrutinised through an audit and improvement lens.

Whilst Wingecarribee Shire Council acknowledges there are political impediments in abolishing the rate peg, as an industry, the conversation about Council's controlling the indexation on our primary revenue source needs to continue

Wingecarribee Shire Council looks forward to engaging you in the workshops throughout November and December this year.



Response to questions presented in the IPART Issues Paper:

1. To what extent does the Local Government Cost Index reflect changes in councils' costs and inflation? Is there a better approach?

The Local Government Cost Index uses lag indicators to determine the rate peg which is then applied to Council's rates revenue. The extent to which the Local Government Cost Index reflects changes in costs and inflation is not reflect of how Council's operate, in particular the inability to capture the vast levels of services offered by different Council's across the state. These services demands are driven by the needs of the community and Council's requirement to deliver on its statutory obligations.

The issues with the current approach are:

- The retrospective nature of the rate peg does not immediately compensate for imminent pricing increases. This exposes Councils to a funding shortfall, having to fund current expenditure increases (such as fluctuation in electricity) while waiting wait almost two financial years until the impact of the pricing is eventually factored into the rate peg.
- The Local Government Cost Index is more a blanket approach that does not take into consideration service levels of individual Local Government areas and the diverse needs of some of the communities throughout the state.
- Specifically, the Employee Benefits indicators is aligned to NSW Public Sector increases and not the Local Government Award. As Employee Benefits can represent up to 55% of the total operating costs of a Council, it would be common sense to align this specific indicator to the Local Government Award rather than state based indicators.

A better approach in dealing with rates indexation would be abolishing the rate peg and replacing it with a process where Council's are required to disclose to the community, as a part of the draft Operational Plan, which services the rates increases are attributed to. This will allow the elected Council (or Administrator) to get a sense, from the community, if the rates increase is reflective of services level demands and if the community is willing to pay for these service levels. As a mitigating control, to ensure ratepayers are not disadvantaged, any rate peg that is more than 2% (as a hypothetical indicator) above the September All Groups Sydney CPI must require IPART endorsement through a concise application process prior to submitting to the draft Operational Plan to Council for public exhibition. This process will ensure that rating indexation is aligned to service levels rather than globally established indicators.

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2. What is the best way to measure changes in councils' costs and inflation, and how can this be done in a timely way?

As referenced in question 1, a better approach would be abolishing the rate peg and engaging with the community to align service levels with the appropriate rate increase as a part of the draft Operational Plan process. An IPART endorsement would be required if the rate peg is more than 2% (as a hypothetical indicator) above the September All Groups Sydney CPI. In this instance, an application must be submitted and endorsed prior to the draft Operational Plan to Council for public exhibition. An alternate solution could be that the Operational Plan increases are reviewed by the Audit Office, to ensure the rates increases are align with service level offerings to provide an impartial verification, prior to the draft Operational Plan being presented to Council to be placed on public exhibition.

3. What alternate data sources could be used to measure the changes in council costs?

Councils have been required to developed Long Term Financial Plans (LTFP's) for over a decade and refined methods in presenting their respective plans. Each Council is unique in its community demands and service levels, and the information that underpins these longer term plans should align to the Operational Plan. At a high level, these drivers are categorized as follows:

- Salaries and Wages – The Local Government Award.
- Materials and Contractors – Based on large size contracts which have a material impact on budget movement (broken into smaller subsets such as technology, legal etc.).
- Other Expenses – Generally aligned with CPI or other indexes aligned to the RBA.
- Capital Expenses - Generally aligned with CPI or other indexes aligned to the RBA.

Councils should have sufficient information within its LTFP and contract register to establish localised cost indexes. Applying these localised indices to the methodology outlined in question 1 and 2 to apply a rate increase will better align funding and services levels expected by the community.

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4. Last year we included a population factor in our rate peg methodology. Do you have any feedback on how it is operating? What improvements could be made?

