

SUPPLEMENTARY AGENDA

Ordinary Meeting of Council



We're with you

Wednesday, 17 April 2024

Council Chambers, Wingecarribee Shire Council Civic Centre
68 Elizabeth Street, Moss vale at 3:30 PM

MEETING NOTICE

An Ordinary Meeting of Wingecarribee Shire Council will be held in Council Chambers at Wingecarribee Shire Council Civic Centre, 68 Elizabeth Street, Moss Vale on Wednesday 17 April 2024 at 3.30pm.

The Public Forum will commence at 3.00pm.

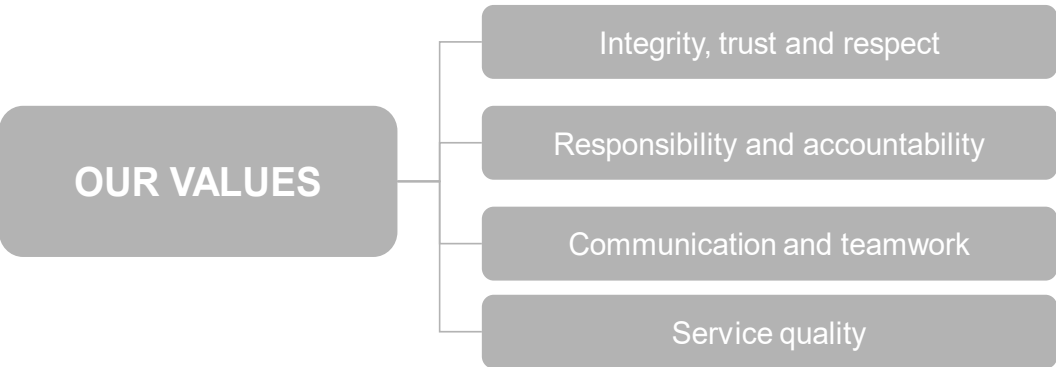
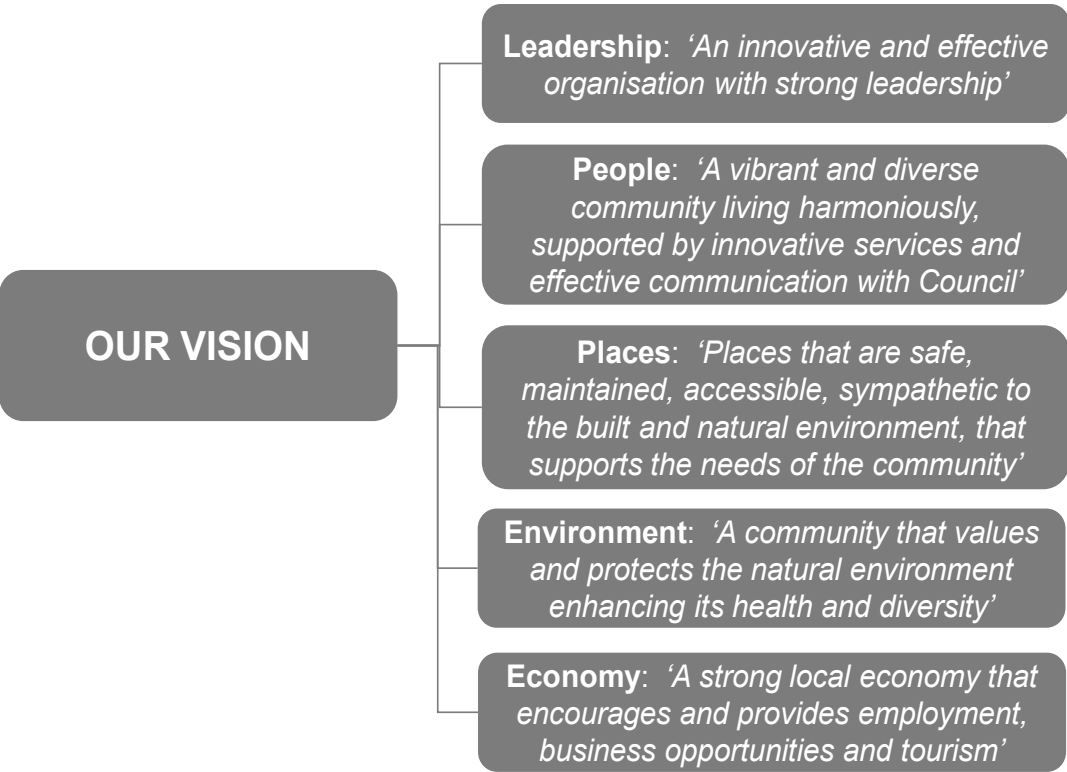
Further information and details on registration process can be found on Council’s website, using the following link:

[Public Forum Application Form | Wingecarribee Shire Council \(nsw.gov.au\)](#)

1 GENERAL MANAGER.....	5
SA1.1 Organisational Structure Update.....	5
2 REPORTS	9
SA2.1 Main Street Robertson And Charlotte Street Robertson - Update On Proposed Road Closures.....	9

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



Council Chambers

Recording and Webcasting of Ordinary and Extraordinary Meetings of Council

This meeting is being recorded and webcast via Council's website and a person's image and/or voice may be publicly broadcast. Attendance at the meeting is to be taken as consent by a person to their image and/or voice being webcast. Any part of the meeting that is held in closed session will not be webcast.

Council requests that everyone in attendance is respectful and uses appropriate language. All speakers should refrain from making any defamatory, discriminatory or offensive comments or releasing any personal information about another individual without their consent. Council accepts no liability for any damage that may result from defamatory, discriminatory or offensive comments made by persons attending meetings – all liability will rest with the individual who made the comments.

The recording will be available for viewing on the internet for 12 months and retained as a Council record. The recording is subject to copyright.

The meeting must not be recorded by others without the prior written consent of Council in accordance with Council's Code of Meeting Practice.

Please ensure that all electronic devices including mobile phones are switched to silent.

The Council Chamber has 24 Hour Video Surveillance.

1 GENERAL MANAGER

SA1.1 Organisational Structure Update

Report of: Jessica Kaiser
Executive Assistant

Authorised by: Lisa Miscamble
General Manager

PURPOSE

This report provides an update on the organisational structure with minor changes to the reporting lines to the General Manager and seeks adoption of the revised reporting lines and associated functions.

The proposal ensures that the organisation is positioned to support the staff, leadership, and the incoming Council in September 2024, and move the organisation into a new phase.

OFFICER'S RECOMMENDATION

THAT:

- 1. As per s332 of the Local Government Act 1993 Council note the changes in reporting lines to the General Manager and adopts the revised organisational structure to be implemented from 1 May 2024.**
- 2. Council note that the council must review, and may re-determine, the organisation structure within 12 months after any ordinary election of the council.**

REPORT

Background

The current Executive reporting lines were adopted by Council in July 2021. That is, a three Director and two Executive Manager reporting line. The Executive Manager People and Culture and Executive Manager Strategic Outcomes roles were created reporting directly to the General Manager and forming part of the Executive. The creation of these two roles recognised, at the time, the importance that the organisation's people and culture have on the performance and achievement of outcomes and the need to undertake proactive and integrated strategic planning.

On 18 May 2022 Council considered a report on the structure and subsequently resolved:

THAT:

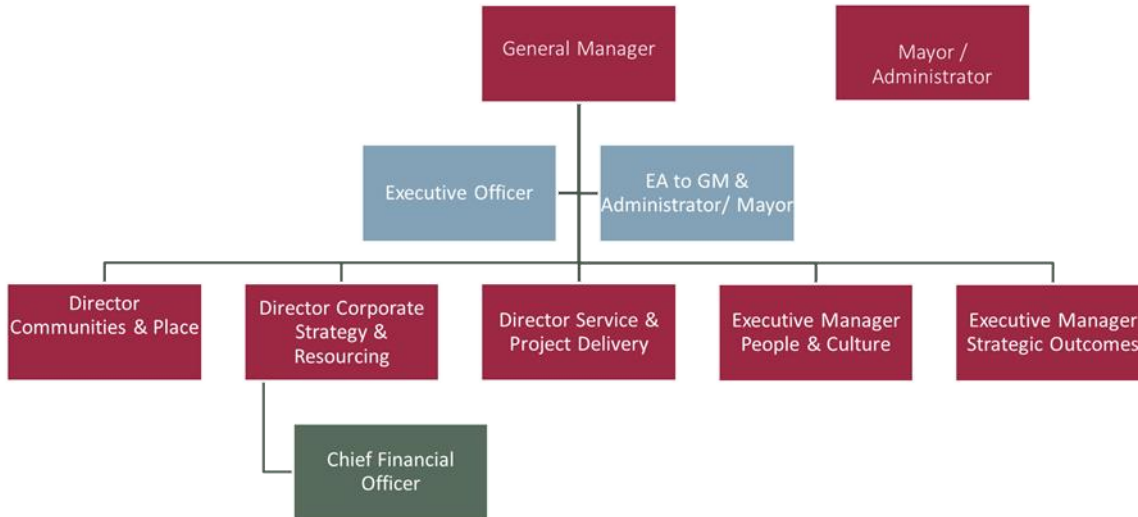
- 1. As per s332 of the Local Government Act 1993 Council note the changes in function groupings under the three Directorates and adopts the revised functions for each Directorate as set out in this report.*
 - 2. A further report be provided to Council following the implementation of the structure to provide details of the Manager level (Tier 3) and their respective functions.*
 - 3. The organisational structure be amended to include Council's Fleet function in the Service and Project Delivery Directorate and waste in Communities and Place Directorate.*
-

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 17 APRIL 2024**

The further report following this resolution was provided at Council’s meeting held on 19 April 2023. This report followed detailed consultation on the overall organisational structure and realignment of functions within each of the Directorates. Council subsequently resolved:

THAT Council note the implementation of the organisational structure and the detail of the Manager Level (Tier 3) functions and responsibilities.

Set out below is the current structure:



Proposal

The Executive structure and reporting lines to the General Manager are subject to change based on the needs of the organisation. The current reporting lines to the General Manager have been in place since July 2021. Since this time there has been significant work undertaken in the People and Culture area, to address long standing matters, including the introduction of a new salary system and associated supporting framework. The organisation has achieved a level of maturity and capability to have this People and Culture function now report to a Director, where the further growth of People and Culture systems, procedures and programs can continue to be achieved.

The proposed structure also recognises the importance, in particular, over the coming few years, of the financial management of Council given the increased focus by both the State and Federal Governments. The proposal will ensure the organisation is positioned to support the incoming Council, post the September, local government elections.

Set out below is the proposed structure:

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 APRIL 2024



Summary of proposed structure:

- Maintain the position of General Manager and the Directors as the only officers designated as Senior Staff, under the LG Act
- Maintain the three Director structure
- Maintain the reporting line of the Executive Manager Strategic Outcomes
- Change in reporting line of the Executive Manager People and Culture from the General Manager to the Director Corporate Strategy and Reporting, with an associated change in title to Manager People and Culture to ensure consistency in naming convention with no change to remuneration or the main focus of its function
- Realignment and retention of Organisational Development Officer within the General Managers unit to report to the Executive Officer. This supports the focus on organisational development as an organisational priority
- Change in reporting line of the Chief Financial Officer from the Director Corporate Strategy to the General Manager. This supports the move by the NSW Government to have a greater financial oversight by the Councillors and transparency in the reporting function
- Maintain the number of direct reports to the Director Corporate Strategy and Resourcing, as four, in line with the other Directors
- Maintain the number of direct reports to the General Manager, of seven, which enables suitable professional support for the direct reports.

Staff Implications

The proposed change involves reporting line changes and one change in title to ensure organisational consistency. There are no detrimental changes to conditions nor salary as a result of this proposal.

Consultation has been undertaken with the individuals directly impacted and consultation has also taken place with the Administrator.

