

MINUTES

Ordinary Meeting of Council



We're with you

Wednesday 16 August, 2023

Council Chambers, Wingecarribee Shire Council Civic Centre

68 Elizabeth Street, Moss Vale

The meeting commenced at 3:34 PM

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WEDNESDAY 16 AUGUST 2023**

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**MINUTES OF THE ORDINARY MEETING OF COUNCIL
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MINUTES OF THE ORDINARY MEETING OF WINGECARRIBEE SHIRE COUNCIL HELD IN COUNCIL CHAMBERS, CIVIC CENTRE, ELIZABETH STREET, MOSS VALE ON 16 AUGUST 2023 COMMENCING AT 3:34 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 Strategic Outcomes	Mr Michael Park
Executive Manager People and Culture	Ms Sally Sammit
Executive Manager Business Transformation	Mr Pav Kuzmanovski
Acting Chief Financial Officer	Mr Carl Conrad
Chief Information Officer	Mr George Harb
Manager Governance and Corporate Performance	Ms Danielle Lidgard
Manager Project Delivery	Mr Ned Tripkovic
Manager Business and Property	Mr Salomon Kloppers
Manager Community Life and Libraries	Ms Kathryn Baget-Juleff
Coordinator Library Services	Mr Andrew White
Coordinator Strategy and Place	Ms Nicole Dunkinfield
Saleyards Assistant	Ms Stephanie Gardner
ICT Support Officer	Mr Marcellino Derby
Governance Officer	Ms Michelle Gordon

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.”

"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 2023/450

MOTION moved by Administrator

THAT the minutes of the Ordinary Meeting of Council held on 19 July 2023 MN 2023/429 to MN 2023/449 inclusive, 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 – 16 August 2023

<https://www.wsc.nsw.gov.au/files/assets/public/council/meeting-minutes/2023/16-august-2023/1.-administrator-minute-16-august-2023.pdf>

At the last meeting of Council, I outlined a proposal for candidate training prior to the September 2024 elections. Unfortunately, I got the election date wrong and the minute should have read 14 September 2024* which is when residents of all Local Government areas across the State will go to the Polls.

It very appropriate that on this agenda there is a detailed report on the Strategic Outcomes Works Program. This is a real team effort and again highlights the legacy issues from the last Council/s that are now in consultation with the Shire wide community being treated in a positive way as an opportunity. Particularly highlighted from the report...

It is critical that Council continue to take a strategic approach to housing supply so that Council and the community determine how and where the Shire will grow, and to ensure that our growing communities are supported by essential infrastructure...(p260)

Such a statement can only be strongly endorsed.

Readers of the report will note that since Administration, \$1.36M has been allocated to this work however staff estimate that an additional \$970,000 will be required over the 2024/26 financial years. My commitment to residents has always been that I will do my best to restore public confidence and credibility in the Council and work to ensure that when Councillors are returned in 2024 they can hit the ground running.

The work outlined in this report highlights the need to ensure that when returned the elected Council has the whole Wingecarribee community in its sights and works on the big picture while acknowledging roles and responsibilities and not meddling in operational areas.

Obviously, a lot more will be said in the Candidate Information Sessions, but one thing is clear in my view – Wingecarribee Shire Council needs new faces to take it forward who listen and work in a strong partnership and respectfully with the community and professional officers.

At the July meeting, consideration was given to a report on open access information in relation to Development Applications when the matter was deferred so I could consult generally with the General Manager to achieve what I considered to be a better outcome. I am happy to advise that considerable progress has been made on the matter with a report coming to Council at its September meeting which in my view will be a quantum improvement for residents' access to development applications, including how the Council proposes to deal with Section 68 certificates (generally water and sewer connections).

I would also like the report to deal with dilapidation reports on public property being mandatory for any development.

The Nepalese community is becoming one of the newest emerging culturally and linguistically diverse communities in Australia and people of Nepalese background representing approximately 1% of the population of the Shire. I am constantly reminded of the important role the Nepalese community play in servicing the needs of others, particularly of those in care. Many communities have festivals and other acknowledgements that celebrate diversity. Following a discussion I had a recent Citizenship Ceremony, I

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have asked the General Manager to look at meeting with service providers and representatives of the Nepalese Community to see if there could be a way the community could celebrate with them and better understand their cultural values. It may be that local groups are encouraged to apply for upcoming grants such as the Community Resilience Small Grants Program to hold an event. Regardless, I would like consideration to be given to a culturally appropriate event in the 2024/25 Operational Plan and budget to recognise and work in partnership with the local Nepalese community.

It was a pleasure to join the General Manager and staff at the Local Government NSW Week Awards on 3 August 2023. Council was successful in taking home two awards on the night, the 2023 LGNSW Award for Excellence in Planning and Development Services for the Robertson Place Plan, and the 2023 RH Dougherty Events and Communications Awards for Excellence in Communication for the 2023 Seniors Festival. Another of Council's most popular community initiatives, Sustainable Us, was also a finalist in the Excellence in Communication category with a series of engaging YouTube videos.