Council welcomed the additional rates revenue generated from the population growth factor. The additional rates revenue generated by population growth factor has been used to partially fund the expanded services levels (attributed to growth) but is still inadequate to fund the growing demands on Council services and expanding asset base. The methodology goes some way to funding expanded services levels and asset bases, but as infrastructure depreciates, and higher levels of intervention maintenance is required on aging infrastructure, Council's will eventually experience funding shortfalls to maintain these assets in the medium and longer term. This is compounded by the lag effect of not receiving the full benefit of the population growth (outlined in our response in question 1), where the growth factors aren't fully realised until two years after the growth has occurred.

Further improvements to consider could be related to:

- Population growth based on the number of expected occupants rather than number of supplementary values.
- Reduce the timing difference between when subdivisions (supplementary values) occur, and population increases.

Other alternate options could see a change to the valuation where the Capital Improved Values (CIV) replaces the existing valuation system to reflect the uplift and gentrification of an area.

5. How can the rate peg methodology best reflect improvements in productivity and the efficient delivery of services by councils?

Each council has different service levels and community demands on services and infrastructure established by Council through the community feedback. The principle of incorporating a productivity factor into Council's rate peg is counter intuitive as rates revenue is re-invested into the community. Penalising councils for efficiency gains only disadvantages communities in the services they are receiving.

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6. What other external factors should the rate peg methodology make adjustments for? How should this be done?

As referenced in question 1, a better approach would be abolishing the rate peg and engaging with the community to align service levels with the appropriate rate increase as a part of the draft Operational Plan process. An IPART endorsement would be required if the rate peg is more than 2% (as a hypothetical indicator) above the September All Groups Sydney CPI. In this instance, an application must be submitted and endorsed prior to the draft Operational Plan to Council for public exhibition. An alternate solution could be that the Operational Plan increases are reviewed by the Audit Office, to ensure the rates increases are align with service level offerings to provide an impartial verification, prior to the draft Operational Plan being presented to Council to be placed on public exhibition.

If the rate peg methodology were continuing, the rate peg should make allowances for external factors such as:

- Delays with importing foreign sourced goods;
- Cost indexes relating to government rather than commercial or retail indexes
- Impact of natural disasters and inclement weather events
- Ensuring that rate pegging indexes align to Government based indexes such as the Emergency Services Levy.
- Cost Shifting from Federal and State Government to Local Government
- Resilience.

These external factors should form a part of the calculation and included in a timely manner.

7. Has the rate peg protected ratepayers from unnecessary rate increases?

Council does not believe in this philosophy of unnecessary rate increases. Council aligns its revenue forecasts to services delivered. The philosophy of attempting to achieve low rates disadvantages the community and results in reduced service levels and intergenerational deterioration of assets. In preparing its Operational Plan, Wingecarribee Shire Council aligns its limited resources to provide the best possible services and manage its assets in an effective manner to ensure value for money is delivered to the community. The development of the Operational Plan is constructed within the Integrated Planning and Reporting Framework that requires extensive community consultation that allows for review by the Council through numerous consultation steps.

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It is important to note that the Integrate Planning and Reporting framework was not in place when rate pegging/capping was introduced in 1977 yet the NSW Government has made no concessions to allow the ratepayers of NSW more choices in how the community can be better funded.

8. Has the rate peg provided councils with sufficient income to deliver services to their communities?

No. Councils are still applying for Special Rate Variations.

9. How has the rate peg impacted the financial performance and sustainability of councils?

It is evident that with a number of Council's continuing to apply for Special Rate Variations, that the financial performance and sustainability of Council's has been negatively impacted by the rate peg.

Throughout this submission, reference to abolishing the rate peg and aligning rate increases to the Operational Plan process (as a part of the Integrated Planning and Reporting Framework) is being proposed. The suggested process also provides for adequate indexation controls are in place to protect ratepayers from any unjustified rate increases. This will ensure that rate increases align to service levels (and inflation) rather than the existing blanket approach where Council is expected to squeeze services into a rate peg which ultimately leads to reduced service levels (both community services and asset related services) to balance the budget.

The proposed service levels will also allow Council's to adequately fund maintenance and depreciation to ensure future generations are not continually playing catch up with asset renewals and infrastructure.



