

# MINUTES

## Ordinary Meeting of Council



*We're with you*

Wednesday, 15 November 2023

Council Chambers

Wingecarribee Shire Council Civic Centre

68 Elizabeth Street, Moss Vale

The meeting commenced at 3.30PM

**MINUTES OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 15 NOVEMBER 2023**

---

<b>1</b>	<b>OPENING OF THE MEETING.....</b>	<b>4</b>
<b>2</b>	<b>ACKNOWLEDGEMENT OF COUNTRY.....</b>	<b>4</b>
<b>3</b>	<b>STATEMENT OF ETHICAL OBLIGATIONS .....</b>	<b>4</b>
<b>4</b>	<b>APOLOGIES .....</b>	<b>5</b>
<b>5</b>	<b>ADOPTION OF MINUTES OF PREVIOUS MEETING.....</b>	<b>5</b>
<b>6</b>	<b>DECLARATIONS OF INTEREST .....</b>	<b>5</b>
<b>7</b>	<b>ADMINISTRATOR MINUTES .....</b>	<b>6</b>
	7.1 Administrator Minute - 15 November 2023 .....	6
<b>8</b>	<b>GENERAL MANAGER.....</b>	<b>7</b>
	8.1 Moss Vale Plastics Recycling Facility - Submission To Department Of Planning And Environment.....	7
	8.2 Planning Proposal To Insert Additional Farm Stay Accommodation Provisions In To Wingecarribee Local Environmental Plan 2010 .....	9
	8.3 New Living Areas - Special Rate Variations .....	10
<b>9</b>	<b>REPORTS .....</b>	<b>12</b>
	9.1 Presentation Of The Audited Financial Statements For The Year Ended 30 June 2023 .....	12
	9.2 Annual Report 2022/23.....	13
	9.3 Quarterly Delivery Program And Budget Review 30 September 2023 .....	14
	9.4 Mount Gibraltar Heritage Reserve Plan Of Management For Public Exhibition .....	15
	9.5 Private Land Conservation Plan 2023-2028 For Public Exhibition .....	16
	9.6 Pesticides Notification Plan Update .....	17
	9.7 Southern Highlands Botanic Gardens Plan Of Management - Post Exhibition Report .....	18
	9.8 Delivering Better Services Framework.....	19
	9.9 Insurance Pool Membership And Coverage Review .....	20
	9.10 Appointment Of 355 Management Committees.....	21
	9.11 2023/24 Rates, Water & Sewerage Access Subsidy Program .....	24

---

**MINUTES OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 15 NOVEMBER 2023**

---

9.12 Outdoor Dining In Berrima On Australia Day - Waiving Of Fees .....	25
9.13 Gladstone Road Water Main Renewal Tender - Reassignment Of Contractor .....	26
9.14 Tree Maintenance Services Ad Hoc And Storm Response - Tender Evaluation Report .....	27
9.15 Supply And Delivery Of Carbon Dioxide - Tender Evaluation.....	29
9.16 Casburn Park Upgrade Update.....	30
9.17 Highlands Theatre Group Storage Shed At Welby Oval.....	31
9.18 Investments Report - October 2023 .....	32
9.19 Canberra Region Joint Organisation Board Meeting Minutes - 22 September 2023...	33
9.20 Traffic Committee - Minutes Of 26 October 2023 Meeting .....	34
<b>10 QUESTIONS TAKEN ON NOTICE .....</b>	<b>35</b>
<b>11 MEETING CLOSURE.....</b>	<b>35</b>

**MINUTES OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 15 NOVEMBER 2023**

---

**MINUTES OF THE ORDINARY MEETING OF WINGECARRIBEE SHIRE COUNCIL HELD IN COUNCIL CHAMBERS, CIVIC CENTRE, ELIZABETH STREET, MOSS VALE ON WEDNESDAY 15 NOVEMBER 2023 COMMENCING AT 3:30 PM**

Present:	Administrator	Mr Viv May
In attendance:	General Manager	Ms Lisa Miscamble
	Director Corporate Strategy and Resourcing	Ms Carmel Foster
	Director Communities and Place	Mr Adan Davis
	Director Service and Project Delivery	Ms Karin Targa
	Executive Manager Business Transformation	Mr Pav Kuzmanovski
	Coordinator Strategic Policy	Ms Susan Stannard
	Acting Chief Financial Officer	Mr Carl Conrad
	Chief Information Officer	Mr George Harb
	Manager Governance and Corporate Performance	Ms Danielle Lidgard
	Manager Business and Property	Mr Salomon Kloppers
	Acting Manager Assets	Mr Nasser Hossein
	Manager Waste and Resource Management	Mr Clinton McAlister
	Manager Water Services	Mr Graeme Mellor
	Manager Shire Presentation	Mr Greg Bray
	Manager Environment and Sustainability	Mr Barry Arthur
	Project Business Analyst	Ms Julianne Billington
	ICT Support Officer	Mr Jon Campbell
	Governance Officer	Ms Paige Zelunzuk
Also in attendance:	Director, Financial Audit, NSW Audit Office	Mr Michael Kharzoo

## **1 OPENING OF THE MEETING**

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

## **2 ACKNOWLEDGEMENT OF COUNTRY**

The Administrator, Mr Viv May PSM, acknowledged country:

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

## **3 STATEMENT OF ETHICAL OBLIGATIONS**

The Administrator, Mr Viv May PSM, stated:

**MINUTES OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 15 NOVEMBER 2023**

---

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

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

#### **4 APOLOGIES**

Nil.