In presenting the planning award, LGNSW noted that it was a "stand out". It's nice to be recognised and on behalf of the community I say to all involved well done and keep up the good work.

Council facilitates playgroups across the Shire in both towns and villages, and I have been told that there are active groups in Balmoral Village, Bundanoon, Colo Vale, Penrose and Robertson – in addition to the main towns of Mittagong, Bowral and Moss Vale. Isolation of mums with young babies has been a matter raised in my moving around the community and it is extremely important that such opportunities be made well known. In addition, I recently have been told that following an expression of interest, Playgroups will soon be also available in Exeter (through the CWA), Yerrinbool and Hill Top. Great news and please help us spread the word.

**original published date was September 2023, this was corrected to 2024*

MN 2023/451

MOTION moved by the Administrator

THAT the Administrator Minute of 16 August 2023 be noted.

DECLARED CARRIED BY THE ADMINISTRATOR

8 GENERAL MANAGER

8.1 Robertson Village Place Plan - Draft for Public Exhibition

Report Author: Garima Mendiratta
Senior Strategic Planner

Authoriser: Michael Park
Executive Manager Strategic Outcomes

OFFICER'S RECOMMENDATION

THAT:

1. The Draft Robertson Village Place Plan provided in Attachment 1 be endorsed for public exhibition
2. The Draft Robertson Village Place Plan be placed on Public Exhibition for a period of six (6) weeks
3. The Draft Robertson Village Place Plan be reported back to Council at the completion of the exhibition period.

The Executive Manager Strategic Outcomes introduced the item.

MN 2023/452

MOTION moved by the Administrator

THAT:

1. *The Draft Robertson Village Place Plan provided in Attachment 1 be endorsed for public exhibition*
2. *The Draft Robertson Village Place Plan be placed on Public Exhibition for a period of six (6) weeks*
3. *The Draft Robertson Village Place Plan be reported back to Council at the completion of the exhibition period.*
4. *In response to the request from the Local Planning Panel it be noted that Council staff are satisfied that the Robertson Village Place Plan is not inconsistent with the draft Community Based Heritage Study.*

DECLARED CARRIED BY THE ADMINISTRATOR

8.2 Planning Proposal to include land identified as Mittagong Airfield in Schedule 1 (Additional Permitted Uses) of Wingecarribee Local Environmental Plan 2010 to enable a boundary adjustment through subdivision

Report Author: Susan Stannard
Coordinator Strategic Policy

Authoriser: Michael Park
Executive Manager Strategic Outcomes

OFFICER'S RECOMMENDATION

THAT:

1. The Planning Proposal to include Lot 841 DP1253894 and Lot 11 DP1226788 in Schedule 1 (Additional Permitted Uses) of Wingecarribee Local Environmental Plan 2010 be supported, and
2. The Planning Proposal be finalised under s.3.36 of the *Environmental Planning & Assessment Act 1979*.

The Executive Manager Strategic Outcomes introduced the item.

MN 2023/453

MOTION moved by the Administrator

THAT:

1. *The Planning Proposal to include Lot 841 DP1253894 and Lot 11 DP1226788 in Schedule 1 (Additional Permitted Uses) of Wingecarribee Local Environmental Plan 2010 be supported, and*
2. *The Planning Proposal be finalised under s.3.36 of the Environmental Planning & Assessment Act 1979.*

DECLARED CARRIED BY THE ADMINISTRATOR

8.3 Planning Proposal to include land at 121, 131 and 153 Yarrowa Road Moss Vale within the adjoining Chelsea Gardens Coomungie Urban Release Area

Report Author: Susan Stannard
Coordinator Strategic Policy

Authoriser: Michael Park
Executive Manager Strategic Outcomes

OFFICER'S RECOMMENDATION

THAT The Planning Proposal be supported for finalisation under s.3.36 of the *Environmental Planning & Assessment Act 1979*.

The Executive Manager Strategic Outcomes introduced the item.

MN 2023/454

MOTION moved by the Administrator

THAT The Planning Proposal to rezone land at 121, 131 and 153 Yarrowa Road Moss Vale be deferred to allow for an appropriate infrastructure funding mechanism to be in place prior to the land being rezoned.

DECLARED CARRIED BY THE ADMINISTRATOR

8.4 Planning Proposal to Amend Schedule 1 of Wingecarribee LEP 2010 to Enable a Boundary Adjustment to Land at 35 Elizabeth Street and 4 Old Bong Bong Way, Burradoo

Report Author: Susan Stannard
Coordinator Strategic Policy

Authoriser: Michael Park
Executive Manager Strategic Outcomes

OFFICER'S RECOMMENDATION

THAT:

1. The Planning Proposal to include land at 35 Elizabeth Street and 4 Old Bong Bong Way Burradoo within Schedule 1 (Additional Permitted Uses) of Wingecarribee Local Environmental Plan (WLEP) 2010, to facilitate a boundary adjustment between two (2) lots be supported, subject to proposed Lot A having a minimum lot size of at least 9,300 m² to ensure that the land continues as two (2) lots, and
2. The Planning Proposal be submitted to the Department of Planning and Environment for a Gateway Determination under s.3.34 of the Environmental Planning & Assessment Act 1979.