10. In what ways could the rate peg methodology better reflect how councils differ from each other?

As referenced in question 1, a better approach would be abolishing the rate peg and engaging with the community to align service levels with the appropriate rate increase as a part of the draft Operational Plan process. An IPART endorsement would be required if the rate peg is more than 2% (as a hypothetical indicator) above the September All Groups Sydney CPI. In this instance, an application must be submitted and endorsed prior to the draft Operational Plan to Council for public exhibition. An alternate solution could be that the Operational Plan increases are reviewed by the Audit Office, to ensure the rates increases are align with service level offerings to provide an impartial verification, prior to the draft Operational Plan being presented to Council to be placed on public exhibition.

11. What are the benefits of introducing different cost indexes for different council types?

The benefits of introducing different cost indexes for different Council types would be a matter of how they are calculated. If the Council indexes are not developed on an evidence based methodology for each Council, having different cost indexes would be irrelevant and the blanket approach would be just as effective. Cost indexes should be created on a Council by Council basis and should align with actual costs Councils are experiencing. These drivers include:

- Salaries and Wages – The Local Government Award.
- Materials and Contractors – Based on large size contracts which have a material impact on budget movement (broken into smaller subsets such as technology, legal etc.).
- Other Expenses – Generally aligned with CPI or other indexes aligned to the RBA.
- Capital Expenses - Generally aligned with CPI or other indexes aligned to the RBA.

Councils should have sufficient information within its LTFP and contract register to establish a budget and use the methodology outlined in question 1 and 2 to apply a rate increase and align it to community demand.

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12. Is volatility in the rate peg a problem? How could it be stabilised?

Yes. The calculation and fluctuation the rate peg determined for the 2022/23 financial year of 0.7% demonstrates that the rate peg methodology is flawed. By abolishing the rate peg and aligning rate increases to service levels would be a more appropriate way to stabilise rates growth and justify the growth through the Operational Plan process (refer Question 1 and 2).

13. Would councils prefer more certainty about the future rate peg, or better alignment with changes in costs?

Council prefers better alignment as it can align rates revenue to services provided through the Operational Plan process. If the rate peg is abolished and aligned to Operational Plan service levels, this would provide both certainty and better alignment.

14. Are there benefits in setting a longer term rate peg, say over multiple years?

Setting a longer term rate peg would work if Council's had the ability to determine their own rate indexation and align the indexation to their service offerings. This would mean that the long term financial plan could see inflation and service based movements rather than deteriorating service levels and asset conditions over the life of the LTFP through a rate peg.

15. Should the rate peg be released later in the year if this reduced the lag?

No. Councils need to prepare for budgets in October/November to meet exhibition timelines of the Integrated Planning and Reporting framework documents. The rate peg should be released after the September ABS inflation figures are released to ensure they are incorporated into the rate peg.

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16. How should we account for the change in efficient labour costs?

Council believes accounting for actual labour costs should be aligned with changes in the NSW Local Government (State) Award to be more reflective of council's costs. These costs should include the cost of attracting qualified staff to ensure Councils can operate effectively.

Council believes factoring in any efficiency gain into the rate peg is counter intuitive as any efficiency gains will re-invested into other community priorities.

17. Should external costs be reflected in the rate peg methodology and if so, how?

Yes. External costs that have an economic impact at a state, national or international level should be included in the rate peg methodology. These may different impacts on Council and should be considered based on location and demographic.

18. Are council-specific adjustments for external costs needed, and if so, how could this be achieved?

As referenced in question 1, a better approach would be abolishing the rate peg and engaging with the community to align service levels with the appropriate rate increase as a part of the draft Operational Plan process. An IPART endorsement would be required if the rate peg is more than 2% (as a hypothetical indicator) above the September All Groups Sydney CPI. In this instance, an application must be submitted and endorsed prior to the draft Operational Plan to Council for public exhibition. An alternate solution could be that the Operational Plan increases are reviewed by the Audit Office, to ensure the rates increases are align with service level offerings to provide an impartial verification, prior to the draft Operational Plan being presented to Council to be placed on public exhibition.