#### **5 ADOPTION OF MINUTES OF PREVIOUS MEETING**

*MN 2023/538*

**MOTION** moved by Administrator

**THAT** the minutes of the Ordinary Meeting of Council held on 18 October 2023, MN 2023/513 to MN 2023/535 inclusive, be adopted as a correct record of the proceedings of the meeting.

**DECLARED CARRIED BY THE ADMINISTRATOR**

*MN 2023/539*

**MOTION** moved by Administrator

**THAT** the minutes of the Extraordinary Meeting of Council held on 7 November 2023, MN 2023/536 to MN 2023/537, be adopted as a correct record of the proceedings of the meeting.

**DECLARED CARRIED BY THE ADMINISTRATOR**

#### **6 DECLARATIONS OF INTEREST**

Nil.

## **7 ADMINISTRATOR MINUTES**

---

### **ADMINISTRATOR MINUTE**

---

The Minister for Planning and Public Spaces the Hon. Paul Scully MP wrote to me on 30 October 2023 highlighting the need to allow more housing in low and medium density zones across the State to help increase supply and diversity and I table a copy of the correspondence.

Council with the support of the State Government is investing heavily in its Strategic Land Use Planning options, basically to ensure that development goes where residents agree and it is not foisted upon us.

Council has already adopted its Local Housing Strategy, which, with the release of the New Living Areas and improvements to existing density zones, will allow for the Council's targets to be met – even though we still await the release of the NSW State Government South East and Tablelands Regional Plan 2041.

It is extremely important that the community is well informed and Council is open, transparent and consistent in its dealings with the State Government and I have asked the General Manager to ensure that a detailed response to the correspondence is available for consideration at the December meeting.

### **RECOMMENDATION**

---

**THAT the Administrator Minute of 15 November 2023 be noted.**

The Administrator addressed the meeting and tabled the attached correspondence received from The Minister for Planning and Public Spaces.

[Administrator Minute including correspondence received from The Minister for Planning and Public Spaces.](#)

*MN 2023/540*

**MOTION** moved by the Administrator

**THAT the Administrator Minute of 15 November 2023 be noted.**

**DECLARED CARRIED BY THE ADMINISTRATOR**

## 8 GENERAL MANAGER

---

### 8.1 Moss Vale Plastics Recycling Facility - Submission to Department of Planning and Environment

---

**Report of:** Deniz Kilic  
Executive Manager Strategic Outcomes

**Authorised by:** Lisa Miscamble  
General Manager

---

#### OFFICER'S RECOMMENDATION

---

**THAT:**

1. Council endorse the draft Submission in relation to the Moss Vale Plastics Recycling Facility, as attached to this report, and submitted to the Department of Planning and Environment.
2. Submissions received by Council from the community on the proposal, be forwarded to the Department of Planning and Environment.

The General Manager addressed the meeting and tabled the attached Addendum to Submission prepared by Council officers.

[Addendum to the Submission](#)

The General Manager also tabled the attached correspondence received from S Kennedy and G and B Horden.

[Correspondence received from S Kennedy and G & B Horden](#)

The Co-ordinator Strategic Policy introduced the item.

The Director Communities and Place addressed the meeting.

The Director Service and Project Delivery addressed the meeting.

The meeting was adjourned at 3.54 PM so that Council staff could thoroughly consider the wording of the resolution in relation to the item.

The meeting resumed at 4.21PM

**MINUTES OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 15 NOVEMBER 2023**

---

*MN 2023/541*

**MOTION** moved by the Administrator

**THAT:**

1. ***Council endorse the Submission prepared by the Professional Officers and the addendum dated 16 November 2023 and add the following further points:***
  - a. ***That Council opposes the proposal in its current location and form.***
  - b. ***That, as noted in the Officers' report and addendum, the proposal is not consistent with the existing Moss Vale Enterprise Corridor Development Control Plan and the planning for the Southern Highlands Innovation Park (SHIP) Phase 1 Master Plan which identifies the site for innovation and business park uses.***
  - c. ***That Council secured funds from the State Government to undertake a Master plan and Governance model for the delivery of the largest employment lands south of the aerotropolis and that the proposal and any decision on this application would be premature as it has the potential to undermine this critical strategic work.***
  - d. ***That Council is not opposed to the concept of a plastics recycling facility, given the alignment with environmental outcomes, however the location needs to be consistent with the draft vision for the SHIP and consistent with the overall masterplan that is currently being prepared and its presentation would be premature at this time.***
  - e. ***That the traffic movements generated by the proposed development be modelled against a baseline scenario of full development of the surrounding area of the precinct, based on reasonable and realistic assumptions to verify the suitability, or not, of the proposed traffic management measures and, in the longer term, the suitability of the location for the proposed use.***
  - f. ***That the applicant demonstrate, and the consent authority be satisfied, that:***
    - ***the proposed design of the railway crossing will be financially and logistically viable and safe; and***
    - ***that the applicant has made appropriate arrangements for approvals, funding and ongoing management.***
  - g. ***That the Department seek costings for the required infrastructure associated with the proposed development including the traffic and rail infrastructure and upgrades.***
2. ***Submissions received by Council from the community on the proposal, be forwarded to the Department of Planning and Environment.***