The Executive Manager Strategic Outcomes introduced the item and advised that the following Officer's Recommendation from the Local Planning Panel report be included in the minutes.

Officer's Recommendation as outlined in the Wednesday 26 July 2023 Agenda of the Wingecarribee Local Planning Panel.

THAT:

1. The Planning Proposal to include land at 35 Elizabeth Street and 4 Old Bong Bong Way Burradoo within Schedule 1 (Additional Permitted Uses) of Wingecarribee Local Environmental Plan (WLEP) 2010, to facilitate a boundary adjustment between two (2) lots (with no further subdivision), be supported, and
2. The Planning Proposal be submitted to the Department of Planning and Environment for a Gateway Determination under s.3.34 of the Environmental Planning & Assessment Act 1979.

MN 2023/455

MOTION moved by the Administrator

THAT:

- 1. The Planning Proposal to include land at 35 Elizabeth Street and 4 Old Bong Bong Way Burradoo within Schedule 1 (Additional Permitted Uses) of Wingecarribee Local Environmental Plan (WLEP) 2010, to facilitate a boundary adjustment between two (2) lots be supported, subject to proposed Lot A having a minimum lot size of at least 9,300 m² to ensure that the land continues as two (2) lots, and***
- 2. The Planning Proposal be submitted to the Department of Planning and Environment for a Gateway Determination under s.3.34 of the Environmental Planning & Assessment Act 1979.***

DECLARED CARRIED BY THE ADMINISTRATOR

8.5 Strategic Outcomes Works Program Update

Report Author: Michael Park
Executive Manager Strategic Outcomes

Authoriser: Lisa Miscamble
General Manager

OFFICER'S RECOMMENDATION

THAT:

1. The report on the Strategic Outcomes Works Program be noted.
2. Council develop a dedicated project page on 'Your say Wingecarribee' for the Strategic Outcomes Works Program, that will allow the community to see the progress made on the key strategic projects required to deliver a planning framework that meets the economic, housing, social and infrastructure needs of the Wingecarribee community.
3. Council continue to work with both the State and Federal Government to seek additional funding to fast track the priority actions outlined in the adopted Local Housing Strategy and Local Strategic Planning Statement.

The General Manager addressed the meeting.

The Executive Manager Strategic Outcomes introduced the item.

MN 2023/456

MOTION moved by the Administrator

THAT:

1. *The report on the Strategic Outcomes Works Program be noted.*
2. *Council develop a dedicated project page on 'Your say Wingecarribee' for the Strategic Outcomes Works Program, that will allow the community to see the progress made on the key strategic projects required to deliver a planning framework that meets the economic, housing, social and infrastructure needs of the Wingecarribee community.*
3. *Council continue to work with both the State and Federal Government to seek additional funding to fast track the priority actions outlined in the adopted Local Housing Strategy and Local Strategic Planning Statement.*
4. *Any unfunded works as outlined on page 265 of the Report be the subject of consideration of the 2024/25 budget process.*

DECLARED CARRIED BY THE ADMINISTRATOR

9 REPORTS

9.1 Berrima Road Deviation Project - High Voltage Network Funding Allocation

Report Author: David Rigoni
Senior Project Manager

Authoriser: Karin Targa
Director Service and Project Delivery

OFFICER'S RECOMMENDATION

THAT:

1. Council receives and notes the report.
2. Endorses the budget adjustment to fund the Berrima Road deviation budget by General Revenue (\$403K) and Developer Contributions (MVEC) Reserve (\$212K).

The Manager Project Delivery introduced the item.

MN 2023/457

MOTION moved by the Administrator

THAT:

1. Council receives and notes the report.
2. Endorses the budget adjustment to fund the Berrima Road deviation budget by General Revenue (\$403K) and Developer Contributions (MVEC) Reserve (\$212K).

DECLARED CARRIED BY THE ADMINISTRATOR

9.2 Old South Road - Stage 3 - Culvert Procurement

Report Author: James Knight
Project Manager

Authoriser: Karin Targa
Director Service and Project Delivery

OFFICER'S RECOMMENDATION

THAT:

1. The Council enter into a contract with Moss Vale Concrete Products for the value of \$256,267 (including GST) for the supply 3000 x1800 and 3300x1500 mm box culverts required for Stage 3 of Council's Old South Road Rehabilitation Project.
2. The Council will enter into a contract with Moss Vale Concrete Products in accordance with Section 55(3)(i) of the Local Government Act noting Council's extenuating circumstances (as outlined in this report):
 - a. There is insufficient time available for Council to conduct a tender process as required under Part 7 Tendering of the Local Government Regulations 2021.
 - b. It is not possible for Council to reach an outcome on a tender for these works to be completed in September as required by the Microbat Management Plan.
 - c. Council would experience additional financial costs and delay of the Old South Road project if the proposed works are not completed in September 2023.

The Manager Project Delivery introduced the item.