19. What types of costs which are outside councils' control should be included in the rate peg methodology?

As referenced in question 1, a better approach would be abolishing the rate peg and engaging with the community to align service levels with the appropriate rate increase as a part of the draft Operational Plan process. An IPART endorsement would be required if the rate peg is more than 2% (as a hypothetical indicator) above the September All Groups Sydney CPI. In this instance, an application must be submitted and endorsed prior to the

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draft Operational Plan to Council for public exhibition. An alternate solution could be that the Operational Plan increases are reviewed by the Audit Office, to ensure the rates increases align with service level offerings to provide an impartial verification, prior to the draft Operational Plan being presented to Council to be placed on public exhibition.

If the rate peg methodology were continuing, the rate peg should make allowances for external factors such as:

- Delays with importing foreign sourced goods;
- Cost indexes relating to government rather than commercial or retail indexes
- Impact of natural disasters and inclement weather events
- Ensuring that rate pegging indexes align to Government based indexes such as the Emergency Services Levy.
- Cost Shifting from Federal and State Government to Local Government
- Resilience.

These external factors should form a part of the calculation and could be reversed in future rate peg calculations if the no longer impact the price of goods and services.

20. [How can we simplify the rate peg calculation and ensure it reflects, as far as possible, inflation and changes in costs of providing services?](#)

As referenced in question 1 and 2, a better approach would be abolishing the rate peg and engaging with the community to determine service levels and the appropriate rate increase as a part of the draft Operational Plan process. An IPART endorsement process should be triggered if the rate peg is more than 2% above the September All Groups Sydney CPI. In this instance, an application must be submitted and endorsed prior to the draft Operational Plan to Council for public exhibition. An alternate solution could be that the Operational Plan increases be reviewed by the Audit Office, to ensure the rates increases are attributed to services to ensure complete transparency.

9.26 Formulating a 2% Efficiency Gain

Report Author: Chief Financial Officer
Authoriser: Director Corporate Strategy and Resourcing

PURPOSE

The purpose of this report is to update Council on the approach to factor in a 2% efficiency gain into the draft 2023/24 Operating Budget.

OFFICER'S RECOMMENDATION

THAT Council note the methodology and approach to developing and reporting an Efficiency Gain of up to 2% that will be incorporated into the draft 2023/24 Operational Plan and Budget as an efficiency gain.

REPORT

BACKGROUND

At the Extraordinary Council meeting held on 29 June 2022, in adopting the 2022/23 budget, also resolved that:

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.

This report addresses the approach that will be taken to ensure an efficiency gain of up to 2% will be achieved.

REPORT

The purpose of this report is to set out how an efficiency of up to 2% will be captured in preparing the 2023/24 Operating Budget. This report will not identify the specific items that will make up the 2% efficiency gain, however, outlines a high-level approach and how it will be incorporated into the 2023/24 Operational Plan.

CALCULATING THE 2% EFFICIENCY GAIN

The calculation of an efficiency gain will be segmented into deliverables to be reported on in the draft 2023/24 Operational Plan. For the purposes of this report, a high-level methodology will be applied until the details can be substantiated whilst preparing the draft 2023/24 Operational Plan. Any efficiency generated will need to be perpetual in nature, with any non-perpetual savings (on-off savings) being reported as a part of the quarterly budget review process.

A summary, via profit and loss class, will explain the potential efficiency targets that Council will aim to generate as a part of the 2023/24 financial year:

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Profit and Loss Class	22/23 Original Budget (\$M)	Potential Efficiency Gain
Rates and Charges	\$88.4	There is no potential efficiency gain due to the statutory nature of this revenue class.
User Fees and Charges	\$23.3	The majority of this revenue class is made up of water charges and statutory development fees. It is proposed to further investigate new revenue streams as a part of the efficiency gain process.
Interest	\$1.1	Due to the restrictive nature of investments (by way of a Ministerial Order), there is no potential efficiency gain.
Other Revenue	\$2.4	This revenue class will generate additional revenue through the Property Investment Strategy and Policy. There may be some short-term revenue opportunities in 2023/24 year, but due to the nature of leases and property investments, these have a 2-5-year window until adequate revenue is generated.
Grants and Contributions	\$30.0	Due to the non-recurrent nature of this funding source, this revenue class will be excluded from the efficiency gain calculation.
Employee Costs	\$45.3	With a potential review of business practices, there is potential for reduction in employee costs. Notwithstanding this, this may require an initial upfront investment in technology and/or resources to ensure the change is managed in an appropriate manner. Although there may be some initial savings, the Return on Investments may be over a few years.
Borrowing Costs	\$0.6	Due to the nature of the transaction, there is no potential efficiency gain.
Material and Contracts	\$44.9	As contracts expire, there is potential for contract savings. These savings would be minimal in light of current inflation rates.
Other Expenses	\$4.1	These majority of these costs are aligned to statutory payments. There is no potential efficiency gain.
Capital Expenditure	\$60.0	Although there may be savings attributed to projects being completed under budget, Capital Expenditure will be excluded from the scope of the efficiency review.