**DECLARED CARRIED BY THE ADMINISTRATOR**



---

## 8.2 Planning Proposal to Insert Additional Farm Stay Accommodation Provisions in to Wingecarribee Local Environmental Plan 2010

---

**Report of:** Deniz Kilic  
Executive Manager Strategic Outcomes

**Authorised by:** Lisa Miscamble  
General Manager

### OFFICER'S RECOMMENDATION

---

**THAT:**

1. The Planning Proposal attached to this Report be endorsed and forwarded to the Minister and the Department of Planning and Environment for a Gateway Determination to proceed to public exhibition.
2. Council request delegation from the Minister to make the Local Environmental Plan.

The Co-ordinator Strategic Policy introduced the item.

*MN 2023/542*

**MOTION** moved by the Administrator

**THAT:**

1. *The Planning Proposal attached to this Report be endorsed and forwarded to the Minister and the Department of Planning and Environment for a Gateway Determination to proceed to public exhibition.*
2. *Council request delegation from the Minister to make the Local Environmental Plan.*

**DECLARED CARRIED BY THE ADMINISTRATOR**

---

### **8.3 New Living Areas - Special Rate Variations**

---

**Report of:** Pav Kuzmanovski  
Executive Manager Business Transformation

**Authorised by:** Lisa Miscamble  
General Manager

---

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

---

**THAT:**

1. Council receive and note the report.
2. Council does not proceed with a Special Rate Variation for any New Living Areas as part of the 2024/25 budget process.
3. Council prioritise the finalisation of the Ashbourne Estate Asset Inventory to inform the Long Term Financial Plan.
4. Council's draft 2024/25 Revenue Policy include a policy position that any Special Rate will be considered over New Living Areas as outlined in the report.

The Executive Manager Business Transformation introduced the item.

*MN 2023/543*

**MOTION** moved by the Administrator

**THAT:**

1. Council receive and note the report.
2. Council does not proceed with a Special Rate Variation for any New Living Areas as part of the 2024/25 budget process.
3. Council prioritise the finalisation of the Ashbourne Estate Asset Inventory to inform the Long Term Financial Plan.
4. Council's draft 2024/25 Revenue Policy include a policy position that any Special Rate will be considered over New Living Areas as outlined in the report.

**DECLARED CARRIED BY THE ADMINISTRATOR**

*MN 2023/544*

**MOTION** moved by Administrator

**THAT** Standing Orders be suspended in order for Michael Kharzoo of the NSW Audit Office to address Council on Item 9.1 Presentation of the Audited Financial Statements for the year ended 30 June 2023.

**DECLARED CARRIED BY THE ADMINISTRATOR**

---

**MINUTES OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 15 NOVEMBER 2023**

---

*MN 2023/545*

**MOTION** *moved by Administrator*

**THAT** *Standing Orders be resumed.*

**DECLARED CARRIED BY THE ADMINISTRATOR**

## 9 REPORTS

### 9.1 Presentation of the Audited Financial Statements for the year ended 30 June 2023

---

**Report of:** Carl Conrad  
Acting Chief Financial Officer

**Authorised by:** Carmel Foster  
Director Corporate Strategy and Resourcing

#### OFFICER'S RECOMMENDATION

---

**THAT** Council adopt the:

1. Financial Statements for the year ended 30 June 2023.
2. Independent Auditor's Report for the year ended 30 June 2023.

Michael Kharzoo of the NSW Audit Office introduced the item and made the attached presentation.

[NSW Audit Office Presentation](#)

*MN 2023/546*

**MOTION** moved by the Administrator

**THAT** Council adopt the:

1. Financial Statements for the year ended 30 June 2023.
2. Independent Auditor's Report for the year ended 30 June 2023.

**DECLARED CARRIED BY THE ADMINISTRATOR**

---

## **9.2 Annual Report 2022/23**

---

**Report of:** Danielle Lidgard  
Manager Governance and Corporate Performance

**Authorised by:** Carmel Foster  
Director Corporate Strategy and Resourcing

### **OFFICER'S RECOMMENDATION**

---

**THAT Council endorse the Annual Report for the financial year 2022/23 as tabled.**

The General Manager tabled the attached Annual Report.

[The WSC Annual Report 2022-23](#)

The Manager Governance and Corporate Performance introduced the item and made the attached presentation.

[Annual Report Presentation](#)

The Acting Chief Financial Officer addressed the meeting.

*MN 2023/547*

**MOTION moved by the Administrator**

**THAT Council endorse the Annual Report for the financial year 2022/23 as tabled.**

**DECLARED CARRIED BY THE ADMINISTRATOR**

---

### **9.3 Quarterly Delivery Program and Budget Review 30 September 2023**

---

**Report of:** Danielle Lidgard  
**Manager Governance and Corporate Performance**

**Authorised by:** Carmel Foster  
**Director Corporate Strategy and Resourcing**

---

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

---

**THAT Council:**

1. Note the Quarterly Progress Report on the Delivery Program and Operational Plan for the period ended 30 September 2023 in Attachment 1.
2. Approve the budget adjustments and endorse the projected financial position as of 30 September 2023.
3. Endorse the allocation of \$1.029M developer contributions to projects funded from SRV in 2022/23 as outlined in the report.
4. Note the successful grants received during the quarter.