MN 2023/458

MOTION moved by the Administrator

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THAT:

1. *The Council enter into a contract with Moss Vale Concrete Products for the value of \$256,267 (including GST) for the supply 3000 x1800 and 3300x1500 mm box culverts required for Stage 3 of Council's Old South Road Rehabilitation Project.*
2. *The Council will enter into a contract with Moss Vale Concrete Products in accordance with Section 55(3)(i) of the Local Government Act noting Council's extenuating circumstances (as outlined in this report):*
 - a. *There is insufficient time available for Council to conduct a tender process as required under Part 7 Tendering of the Local Government Regulations 2021.*
 - b. *It is not possible for Council to reach an outcome on a tender for these works to be completed in September as required by the Microbat Management Plan.*
 - c. *Council would experience additional financial costs and delay of the Old South Road project if the proposed works are not completed in September 2023.*

DECLARED CARRIED BY THE ADMINISTRATOR

9.3 Integrated Library Management System - Tender

Report Author: Andrew White
Coordinator Library Services

Authoriser: Adan Davis
Director Communities and Place

OFFICER'S RECOMMENDATION

THAT: Council

1. Accepts the Tender from Civica Pty Ltd at a lump sum price of \$335,326.20 (inclusive of GST).
2. Note the tenders received ranged from \$255,166.00 to \$498,422.00.
3. Delegate authority to the General Manager to execute the contract and any other documentation required to give effect to this resolution.

The Manager Community Life and Libraries introduced the item.

MN 2023/459

MOTION moved by the Administrator

THAT: Council

1. Accepts the Tender from Civica Pty Ltd at a lump sum price of \$335,326.20 (inclusive of GST).
2. Note the tenders received ranged from \$255,166.00 to \$498,422.00.
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

9.4 Operational Plan 2022/23 Quarterly Progress Report June 2023

Report Author: Shaun Sang
Corporate Strategy Officer

Authoriser: Carmel Foster
Director Corporate Strategy and Resourcing

OFFICER'S RECOMMENDATION

THAT The Quarterly Progress Report on the Delivery Program and Operational Plan for the period ended 30 June 2023 in Attachment 1 be noted.

The General Manager addressed the meeting.

The Acting Chief Financial Officer introduced the item and made the attached presentation.

<https://www.wsc.nsw.gov.au/files/assets/public/council/meeting-minutes/2023/16-august-2023/end-of-june-2023-quarter-presentation-4.pdf>

The Manager Governance and Corporate Performance addressed the meeting and continued the presentation.

MN 2023/460

MOTION moved by the Administrator

THAT The Quarterly Progress Report on the Delivery Program and Operational Plan for the period ended 30 June 2023 in Attachment 1 be noted.

DECLARED CARRIED BY THE ADMINISTRATOR

9.5 2022/23 Budget - Proposed Revotes

Report Author: Damien Jenkins
Deputy Chief Financial Officer

Authoriser: Carmel Foster
Director Corporate Strategy and Resourcing

OFFICER'S RECOMMENDATION

THAT Council approve the list of expenditure revotes from the 2022/23 budget as shown in Attachments 1, 2 and 3 totalling \$15,938,493, to the 2023/24 budget to allow completion of planned works.

The Acting Chief Financial Officer introduced the item.

MN 2023/461

MOTION moved by the Administrator

THAT:

- 1. Council approve the list of expenditure revotes from the 2022/23 budget as shown in Attachments 1, 2 and 3 totalling \$15,938,493, to the 2023/24 budget to allow completion of planned works.*
- 2. At the September 2023 Council Meeting a demonstration be given of how the elected members portal will operate.*

DECLARED CARRIED BY THE ADMINISTRATOR

9.6 Rates and Charges Written-Off for the 2022/23 Financial Year

Report Author: David Grima
Coordinator Revenue

Authoriser: Carmel Foster
Director Corporate Strategy and Resourcing

OFFICER'S RECOMMENDATION

THAT: Council

1. Note the write off of rates and charges in relation to Section 595 of the Local Government Act for Postponed Rates totalling \$2,133.92 for the 2022/23 financial year under the delegation of the General Manager.
2. Note the Pensioner Rebates provided for rates and charges in relation to Section 583 of the Local Government Act for Pension Rebates totalling \$1,559,473.80 for the 2022/23 financial year.
3. Note the write off of minor interest accrual balances in accordance with Clause 131 of the Local Government (General) Regulation 2005 totalling \$3,176.24 for the 2022/23 financial year under the delegation of the General Manager.
4. Note the Exemptions provided for water supply charges in accordance with Section 558 of the Local Government Act 1993 for special allowances totalling \$31,117.19 for the 2022/23 financial year.
5. Note the write off of water supply charges in accordance with the Adopted Water Determination Policy totalling \$132,122.63 for the 2022/23 financial year under the delegation of the General Manager.
6. Note the write off of water supply charges in accordance with the Adopted Low Water Pressure Supply Rebate Policy totalling \$808.70 for the 2022/23 financial year under the delegation of the General Manager.
7. Note the write off of water supply charges for residents who are undergoing Home Haemodialysis totalling \$1,297.93 for the 2022/23 financial year under the delegation of the General Manager.