The efficiency gain will be a combination of revenue generation through additional revenue streams and expenditure reduction through process reviews of efficient working practices and enhanced procurement scoping. In generating these efficiencies, temporary resourcing will be required to ensure the efficiency program is realistic and achievable.

REPORTING ON 2% EFFICIENCY GAIN

In implementing the 2% efficiency gain, Council will incorporate any related outcomes within the draft 2023/24 Operational Plan deliverables to ensure they can be reported at appropriate reporting level.

In reporting the efficiency dividend, the classification of the efficiency will be classed as a “soft saving” or “real saving.” A “soft saving” will be recorded where an efficiency is generated but a financial savings cannot be made but the resource will be diverted to value added activities. The soft saving will allow Council officers to report on the works completed to ensure that best value is being achieved.

A real saving will be reported where a financial gain is made and allocated as a surplus to the relevant fund (general fund, water fund or sewer fund).

MITIGATING FACTORS

In applying an efficiency gain in the draft 2023/24 budget, there are mitigating factors that may impact the success of the proposed target. These factors are external risks that Council do not have control over, but impact Council’s financial performance. These external factors include:

- The Local Government Award increase for 2023/24 onwards is still unknown. Salaries and Wages consist of approximately 45% of Council’s total expenditure. If the award increase is greater than the rate peg granted to Council (4.1%) for 2023/24, this may have an impact on the ability to realise the full value of savings.
- Interest and inflation rates may have an impact on the ability to fully realise any costs, if inflation outstrips the rate peg allocated to Council.
- Service delivery transfer from State Government with no funding provided to undertake the additional services. For example, the transfer of Crown Roads to Council and the Crown Land Management Act 2016 requiring Councils to prepare new Plans of Management for Crown Reserves and be responsible for Native Title matters increasing legal costs. Other cost shifting from the State Government includes the indexation of the Fire and Emergency Service Levy contribution above the rate peg.
- Other inclement weather events, such as further flooding and / or severe storm events, may result in a diversion of resources, resulting in temporary soft saving rather than a real saving.

These factors will have an impact on the quantum of the efficiency gain and will be monitored accordingly.

NEXT STEPS

The next step in the process will see Council officers identify opportunities whilst preparing the draft 2023/24 budget with a view of having deliverables included in the draft 2023/24 Operational Plan.

COMMUNICATION AND CONSULTATION

Community Engagement

Not applicable

Internal Communication and Consultation

As the program is developed, it will be in collaboration with the relevant managers and directors.

External Communication and Consultation

Not applicable.

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 2% efficiency gain will be incorporated into the 2023/24 budget. Additional resourcing may be needed in the current year budget to ensure the program is established in a reasonable manner. Any financial implications on additional resourcing will be reported at the next quarterly budget review.

RELATED COUNCIL POLICY

Nil

CONCLUSION

The inclusion of a 2% efficiency gain will be incorporated in Council's 2023/24 draft Operational Plan. The total value of a 2% efficiency gain will be dependent on a number of internal and external and the timing of the gain being realised during the 2023/24 financial year and the investment required to achieve the gain.

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ATTACHMENTS

Nil

9.27 Kirkham Street Reconstruction Tender Evaluation

Report Author: Project Manager
Authoriser: Director Service and Project Delivery

PURPOSE

This report presents the evaluation of the Request for Tender for the Kirkham Street Reconstruction Works, Moss Vale.