The Manager Governance and Corporate Performance introduced the item and made the attached presentation.

[September 2023 Quarter Presentation](#)

The Director Communities and Place addressed the meeting.

The General Manager addressed the meeting. The General Manager took a question with notice from the Administrator in relation to the delay in the implementation of the Integrated Transport Strategy.

The Acting Chief Financial Officer addressed the meeting and continued the presentation.

The General Manager addressed the meeting.

*MN 2023/548*

**MOTION** moved by the Administrator

**THAT Council:**

1. Note the Quarterly Progress Report on the Delivery Program and Operational Plan for the period ended 30 September 2023 in Attachment 1.
2. Approve the budget adjustments and endorse the projected financial position as of 30 September 2023.
3. Endorse the allocation of \$1.029M developer contributions to projects funded from SRV in 2022/23 as outlined in the report.
4. Note the successful grants received during the quarter.

**DECLARED CARRIED BY THE ADMINISTRATOR**

---

## **9.4 Mount Gibraltar Heritage Reserve Plan of Management for Public Exhibition**

---

**Report of:** Barry Arthur  
Manager Environment and Sustainability

**Authorised by:** Adan Davis  
Director Communities and Place

### **OFFICER'S RECOMMENDATION**

---

**THAT:**

1. The draft Mount Gibraltar Heritage Reserve Plan of Management (POM) be endorsed for public exhibition for a minimum period of 42 days.
2. A further report to Council be submitted following the public exhibition and submission period to outline feedback received prior to the finalisation and adoption of this draft POM.
3. During the public exhibition period, a public hearing is conducted as the proposed plan will have effect of categorising Community Land under Section 36(4) of the Local Government Act 1993.

The Manager Environment and Sustainability introduced the item.

The Manager Environment and Sustainability took a question with notice from the Administrator in relation to the reason the report was not sent to Crown Lands until 8 May 2023 following the resolution of Council in December 2022.

*MN 2023/549*

**MOTION** moved by the Administrator

**THAT:**

1. *The draft Mount Gibraltar Heritage Reserve Plan of Management (POM) be endorsed for public exhibition for a minimum period of 42 days.*
2. *A further report to Council be submitted following the public exhibition and submission period to outline feedback received prior to the finalisation and adoption of this draft POM.*
3. *During the public exhibition period, a public hearing is conducted as the proposed plan will have effect of categorising Community Land under Section 36(4) of the Local Government Act 1993.*

**DECLARED CARRIED BY THE ADMINISTRATOR**

---

## **9.5 Private Land Conservation Plan 2023-2028 for Public Exhibition**

---

**Report of:** Barry Arthur  
Manager Environment and Sustainability

**Authorised by:** Adan Davis  
Director Communities and Place

### **RECOMMENDATION**

---

**THAT:**

1. Council endorse the revised and updated Private Land Conservation Plan (2023-2028) to go on public exhibition for 28 days.
2. A further report be provided to Council following the Public Exhibition period.

The Manager Environment and Sustainability introduced the item.

*MN 2023/550*

**MOTION** moved by the Administrator

**THAT:**

1. Council endorse the revised and updated Private Land Conservation Plan (2023-2028) to go on public exhibition for 28 days.
2. A further report be provided to Council following the Public Exhibition period.

**DECLARED CARRIED BY THE ADMINISTRATOR**



---

**9.6 Pesticides Notification Plan Update**

---

**Report of:** Barry Arthur  
Manager Environment and Sustainability

**Authorised by:** Adan Davis  
Director Communities and Place

**OFFICER'S RECOMMENDATION**

---

**THAT Council adopt the amendments to its Pesticide Notification Plan which will extend the Plan period by nine months till August 2024.**

The Manager Environment and Sustainability introduced the item.

*MN 2023/551*

**MOTION** moved by the Administrator

**THAT Council adopt the amendments to its Pesticide Notification Plan which will extend the Plan period by nine months till August 2024.**

**DECLARED CARRIED BY THE ADMINISTRATOR**

---

## 9.7 Southern Highlands Botanic Gardens Plan of Management - Post Exhibition Report

---

**Report of:** Shaun Robinson  
Manager Assets

**Authorised by:** Karin Targa  
Director Service and Project Delivery

---

### OFFICER'S RECOMMENDATION

**THAT Council:**

1. Adopt the amended Plan of Management for the Southern Highlands Botanic Gardens.
2. Receive the report prepared by CGM Planning Pty Ltd on the outcomes of the public hearing into the proposed recategorisation of the Southern Highlands Botanic Gardens.

The Acting Manager Assets introduced the item.

*MN 2023/552*

**MOTION** moved by the Administrator

**THAT Council:**

1. *Adopt the amended Plan of Management for the Southern Highlands Botanic Gardens.*
2. *Receive the report prepared by CGM Planning Pty Limitde on the outcomes of the public hearing into the proposed recategorisation of the Souther Highlands Botanic Gardens.*

**DECLARED CARRIED BY THE ADMINISTRATOR**

---

## **9.8 Delivering Better Services Framework**

---

**Report of:** Danielle Lidgard  
Manager Corporate Governance and Performance

**Authorised by:** Carmel Foster  
Director Corporate Strategy and Resourcing

---

### **OFFICER'S RECOMMENDATION**

---

**THAT Council:**

- 1. Adopt the Delivering Better Services Framework.**
- 2. Note the Service Reviews proposed for 2024/25.**

The Manager Governance and Corporate Performance introduced the item.