The Acting Chief Financial Officer introduced the item.

MN 2023/462

MOTION moved by the Administrator

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THAT: Council

1. *Note the write off of rates and charges in relation to Section 595 of the Local Government Act for Postponed Rates totalling \$2,133.92 for the 2022/23 financial year under the delegation of the General Manager.*
2. *Note the Pensioner Rebates provided for rates and charges in relation to Section 583 of the Local Government Act for Pension Rebates totalling \$1,559,473.80 for the 2022/23 financial year.*
3. *Note the write off of minor interest accrual balances in accordance with Clause 131 of the Local Government (General) Regulation 2005 totalling \$3,176.24 for the 2022/23 financial year under the delegation of the General Manager.*
4. *Note the Exemptions provided for water supply charges in accordance with Section 558 of the Local Government Act 1993 for special allowances totalling \$31,117.19 for the 2022/23 financial year.*
5. *Note the write off of water supply charges in accordance with the Adopted Water Determination Policy totalling \$132,122.63 for the 2022/23 financial year under the delegation of the General Manager.*
6. *Note the write off of water supply charges in accordance with the Adopted Low Water Pressure Supply Rebate Policy totalling \$808.70 for the 2022/23 financial year under the delegation of the General Manager.*
7. *Note the write off of water supply charges for residents who are undergoing Home Haemodialysis totalling \$1,297.93 for the 2022/23 financial year under the delegation of the General Manager.*

DECLARED CARRIED BY THE ADMINISTRATOR

9.7 Sundry Debtor Write-off Report

Report Author: David Grima
Coordinator Revenue

Authoriser: Carmel Foster
Director Corporate Strategy and Resourcing

OFFICER'S RECOMMENDATION

THAT:

1. Council writes off the sundry debtor amount of \$1,713.50 (inc. GST) in accordance with Section 213(5)(b) of the Local Government Regulations.
2. The Confidential Attachment 1 be withheld from access to the media and public as required by section 11(2) of the Local Government Act 1993 for the following reasons – in accordance with s10A(2) of the Local Government Act, 1993, under clause 10A(2)(b) –the personal hardship of any resident or ratepayer.

The Acting Chief Financial Officer introduced the item.

<https://www.wsc.nsw.gov.au/files/assets/public/council/meeting-minutes/2023/16-august-2023/attachment-to-item-9.7-sundry-debtor-write-off-report.pdf>

MN 2023/463

MOTION moved by the Administrator

THAT:

1. Council writes off the sundry debtor amount of \$1,713.50 (inc. GST) in accordance with Section 213(5)(b) of the Local Government Regulations.

DECLARED CARRIED BY THE ADMINISTRATOR

9.8 Section 355 Management Committees Procedures Manual

Report Author: George Harb
Chief Information Officer

Authoriser: Carmel Foster
Director Corporate Strategy and Resourcing

OFFICER'S RECOMMENDATION

THAT:

1. Council endorses the Procedures Manual for the 355 Management Committees
2. Council notes all 355 Management Committee members will be trained on the revised procedures manual.
3. A further report be presented to the November 2023 Council meeting on the outcomes of the Annual General Meetings of each 355 Management Committee and formalise the delegation of each Committee Member.

The Chief Information Officer introduced the item.

MN 2023/464

MOTION moved by the Administrator

THAT:

1. Council note that the Administrator has arranged visits to all s355 Committees as required by the 21 September 2022 Council resolution.
2. There be no further action implementing recommendations related to s355 Committees from the 'Community Advisory and Section 355 Committee Review Final Report – November 2021'.
3. Council endorses the Procedures Manual for the 355 Management Committees.
4. Council notes all 355 Management Committee members will be trained on the revised procedures manual.
5. The Memorandum of Understanding be endorsed noting that it will be signed by the General Manager.
6. A further report be presented to the November 2023 Council meeting on the outcomes of the Annual General Meetings of each 355 Management Committee and formalise the delegation of each Committee Member.

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- 7. The General Manager liaise with all s355 Committees in relation to making a recommendation regarding maintenance items and priorities and that funds be provided in the current budget.*

DECLARED CARRIED BY THE ADMINISTRATOR

9.9 Agency Information Guide - Adoption

Report Author: Stephanie Salviejo
Coordinator Governance

Authoriser: Carmel Foster
Director Corporate Strategy and Resourcing

OFFICER'S RECOMMENDATION

THAT Council adopts the Agency Information Guide 2023-2024 as included in Attachment 1 to this report.

The Manager Governance and Corporate Performance introduced the item.

MN 2023/465

MOTION moved by the Administrator

THAT Council adopts the Agency Information Guide 2023-2024 as included in Attachment 1 to this report.