OFFICER'S RECOMMENDATION

THAT:

- 1. In accordance with Section 178 of the Local Government (General) Regulations 2021, Council rejects all tenders and delegates to the General Manager to enter into direct negotiations with suitable parties as outlined in this report with the view of entering into a contract for the Kirkham Street Reconstruction Works, Moss Vale on the basis that all tenders pricing materially exceeded the pre-tender cost estimates.**
- 2. Council notes that re-tendering would generate similar responses received and provide no value to Council or tenderers.**
- 3. Council notes that an internal probity officer will be appointed to oversee the negotiations.**
- 4. Council delegates to the General Manager to execute a contract for the Kirkham Street Reconstruction Works, Moss Vale on the basis that the direct negotiations with a suitable party provide value for money for Council in accordance with Council's Procurement Policy.**
- 5. Council notes the proposed funding strategy to supplement the Kirkham Street reconstruction.**

REPORT

BACKGROUND

Kirkham Street is a busy street in the Moss Vale Central Business District that is often used to bypass Moss Vale's main street. It is also the only point of access for the Coles supermarket, the aquatic centre, the TAFE, and local residents.

The road has two (2) sealed lanes with a speed limit of 50 km/hr. Most sections of the road pavement have been found to be in very poor condition with potholes, poor drainage, damaged kerb and missing line marking.

This road section requires re-sheeting with new asphalt starting from Elizabeth Street and across Mack Street to the TAFE Boundary. The work also includes the construction of new stormwater drainage, existing asset and services adjustment, roundabout construction, and kerb and gutter replacement.

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REPORT

Council sought tenders for suitable and qualified contractors to provide a lump sum tender for the scope of works. The full scope of works was detailed in the design drawings and tender documents. 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).

Advertising

The tender advertising period was from the 27 September 2022 to 18 October 2022 (21 days). Following feedback from potential tenderers during the tender period the advertising period was extended to 1 November 2022 (36 days).

The tender was advertised as follows:

Newspaper / Website	Date Advertised
WSC Weekly Community Update Week 1	Wednesday, 28 September
WSC Weekly Community Update Week 2	Wednesday, 5 October 2022
Council's Website	For the duration of the advertising period
Council's e-Tendering Website	For the duration of the advertising period

TENDERS RECEIVED

A total of seven (7) tender submissions were received:

Company Name	Location	Postcode
Aitken Civil Engineering Pty Ltd	Five Dock	2046
Civil and Civic Group Pty Ltd	Canberra Airport	2609
D Digian Company Pty Ltd	Horsley Park	2175
Kingsline Pty Ltd	Greenfield Park	2176
Nace Civil Engineering Pty Ltd	Hoxton Park	2170
Road Safety Equipment Hire	Wetherill Park	2164
South Sydney Concrete Pty Ltd	Arncliffe	2205

Late Tenders

No late tenders 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.

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Tender roles and responsibilities

The Tender was conducted by staff in the following positions as approved through the completion of Procurement Initiation Plan.

Role	Responsibility	Position
Evaluation Panel Chair	To manage the evaluation process and report to Council.	Project Manager
Evaluation Panel Member	Perform a detailed evaluation of the Tender Submissions.	Contract Project Engineer
Evaluation Panel Member Independent*	Perform a detailed evaluation of the Tender Submissions.	Senior Construction Engineer
Procurement Process and Advice (Probity)	Manages the tender process ensuring that it complies with all relevant legislation, Procurement Policy, Guidelines and Procedures. Manages all communication with Respondents during the advertisement and evaluation periods. Providing probity advice and support to the evaluation panel.	Procurement Officer

SELECTION CRITERIA

The pre-determined criteria used to evaluate the tender were as follows:

Mandatory Criteria:

Mandatory Criteria
Public Liability - \$20 million
Workers Compensation OR [Self Employed] Personal Accident and Illness Insurance or Personal Income Protection
Motor Vehicle – Comprehensive – Market Value
Bank Guarantee/s - 4% and 1% of Contract Value

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:

Non-Cost Criteria	Weighting
Community, Sustainable & Social	10%

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Capability & Experience	20%
Specifications, Service & Support, Fit for Purpose	10%
Work Health and Safety & Environment	10%
Total	50%

Summary of Selection Criteria & Weighting:

Criteria	Weighting
Total Non-Cost Criteria	50%
Total Cost Criteria	50%
Total	100%

NON-COMPLIANT TENDERS

Upon evaluation a total of 2 tender submissions were determined to be non-compliant:

Company Name	Reason for Non-Compliance
Road Safety Equipment Hire	Does not submit mandatory criteria
South Sydney Concrete Pty Ltd	Unsatisfactory completion of the Schedule of Prices

TENDERED SUBMISSION PRICES

Publishing the submitted tender prices could adversely affect the negotiation process.