The Director Corporate Strategy and Resourcing addressed the meeting.

*MN 2023/553*

**MOTION** *moved by the Administrator*

**THAT** *the matter be deferred for a community briefing and further report to the December 2023 meeting.*

**DECLARED CARRIED BY THE ADMINISTRATOR**

---

## **9.9 Insurance Pool Membership and Coverage Review**

---

**Report of:** Danielle Lidgard  
Manager Governance and Corporate Performance

**Authorised by:** Carmel Foster  
Director Corporate Strategy and Resourcing

### **OFFICER'S RECOMMENDATION**

---

**THAT Council:**

1. Continue as a member of Statewide Mutual.
2. Note that based on the recommendation from the Insurance Health Check that 14 actions have been identified to be actioned in the 2023/24 and 2024/25 financial years.

The Manager Governance and Corporate Performance introduced the item.

The Director Corporate Strategy and Resourcing addressed the meeting

*MN 2023/554*

**MOTION** moved by the Administrator

***THAT the matter be deferred and a full copy of the report by PFS Consulting be made available to the Administrator on a confidential basis, with a view to the matter being relisted at the December 2023 Council meeting.***

**DECLARED CARRIED BY THE ADMINISTRATOR**

## **9.10 Appointment of 355 Management Committees**

---

**Report of:** George Harb  
Chief Information Officer

**Authorised by:** Carmel Foster  
Director Corporate Strategy and Resourcing

### **OFFICER'S RECOMMENDATION**

---

**THAT:**

1. Council appoints the following individuals to the respective 355 Management Committees:
  - a. Phil Yeo, Allan Aston, Lyndal Breen, and Lyn Hall be appointed to the Bong Bong Common Management Committee.
  - b. Lesley Daley, Jon Hill, Barry Donovan, and Pat Cleary be appointed to the Burrawang Park Management Committee.
  - c. Jan Dalzell, Wendy Quigg, Sandra Quartermaine, Dawn Bollen, Lisa Trevithick, Howard Trevithick, and Krystyna Davis be appointed to the Canyonleigh Hall Management Committee.
  - d. Shane Harvey, Judy Jones, David Weatherall, Geoffery Byrne, and John Philp be appointed to the East Bowral Community Centre Management Committee.
  - e. Lloyd Bruce, Mandy Noble, Peter Noble, Margot Murphy, Dawn Jonas, Stephen Balckburn, Terry Bruce, David Williamson, and Angela Williamson be appointed to the Exeter Hall Management Committee.
  - f. Gary Robertson, Kristy Elton, Linda Harelle and Colette Ogle be appointed to the Jurd Park Management Committee.
  - g. Ken Street, Steve Cheers, James Cheesley and Barbara Collins be appointed to the Mittagong Memorial Hall Management Committee.
  - h. Catherine Constable, Tom Dolan, Nicholas Marshall, Maria Testa, Judy Jones, Penelope Barcicki and Michael Barcicki be appointed to the Moss Vale Senior Citizens and Community Centre Management Committee.
  - i. Jeff Freeman, Henrik Lund, Carol Davies (Princic), Simon Bathgate, Kathleen Hancock, Susie Edwards, Jill Blackburn, and Peter Gillis be appointed to the Penrose Hall Management Committee.
  - j. Anthony Weismantel, Douglas Roach, Duncan McAuley, Ann Anderson, Carol Degrassi, Dorothy Roach, and Peter Thorne be appointed to the Wingello Mechanics Institute Management Committee.
  - k. David Arnell, Suzanne Arnell, Julianne Christie, Virginia Russell, Robert Anderson, Maryann Anderson, and Wendy Prince be appointed to the Yerrinbool Hall Management Committee.
2. The General Manager delegates the appropriate delegation to each 355 Management Committee Member.
3. Council dissolves the Hill Top Community Centre Management Committee and work with the outgoing members in transferring the operational management of the Hill Top Community Centre and associated funds back to Council.
4. Council allocates the funds of the Hill Top Management Community Centre Reserve to the works on the Hilltop Community Centre as outlined in the report and the balance of any unallocated funds to maintenance or capital works at the Hilltop Community Centre.

**MINUTES OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 15 NOVEMBER 2023**

---

5. Council dissolves the Hampden Park and Bundanoon Oval and Ferndale Reserve Management Committees on the basis that both committees have not provided relevant information or held an Annual General Meetings in accordance with the endorsed 355 Committee Manual.
6. Council dissolves the Tourist Rd Oval Management Committee on the basis that only three members of the Committee provided the relevant information and attended the Orientation and Induction Training. The Tourist Rd Oval Management Committee did hold an Annual General Meeting on 27 September 2023.
7. Council approves, totalling \$93K, to be incorporated into the 2023/24 budget at the next quarterly budget review as listed in Attachment 1, as requested by the 355 Management Committees.
8. Council allocates the balance of unallocated general revenue funds of \$28K to non-Committee managed halls to supply and install defibrillators.
9. Council writes to each elected 355 Committee Member to congratulate them on their appointment and to all outgoing committee members to thank them for their service to the community.