DECLARED CARRIED BY THE ADMINISTRATOR

**9.10 Upstairs Office Space Bowral Memorial Hall and Sutton Forest Hall -
Proposed Fees and Charges - Public Exhibition**

Report Author: Amanda McCullagh
Coordinator Property Services

Authoriser: Salomon Kloppers
Manager Business & Property

OFFICER'S RECOMMENDATION

THAT:

1. The proposed schedule of hire fees be advertised for 28 days seeking comments from the public.
2. If no objections are received in relation to the proposed schedule of hire fees then the schedule of proposed fees as outlined in Attached 1 to this report be adopted by Council.

The Manager Business and Property Services introduced the item.

MN 2023/466

MOTION moved by the Administrator

THAT:

1. *The proposed schedule of hire fees be advertised for 28 days seeking comments from the public.*
2. *If no objections are received in relation to the proposed schedule of hire fees then the schedule of proposed fees as outlined in Attached 1 to this report be adopted by Council.*

DECLARED CARRIED BY THE ADMINISTRATOR

9.11 Road Naming Policy - Draft for Public Exhibition

Report Author: Jan Giblin
Asset Wayfinding Officer

Authoriser: Karin Targa
Acting Director Service and Project Delivery

OFFICER'S RECOMMENDATION

THAT

1. Council endorses the updated Road Naming Policy to be placed on public exhibition for 28 days.
2. If no submissions are received during the public exhibition period, that the updated Road Naming Policy be adopted.

The Acting Manager Assets introduced the item.

MN 2023/467

MOTION moved by the Administrator

THAT:

1. Council endorses the updated Road Naming Policy to be placed on public exhibition for 28 days.
2. If no submissions are received during the public exhibition period, that the updated Road Naming Policy be adopted.
3. A policy be developed for public exhibition for the naming of any public space or facility under the care, control and management of Council.

DECLARED CARRIED BY THE ADMINISTRATOR

9.12 Southern Highlands Botanic Gardens - Draft Plan of Management for Public Exhibition

Report Author: Sara McGufficke
Recreational Planner

Authoriser: Karin Targa
Director Service and Project Delivery

OFFICER'S RECOMMENDATION

THAT:

1. The Southern Highlands Botanic Gardens draft Plan of Management be endorsed for public exhibition for a period of 28 days.
2. That Council allows public submissions to be received for a further 15 days after the public exhibition period.
3. 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 the Southern Highlands Gardens Plan of Management.
4. 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 Acting Manager Assets introduced the item.

The Director Service and Project Delivery addressed the meeting and advised of an amendment to the officer's recommendation.

OFFICER'S AMENDED RECOMMENDATION.

THAT:

1. *The Southern Highlands Botanic Gardens draft Plan of Management be endorsed for public exhibition for a period of 28 days.*
2. *That Council allows public submissions to be received for a further 15 days after the public exhibition period.*
3. *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 the Southern Highlands Gardens Plan of Management.*
4. *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) and 40A(1) of the Local Government Act 1993.*

MN 2023/468

MOTION moved by the Administrator

**MINUTES OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 16 AUGUST 2023**

THAT:

1. *The Southern Highlands Botanic Gardens draft Plan of Management be endorsed for public exhibition for a period of 28 days.*
2. *That Council allows public submissions to be received for a further 15 days after the public exhibition period.*
3. *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 the Southern Highlands Gardens Plan of Management.*
4. *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) and 40A(1) of the Local Government Act 1993.*

DECLARED CARRIED BY THE ADMINISTRATOR

9.13 Heritage Rail Loop Line Upgrade - Update

Report Author: Shaun Robinson
Manager Assets

Authoriser: Karin Targa
Director Service and Project Delivery

OFFICER'S RECOMMENDATION

THAT Council receives and notes this report.

The Acting Manager Assets introduced the item.

MN 2023/469

MOTION moved by the Administrator

THAT: Council

- 1. Receives and notes this report***
- 2. Reiterate it is committed to securing public toilets that are accessible to residents 7 days a week as part of the Loopline Upgrade Project and continues to liaise with Transport Asset Holding Entity (TAHE) and Transport Heritage NSW to achieve this outcome; further the support of the Member for Wollondilly be sought.***

DECLARED CARRIED BY THE ADMINISTRATOR

9.14 Moss Vale Bypass - Growing Local Economies Fund Update

Report Author: Andrew Maskiell
Project Manager

Authoriser: Karin Targa
Director Service and Project Delivery

OFFICER'S RECOMMENDATION

THAT: Council

1. Notes the contents of this report.
2. Writes to Infrastructure NSW to withdraw the funding application of \$5.777M for the construction of Moss Vale Bypass Stage 1 (only) from the Growing Local Economies Fund.
3. Remains committed to building all three stages of the Moss Vale Bypass as one construction project to ensure it supports growth in the Shire including the Southern Highland Innovation Precinct (SHIP) and will continue to advocate the State and Federal Government for funding.
4. Continues to approach grant funding for significant infrastructure projects with an appropriate level of diligence and prudence.

The Manager Project Delivery introduced the item.

The General Manager addressed the meeting.