COMMENTS ON OVERALL EVALUATION OUTCOME

Five submissions were deemed as conforming to be evaluated in accordance with the non-cost weighted criteria. Out of the five evaluated submissions, only three of the submissions had passed the non-cost criteria threshold demonstrating suitability to be considered further through the tender evaluation process.

The three submissions were then assessed in accordance with their submitted price. However, all submission prices had all exceeded the detailed cost estimate that defined Council's budget for this proposed project.

1. Nace Civil Engineering Pty Ltd;
2. Aitken Civil Engineering Pty Ltd; and
3. Civil and Civic Group Pty Ltd.

These submissions were able to demonstrate the required skills, experience and understanding of the complete scope of works to carry out the works proposed under this tender process. However, due tender prices exceeding Council's budget for this project, it is recommended that Council invite

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suitable parties into negotiations. Contractors will be invited into negotiations in accordance with the capability and pricing estimates from the tender evaluation process with the intention of entering into a contract for the Kirkham Street Reconstruction Works, Moss Vale.

In the event that Council is not able to reach an outcome with either these contractors, other suitable parties will be approached to enter into negotiations in accordance with Reg 178 (3)(e) of the Local Government Regulations 2021.

COMMUNICATION AND CONSULTATION

Community Engagement

No community engagement was undertaken regarding the tender process.

Internal Communication and Consultation

Road and Drainage Project Delivery was involved in facilitating tender meetings and enquires received during the tender period and providing technical advice to tenderers regarding the design and construction parameters of the project.

Assets were consulted with regarding the potential budget implications as a result of the tendered prices received.

External Communication and Consultation

All communication to external parties during the tender process was facilitated by Council's Procurement staff.

SUSTAINABILITY ASSESSMENT

Environment

A Review of Environmental Factors (REF) has been prepared for this project. Should the works proceed, they would be undertaken in accordance with the mitigation measures identified in the REF.

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

A shortfall in the budget has been identified and is expected after direct negotiations. It is proposed that the shortfall is funded via the deferral of the Ella Street Stormwater Drainage project,

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supplementing the Kirkham Street project by a maximum of \$750,000. Ella Street Stormwater Drainage Project has a current budget of \$950,000 funded through the SRV (\$450k), Stormwater Levy (\$100k) and Section 64 Contributions (\$400k). Only SRV funds can be reallocated to the Kirkham Street Project, and therefore the funding source profile of the Ella Street Stormwater Drainage Project is proposed to be adjusted to SRV (\$750k), Stormwater Levy (\$100k) and Section 64 Contributions (\$100k). This funding source profile adjustment is to be offset through that of the Jasmine Street Drainage Project, also be adjusted with SRV (\$733,386 down to \$433,386) and Section 64 Contributions (\$650,000 up to \$950,000). The deferral of the Ella Street Stormwater Drainage Project to the 2023/24 Financial Year and the funding source profile adjustments will be reflected in the December Quarterly Budget Review Submission. This funding strategy and the available budget determine the walk-away position for Council with respect to the direct negotiations.

RELATED COUNCIL POLICY

Council's Procurement Guidelines have been used to inform the tender process.

CONCLUSION

This project forms part of Council's civil infrastructure road asset renewals requirements with a high priority for the effective operation of Council's Road network.

This report recommends that all tenders are declined, and that Council enter into negotiations as outlined in this report as per the mechanisms within the Local Government Regulations, and that the resulting funding shortfall is supplemented by the deferral of the Ella Street drainage project.