The Chief Information Officer introduced the item.

*MN 2023/555*

**MOTION** moved by the Administrator

**THAT:**

1. **Council appoints the following individuals to the respective 355 Management Committees:**
  - a. *Phil Yeo, Allan Aston, Lyndal Breen, and Lyn Hall be appointed to the Bong Bong Common Management Committee*
  - b. *Lesley Daley, Jon Hill, Barry Donovan, and Pat Cleary be appointed to the Burrawang Park Management Committee.*
  - c. *Jan Dalzell, Wendy Quigg, Sandra Quartermaine, Dawn Bollen, Lisa Trevithick, Howard Trevithick, and Krystyna Davis be appointed to the Canyonleigh Hall Management Committee.*
  - d. *Shane Harvey, Judy Jones, David Weatherall, Geoffery Byrne, and John Philp be appointed to the East Bowral Community Centre Management Committee.*
  - e. *Lloyd Bruce, Mandy Noble, Peter Noble, Margot Murphy, Dawn Jonas, Stephen Balckburn, Terry Bruce, David Williamson, and Angela Williamson be appointed to the Exeter Hall Management Committee.*
  - f. *Gary Robertson, Kristy Elton, Linda Harelle and Colette Ogle be appointed to the Jurd Park Management Committee.*
  - g. *Ken Street, Steve Cheers, James Cheesley and Barbara Collins be appointed to the Mittagong Memorial Hall Management Committee.*
  - h. *Catherine Constable, Tom Dolan, Nicholas Marshall, Maria Testa, Judy Jones, Penelope Barcicki and Michael Barcicki be appointed to the Moss Vale Senior Citizens and Community Centre Management Committee.*
  - i. *Jeff Freeman, Henrik Lund, Carol Davies (Princic), Simon Bathgate, Kathleen Hancock, Susie Edwards, Jill Blackburn, and Peter Gillis be appointed to the Penrose Hall Management Committee.*
  - j. *Anthony Weismantel, Douglas Roach, Duncan McAuley, Ann Anderson, Carol Degrassi, Dorothy Roach, and Peter Thorne be appointed to the Wingello Mechanics Institute Management Committee.*
  - k. *David Arnell, Suzanne Arnell, Julianne Christie, Virginia Russell, Robert*

**MINUTES OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 15 NOVEMBER 2023**

---

*Anderson, Maryann Anderson, and Wendy Prince be appointed to the Yerrinbool Hall Management Committee.*

- 2. The General Manager delegates the appropriate delegation to each 355 Management Committee Member.*
- 3. Council dissolves the Hill Top Community Centre Management Committee and work with the outgoing members in transferring the operational management of the Hill Top Community Centre and associated funds back to Council.*
- 4. Council allocates the funds of the Hill Top Management Community Centre Reserve to the works on the Hilltop Community Centre as outlined in the report and the balance of any unallocated funds to maintenance or capital works at the Hilltop Community Centre.*
- 5. Council dissolves the Hampden Park and Bundanoon Oval and Ferndale Reserve Management Committees on the basis that both committees have not provided relevant information or held an Annual General Meetings in accordance with the endorsed 355 Committee Manual.*
- 6. Council dissolves the Tourist Rd Oval Management Committee on the basis that only three members of the Committee provided the relevant information and attended the Orientation and Induction Training. The Tourist Rd Oval Management Committee did hold an Annual General Meeting on 27 September 2023.*
- 7. Council approves, totalling \$93K, to be incorporated into the 2023/24 budget at the next quarterly budget review as listed in Attachment 1, as requested by the 355 Management Committees.*
- 8. Council allocates the balance of unallocated general revenue funds of \$28K to non-Committee managed halls to supply and install defibrillators.*
- 9. Council writes to each elected 355 Committee Member to congratulate them on their appointment and to all outgoing committee members to thank them for their service to the community.*

**DECLARED CARRIED BY THE ADMINISTRATOR**

---

**9.11 2023/24 Rates, Water & Sewerage Access Subsidy Program**

---

**Report of:** Carl Conrad  
Acting Chief Financial Officer

**Authorised by:** Carmel Foster  
Director Corporate Strategy and Resourcing

**OFFICER'S RECOMMENDATION**

---

**THAT:**

1. Council notes the outcome of the 2023/24 program AND
2. The remaining funds be made available via a second application process where applicants successful in the 2022/23 subsidy scheme are specifically requested to apply with applications assessed under new guidelines (OPTION 2).

The Acting Chief Financial Officer introduced the item.

*MN 2023/556*

**MOTION** moved by the Administrator

**THAT:**

1. Council notes the outcome of the 2023/24 program AND
2. The remaining funds be made available via a second application process where applicants successful in the 2022/23 subsidy scheme are specifically requested to apply with applications assessed under new guidelines (OPTION 2).

**DECLARED CARRIED BY THE ADMINISTRATOR**



---

## 9.12 Outdoor Dining in Berrima on Australia Day - Waiving of Fees

---

**Report of:** Salomon Kloppers  
Manager Business & Property

**Authorised by:** Carmel Foster  
Director Corporate Strategy and Resourcing

### OFFICER'S RECOMMENDATION

---

**THAT:**

1. Council waives outdoor dining fees for Berrima businesses on Australia Day the 26 January 2024.
2. Council undertake a 28-day public notification period in relation to waiving outdoor dining fees for Berrima Businesses on Australia Day, 26 January 2024.
3. Should no objections be received, Council waives outdoor dining fees for Berrima Businesses on Australia Day 26 January 2024.