MN 2023/470

MOTION moved by the Administrator

THAT: Council

1. Notes the contents of this report.
2. Writes to Infrastructure NSW to withdraw the funding application of \$5.777M for the construction of Moss Vale Bypass Stage 1 (only) from the Growing Local Economies Fund.
3. Remains committed to building all three stages of the Moss Vale Bypass as one construction project to ensure it supports growth in the Shire including the Southern Highland Innovation Precinct (SHIP) and will continue to advocate the State and Federal Government for funding.
4. Continues to approach grant funding for significant infrastructure projects with an appropriate level of diligence and prudence including advocating to the Federal and State Members to fund the construction of this important project.

DECLARED CARRIED BY THE ADMINISTRATOR

9.15 Mittagong Playhouse - Grant Update

Report Author: Carl Conrad
Acting Chief Financial Officer

Authoriser: Carmel Foster
Director Corporate Strategy and Resourcing

OFFICER'S RECOMMENDATION

THAT: Council

1. Note the Expression of Interest submission to the federal Growing Regions Fund seeking \$4M in grant funding in relation to the Mittagong Playhouse Restoration and Refurbishment project.
2. Endorse the funding strategy to fund \$4M of the Mittagong Playhouse Restoration and Refurbishment project through loans, with General Revenue efficiencies to be sought as part of the 2024/25 budget process to fund the loan repayments.
3. Continue to advocate for additional funding from state and other funding sources to supplement the grant and loan funding allocated to the Mittagong Playhouse Restoration and Refurbishment project.

The Acting Chief Financial Officer introduced the item.

The Director Service and Project Delivery addressed the meeting.

The General Manager addressed the meeting.

The Director Communities and Place addressed the meeting.

MN 2023/471

MOTION moved by the Administrator

THAT: Council

1. Note the Expression of Interest submission to the federal Growing Regions Fund seeking \$4M in grant funding in relation to the Mittagong Playhouse Restoration and Refurbishment project.
2. Endorse the funding strategy to fund \$4M of the Mittagong Playhouse Restoration and Refurbishment project through loans, with General Revenue efficiencies to be sort as part of the 2024/25 budget process to fund the loan repayments.
3. Continue to advocate for additional funding from state and other funding sources to supplement the grant and loan funding allocated to the Mittagong Playhouse Restoration and Refurbishment project.

**MINUTES OF THE ORDINARY MEETING OF COUNCIL
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4. *A further report be provided at the next meeting of Council on the Mittagong Playhouse to address the:*
- a. cost of the project*
 - b. planning approvals pathway*
 - c. heritage significance of the three parts of the site*

DECLARED CARRIED BY THE ADMINISTRATOR

9.16 Recreational Walking Tracks Strategy - Update

Report Author: Ashraf Anwar
Coordinator Parks and Building Assets

Authoriser: Karin Targa
Director Service and Project Delivery

OFFICER'S RECOMMENDATION

THAT: Council receive and note this report.

The Acting Manager Assets introduced the item.

MN 2023/472

MOTION moved by the Administrator

THAT Council receive and note this report.

DECLARED CARRIED BY THE ADMINISTRATOR

9.17 Insurance Pool Membership and Coverage Review - Update

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

**Authoriser: Carmel Foster
Director Corporate Strategy and Resourcing**

THAT

- 1. Council note the update on the review of Council's insurance pool membership and coverage**
- 2. A further report on the review of Council's insurance pool membership and coverage be provided to Council by November 2023.**

The Manager Governance and Corporate Performance introduced the item.

MN 2023/473

MOTION *moved by the Administrator*

THAT:

- 1. Council note the update on the review of Council's insurance pool membership and coverage**
- 2. A further report on the review of Council's insurance pool membership and coverage be provided to Council by November 2023.**

DECLARED CARRIED BY THE ADMINISTRATOR

9.18 Rates, Water and Sewer Subsidy Scheme Update

Report Author: David Grima
Coordinator Revenue

Authoriser: Carmel Foster
Director Corporate Strategy and Resourcing

OFFICER'S RECOMMENDATION

THAT:

1. Council receives and notes this report and the Rates, Water & Sewerage Access Charges Subsidy Scheme guidelines attached.
2. Council notes there are no proposed changes to the adopted Rates, Water and Sewerage Access Subsidy Scheme and related Guidelines as publicly exhibited during May 2023 and June 2023.
3. A further report be presented to Council with the results of the applications received under the revised Rates, Water and Sewerage Access Subsidy Scheme guidelines for the 2023/24 financial year to disclose the final outcomes.

The General Manager tabled the attached email received from the Burrawang School of Arts, dated 15 August 2023.

<https://www.wsc.nsw.gov.au/files/assets/public/council/meeting-minutes/2023/16-august-2023/taled-correspondence-item-9.18-burrawang-school-of-arts.pdf>

The Acting Chief Financial Officer introduced the item and advised of an amendment to the officer's recommendation.

OFFICER'S AMENDED RECOMMENDATION.

THAT:

1. Council receives and notes this report and the Rates, Water & Sewerage Access Charges Subsidy Scheme guidelines attached.
2. Council notes there are no proposed changes to the adopted Rates, Water and Sewerage Access Subsidy Scheme and related Guidelines as publicly exhibited during May 2023 and June 2023.
3. A further report be presented to Council with the results of the applications received under the revised Rates, Water and Sewerage Access Subsidy Scheme guidelines for the 2023/24 financial year to disclose the final outcomes and address possible anomalies where the use relates to a community hall.