ATTACHMENTS

Nil

9.28 Kerb and Gutter Contributions Policy Repeal

Report Author: **Manager Assets**
Authoriser: Director Service and Project Delivery

PURPOSE

The purpose of this report is to seek Council's endorsement for the repeal of the Contribution to Footpath and Kerb/Gutter Policy.

OFFICER'S RECOMMENDATION

THAT Council repeals the Contribution to Footpath and Kerb/Gutter Policy.

REPORT

BACKGROUND

In 2016 Council adopted the Contribution to Footpath and Kerb/Gutter Policy (the Policy). The objective of the policy was to provide an equitable method of collecting contributions from owners of land adjoining a public road for the costs of construction of footpaths and kerb/gutter in accordance with Part 13, Division 3, Section 217 of the Roads Act 1993.

The Policy stated that although contributions can be collected for the construction of footpaths and shared paths, these will not be sought from urban and rural residential properties. However, the Policy states that kerb and gutter contributions will be collected from urban and rural residential properties at the rate adopted within Council's Fees and Charges. For 2022/23, this rate is \$123.80/m.

For commercial and industrial properties that generates significant demand for vehicle and pedestrian access, both footpath and kerb & gutter contributions are to be collected at the 50% of advertised full project costs.

The Policy was to be reviewed in 2019 however this has remained outstanding.

REPORT

In accordance with the provisions of the Policy, Council has been diligent in pursuing the collection of residential kerb and gutter contributions. This collection is completed in accordance with the relevant Procedure document available on the Council website.

That withstanding it is acknowledged that the collection of residential contributions regularly proves to be a negative and time consuming process that yields minimal financial benefit upon consideration of the annual capital works program.

Residents are expected to pay although they have not requested and may not desire the construction of kerb and gutter and footpaths and may not expect and be able to afford the charges.

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Across 2021/22, Council delivered \$24.7M of roads and drainage capital works. Recoupment of expenses in kerb and gutter contributions does not have a meaningful impact on this bottom line. Offsetting this recoupment would be the staff resources associated with the contribution collection which are difficult to quantify, including the preparation of collection letters, follow-up letters and collection notices, financial processing and management of complaints / queries. In addition to this, the reputational damage that these collections generate is also significant.

Over the past two decades there has been a trend of NSW council's abandoning the collection of contributions for kerb and gutter and footpaths:

- Wollondilly Shire Council does not pursue residential contributions for kerb and gutter;
- Goulburn Mulwaree Council only collects residential contributions for kerb and gutter where it is being constructed in response to the request of a resident;
- Tamworth Regional Council repealed the kerb and gutter contribution policy April 2022.
- Lake Macquarie City Council repealed the kerb and gutter contribution policy December 2010
- Shellharbour City Council and Wollongong City Council have not pursued the collection of residential kerb and gutter contributions for decades.

It is therefore recommended that Council repeal the Contribution to Footpath and Kerb/Gutter Policy.

Repeal of the Policy will bring the delivery of this infrastructure into alignment with the financial provision models of all other community civil infrastructure.

COMMUNICATION AND CONSULTATION

Community Engagement

No community engagement has been undertaken on the repeal of the Policy, however it is understood that it is an outcome that will be received favourably by the community.

Internal Communication and Consultation

Manager Assets and Shire Presentation.

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

There are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

Across 2021/22, Council delivered \$24.7M of roads and drainage capital works. Recoupment of expenses in kerb and gutter contributions does not have a meaningful impact on this bottom line. Offsetting this recoupment would be the staff resources associated with the contribution collection which are difficult to quantify, including the preparation of collection letters, follow-up letters and collection notices, financial processing and management of complaints / queries. In addition to this, the reputational damage that these collections generate is also significant.

RELATED COUNCIL POLICY

Community Strategic Plan -

3.4 We have safe, maintained and effective assets and infrastructure

CONCLUSION

The Contribution to Footpath and Kerb/Gutter Policy has been overdue for a review since 2019. Reviewing the minimal benefit offered by the Policy, it is recommended that the Policy is repealed to bring the delivery of this infrastructure into alignment with the financial provision models of all other community civil infrastructure and other Councils.

ATTACHMENTS

Nil

10 MEETING CLOSURE