The Manager Business and Property Services introduced the item.

*MN 2023/557*

**MOTION** moved by the Administrator

**THAT:**

1. *Council waives outdoor dining fees for Berrima businesses on Australia Day the 26 January 2024.*
2. *Council undertake a 28-day public notification period in relation to waiving outdoor dining fees for Berrima Businesses on Australia Day, 26 January 2024.*
3. *Should no objections be received, Council waives outdoor dining fees for Berrima Businesses on Australia Day 26 January 2024.*

**DECLARED CARRIED BY THE ADMINISTRATOR**

**9.13 Gladstone Road Water Main Renewal Tender - Reassignment of Contractor**

---

**Report of:** Graeme Mellor  
Manager Water Services

**Authorised by:** Karin Targa  
Director Service and Project Delivery

**OFFICER'S RECOMMENDATION**

---

**THAT Council:**

1. Resolve to invoke the exemption under Section 55(3)(i) of the Local Government Act 1993 (NSW) having encountered an extenuating circumstance due to the non-performance of the initially awarded contractor for the Water Main Renewal project, and recognising the urgency and importance of the timely completion of this project. This exemption is substantiated by a detailed account of the circumstances, including exhaustive attempts to engage with the initial contractor and an assessment of the subsequent risks and impacts associated with project delays.
2. Accept the next-most suitable Tender for Water Main Renewal – Gladstone Road, Bowral from Killard Infrastructure at a lump sum price of \$469,926 (inclusive of GST) ensuring continuity and prompt progression of the project.
3. Delegate authority to the General Manager to execute the contract and any other documentation required to give effect to this resolution.

The Manager Water Services introduced the item.

*MN 2023/558*

**MOTION** moved by the Administrator

**THAT Council:**

1. *Resolve to invoke the exemption under Section 55(3)(i) of the Local Government Act 1993 (NSW) having encountered an extenuating circumstance due to the non-performance of the initially awarded contractor for the Water Main Renewal project, and recognising the urgency and importance of the timely completion of this project. This exemption is substantiated by a detailed account of the circumstances, including exhaustive attempts to engage with the initial contractor and an assessment of the subsequent risks and impacts associated with project delays.*
2. *Accept the next-most suitable Tender for Water Main Renewal – Gladstone Road, Bowral from Killard Infrastructure at a lump sum price of \$469,926 (inclusive of GST) ensuring continuity and prompt progression of the project.*
3. *Delegate authority to the General Manager to execute the contract and any other documentation required to give effect to this resolution.*

**DECLARED CARRIED BY THE ADMINISTRATOR**

---

## 9.14 Tree Maintenance Services Ad Hoc and Storm Response - Tender Evaluation Report

---

**Report of:** Greg Bray  
Manager Shire Presentation

**Authorised by:** Karin Targa  
Director Service and Project Delivery

---

### OFFICER'S RECOMMENDATION

---

**THAT Council:**

1. Accept the Tenders from the successful contractors to establish a panel contract for the provision of Tree Maintenance Services – Ad Hoc and Storm response to Council for an initial one (1) year Contract period, with provision for one (1) year extension option, under the following categories:
  - a) Category 1: Ad Hoc Tree Maintenance Services
    - i. Shane's Trees Pty Ltd
    - ii. All Scale Tree Services Pty Ltd
    - iii. TreeLink Pty Ltd
    - iv. Asplundh Tree Expert Australia Pty Ltd
    - v. Active Tree Services Pty Ltd
  - b) Category 2: Storm response Tree Maintenance Services
    - i. Shane's Trees Pty Ltd
    - ii. All Scale Tree Services Pty Ltd
    - iii. TreeLink Pty Ltd
    - iv. Woodnutt Enterprises Pty Ltd
    - v. Active Tree Services Pty Ltd
2. Note the tenders received ranged from Category 1 \$168,775.70 to \$417,326.00 and Category 2 \$390,268.50 to \$971,724.60.
3. Delegate authority to the General Manager to execute the contract and any other documentation required to give effect to this resolution.

The Manager Shire Presentation introduced the item.

*MN 2023/559*

**MOTION** moved by the Administrator

**THAT Council:**

1. *Accept the Tenders from the successful contractors to establish a panel contract for the provision of Tree Maintenance Services – Ad Hoc and Storm response to Council for an initial one (1) year Contract period, with provision for one (1) year extension option, under the following categories:*
  - a. *Category 1: Ad Hoc Tree Maintenance Services*
    - i. *Shane's Trees Pty Ltd*

**MINUTES OF THE ORDINARY MEETING OF COUNCIL  
WEDNESDAY 15 NOVEMBER 2023**

---

- ii. *All Scale Tree Services Pty Ltd*
    - iii. *TreeLink Pty Ltd*
    - iv. *Asplundh Tree Expert Australia Pty Ltd*
    - v. *Active Tree Services Pty Ltd*
  - b. *Category 2: Storm response Tree Maintenance Services*
    - i. *Shane's Trees Pty Ltd*
    - ii. *All Scale Tree Services Pty Ltd*
    - iii. *TreeLink Pty Ltd*
    - iv. *Woodnutt Enterprises Pty Ltd*
    - v. *Active Tree Services Pty Ltd*
2. *Note the tenders received ranged from Category 1 \$168,775.70 to \$417,326.00 and Category 2 \$390,268.50 to \$971,724.60.*
3. *Delegate authority to the General Manager to execute the contract and any other documentation required to give effect to this resolution.*