MN 2023/474

MOTION moved by the Administrator

**MINUTES OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 16 AUGUST 2023**

THAT:

- 1. Council receives and notes this report and the Rates, Water & Sewerage Access Charges Subsidy Scheme guidelines attached.**
- 2. Council notes there are no proposed changes to the adopted Rates, Water and Sewerage Access Subsidy Scheme and related Guidelines as publicly exhibited during May 2023 and June 2023.**
- 3. A further report be presented to Council with the results of the applications received under the revised Rates, Water and Sewerage Access Subsidy Scheme guidelines for the 2023/24 financial year to disclose the final outcomes and address possible anomalies where the use relates to a community hall.**

DECLARED CARRIED BY THE ADMINISTRATOR

9.19 Investments Report - July 2023

Report Author: Kim Mahon
Accounting Officer - Banking & Investments

Authoriser: Carmel Foster
Director Corporate Strategy and Resourcing

OFFICER'S RECOMMENDATION

THAT Council receives and notes this Cash Investment Report as at 31 July 2023.

MN 2023/475

MOTION moved by the Administrator

THAT Council receives and notes this Cash Investment Report as at 31 July 2023.

DECLARED CARRIED BY THE ADMINISTRATOR

9.20 Canberra Region Joint Organisation Board Meeting Minutes - 2 June 2023

Report Author: Jessica Kaiser
Executive Assistant to General Manager

Authoriser: Lisa Miscamble
General Manager

OFFICER'S RECOMMENDATION

THAT: Council note the minutes of the Canberra Region Joint Organisation Board Meeting held on 2 June 2023.

MN 2023/476

MOTION moved by the Administrator

THAT Council note the minutes of the Canberra Region Joint Organisation Board Meeting held on 2 June 2023.

DECLARED CARRIED BY THE ADMINISTRATOR

9.21 Traffic Committee Meeting Minutes of 27 April 2023, 29 June 2023 and 4 July 2023

Report Author: Elizabeth de Graaf
Administration Officer - Assets

Authoriser: Shaun Robinson
Manager Assets

OFFICER'S RECOMMENDATION

THAT the Minutes of the Traffic Committee meetings held on Thursday 27 April 2023, Thursday 29 June 2023 and Tuesday 4 July 2023 are received and noted.

The Director Service and Project Delivery addressed the meeting.

MN 2023/477

MOTION moved by the Administrator

THAT:

- 1. The Minutes of the Traffic Committee meetings held on Thursday 27 April 2023, Thursday 29 June 2023 and Tuesday 4 July 2023 are received and noted.**
- 2. To further demonstrate Council's commitment to open and transparent decision making the General Manager seek from LGNSW its industry policy on the webcasting of open sessions of traffic committee meetings.**
- 3. Council seek from the Minister for Transport the Government's policy on the installation on convex safety mirrors on regional and state roads.**
- 4. In relation to item 6.12, Berrima Market Place, parking arrangements, meeting 29 June 2023, clarification be sought from the Traffic Committee as to whether there is a statutory requirement for a traffic management plan in relation to the Coffee and Cars monthly events.**
- 5. The General Manager explore options for meetings of the traffic committee to have a more prominent presence on the Council's website.**

DECLARED CARRIED BY THE ADMINISTRATOR

10 QUESTIONS TAKEN ON NOTICE

10.1 Question Taken on Notice: Land and Environment Court Proceedings - Development Applications

Report Author: John McFadden
Acting Manager Development Assessment

Authoriser: Adan Davis
Director Communities and Place

OFFICER'S RECOMMENDATION

THAT Council receive and note this report.

MN 2023/478

MOTION moved by the Administrator

THAT Council receive and note this report.

DECLARED CARRIED BY THE ADMINISTRATOR

10.2 Question Taken on Notice: Station Street Parking

Report Author: Shaun Robinson
Manager Assets

Authoriser: Karen Targa
Director Service and Project Delivery

OFFICER'S RECOMMENDATION

THAT Council receive and note this report.

MN 2023/479

MOTION moved by the Administrator

THAT Council receive and note this report.

DECLARED CARRIED BY THE ADMINISTRATOR

11 MEETING CLOSURE

The General Manager addressed the meeting.

The General Manager farewelled Mr Micheal Park, Executive Manager Strategic Outcomes. The General Manager advised that Mr Park has been with Council for the past 5 years and has recently been appointed to a Directors role at another Council. Mr Park was thanked for his professionalism, positivity and drive to get things done. The General Manager praised the way in which Mr Park has worked with the community, his communication style, sense of humour and amount of work he and his team have achieved in his two years in the role as Executive Manager.

The Administrator addressed the meeting.

The Administrator also farewelled Mr Park. The Administrator expressed that the community is indebted to Mr Park and his team for what they have achieved. Mr Park's leadership was described as being exceptional and was wished all the best.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 5:23pm