**DECLARED CARRIED BY THE ADMINISTRATOR**

---

## 9.15 Supply and Delivery of Carbon Dioxide - Tender Evaluation

---

**Report of:** Graeme Mellor  
Manager Water Services

**Authorised by:** Karin Targa  
Director Service and Project Delivery

---

### OFFICER'S RECOMMENDATION

---

**THAT Council:**

1. Accept the Tender from Supagas Pty Limited for category 1 Principal supplier of Carbon Dioxide Gas, vessel inspection and associated services for water treatment plants for a four (4) year Contract period.
2. Note that the contract will be in accordance with the tendered schedule of rates.
3. Delegate authority to the General Manager to execute the contract and any other documentation required to give effect to this resolution.

The Manager Water Services introduced the item.

*MN 2023/560*

**MOTION** moved by the Administrator

**THAT Council:**

1. *Accept the Tender from Supagas Pty Limited for category 1 Principal supplier of Carbon Dioxide Gas, vessel inspection and associated services for water treatment plants for a four (4) year Contract period.*
2. *Note that the contract will be in accordance with the tendered schedule of rates.*
3. *Delegate authority to the General Manager to execute the contract and any other documentation required to give effect to this resolution.*

**DECLARED CARRIED BY THE ADMINISTRATOR**

---

## **9.16 Casburn Park Upgrade Update**

---

**Report of:** Ned Tripkovic  
Manager Project Delivery

**Authorised by:** Karin Targa  
Director Service and Project Delivery

### **OFFICER'S RECOMMENDATION**

---

**THAT Council:**

1. Note the content of this report.
2. Acknowledge the contribution of the Wingello Community members in assisting Council to develop the various aspects of this project.

The Director Service and Project Delivery introduced the item.

*MN 2023/560*

**MOTION** moved by the Administrator

**THAT Council:**

1. Note the content of this report.
2. Acknowledge the contribution of the Wingello Community members in assisting Council to develop the various aspects of this project.

**DECLARED CARRIED BY THE ADMINISTRATOR**

---

## 9.17 Highlands Theatre Group Storage Shed at Welby Oval

---

Report of: Shaun Robinson  
Manager Assets

Authorised by: Karin Targa  
Director Service and Project Delivery

---

### OFFICER'S RECOMMENDATION

---

**THAT Council:**

1. Receive and note this report.
2. Actively seek grant funding opportunities to enable the delivery of a storage shed at Welby Oval for the exclusive use of Highlands Theatre Group.

The Acting Manager Assets introduced the item.

*MN 2023/561*

***MOTION*** moved by the Administrator

***THAT:***

1. Council commence negotiations with the Highlands Theatre Group (HTG) for a lease or licence of an area of land at Welby Oval for a storage facility at a nominal rent;
2. The HTG be requested to negotiate a usage agreement with the Welby 355 Committee for rehearsals; and
3. Options for Council's funding its portion of the project be considered in conjunction with the December quarterly budget review.

***DECLARED CARRIED BY THE ADMINISTRATOR***

---

**9.18 Investments Report - October 2023**

---

**Report of:** Carl Conrad  
Acting Chief Financial Officer

**Authorised by:** Carmel Foster  
Director Corporate Strategy and Resourcing

**OFFICER'S RECOMMENDATION**

---

**THAT Council receive and note this Cash Investment Report as at 31 October 2023.**

*MN 2023/562*

**MOTION moved by the Administrator**

**THAT Council receive and note this Cash Investment Report as at 31 October 2023.**

**DECLARED CARRIED BY THE ADMINISTRATOR**



**9.19 Canberra Region Joint Organisation Board Meeting Minutes - 22  
September 2023**

---

**Report of:** Jessica Kaiser  
Executive Assistant to General Manager

**Authorised by:** Lisa Miscamble  
General Manager

**OFFICER'S RECOMMENDATION**

---

**THAT Council note the report.**

*MN 2023/563*

**MOTION moved by the Administrator**

**THAT Council note the report.**

**DECLARED CARRIED BY THE ADMINISTRATOR**

---

**9.20 Traffic Committee - Minutes of 26 October 2023 meeting**

---

**Report of:** Shaun Robinson  
Manager Assets

**Authorised by:** Karin Targa  
Director Service and Project Delivery

**OFFICER'S RECOMMENDATION**

---

**THAT** the Minutes of the Traffic Committee meeting held on Thursday 26 October 2023 are received and noted.

*MN 2023/564*

**MOTION** moved by the Administrator

**THAT** the Minutes of the Traffic Committee meeting held on Thursday 26 October 2023 are received and noted.

**DECLARED CARRIED BY THE ADMINISTRATOR**

**10 QUESTIONS TAKEN ON NOTICE**

**11 MEETING CLOSURE**

The General Manager addressed the meeting to announce the launch of Council's new website which will make accessing information easier.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 6.26 PM