The United Services Union (USU) has expressed concerns about the proposed organisational structure, specifically stating that they do not support the arrangement where the Manager, People and Culture does not report directly to the General Manager. In response, it is important to note that the General Manager maintains direct access to all managers on key issues, including the Manager, People and Culture. Despite the reporting structure, the General Manager will have the ability to engage directly and effectively with the Manager, People and Culture as needed, ensuring continued oversight and involvement in people management matters, whilst at the same time ensuring sufficient professional support of the Manager by the Director.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 APRIL 2024

Further to this, the strategic function of Organisational Development is proposed to be retained in the General Managers Unit to ensure the focus on organisational culture and development continues as the organisation moves forward.

It should be noted that all structures are subject to review and adjustment over time. Further, under s333 of the Local Government Act 1993 it states that:

Re-determination and review of structure

The organisation structure may be re-determined under this Part from time to time. The council must review, and may re-determine, the organisation structure within 12 months after any ordinary election of the council.

CONCLUSION

Organisational structures evolve and adapt over time in response to the external operating environment, strategic directions and priorities and organisational needs. The proposed structural changes support the organisation as it moves into the next phase and prepares for the return of the elected Council in September 2024.

ATTACHMENTS

Nil

2 REPORTS

SA2.1 Main Street Robertson and Charlotte Street Robertson - Update on Proposed Road Closures

Report of: **Amanda McCullagh**
Coordinator Property Services

Authorised by: **Pav Kuzmanovski**
Acting Director Corporate Strategy and Resourcing

PURPOSE

The purpose of this report is to provide Council with an update on the road closures at Main Street, Robertson and Charlotte Street, Robertson that are currently on exhibition.

OFFICER'S RECOMMENDATION

THAT Council:

- 1. Not proceed with the proposed closure and sale of part Main Street Robertson to ensure strategic alignment with the Robertson Place Plan.**
- 2. Not proceed with the proposed closure and sale of part Charlotte Street Robertson due to the identified parcel being under care and control of Crown Lands.**
- 3. Cease the public exhibition of the proposed closures of part Main Street Robertson and part Charlotte Street Robertson and write to all submission makers advising of Council's decision.**

REPORT

BACKGROUND

At its Meeting on 13 December 2023, Council resolved (MN 2023/591):

THAT:

- 1. Council endorse the application for closure and sale of:**
 - a) part Main Street, Robertson;**
 - b) part Charlotte Street, Robertson;**
 - c) part Thomas Street, Mittagong;**
 - d) part William Street, Mittagong; and e) Charles Street, Mittagong.**
 - 2. Council give a minimum 28 days public notice of its intention to close the Council road reserves referred to item 1 above AND THAT if any objections are received a further report be forwarded to a future ordinary meeting of Council for determination of the road reserve to which the objection relates.**
 - 3. If there are no objections received by Council to the road reserves referred to item 1 above during the period of public consultation, then pursuant to Part 3 Division 3 of the Road Act 1993, Council as roads authority formally approve the closures.**
 - 4. The General Manager and Administrator/Mayor be delegated authority to execute under the Common Seal of Council any agreement, plan, real property act dealing or other document in respect of the proposed closures and sale of the road reserves referred to in Resolution 1 above.**
-

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 APRIL 2024

5. Council note its obligations under section (43)(4) of the Roads Act.

REPORT

This report provides an update to the proposed road closures and proposed sale for the parcels of unformed road located in Robertson. On 20 March 2024, Council placed the following parcels of unformed road on public exhibition for proposed road closure:

- part Main Street, Robertson
- part Charlotte Street, Robertson

Council also undertook the following legislative requirements under the *Roads Act*, 1993:

- Temporary public notice signs were erected on the sites of the proposed closures
- The proposed closures were advertised on Participate Wingecarribee
- The relevant notifiable authorities were given notice in writing of the proposed closures
- Neighbour notifications were sent to residents in the vicinity of the road reserves proposed for closure.

The following is an update on each proposed road closure.

Part of Main Street Robertson

The road reserve, the subject of this report being part of Main Street Robertson, has an area of just over 2,000 sqm (subject to survey) and is shown in **Attachment 1**.

The road reserve is surrounded by land zoned R2 Low Density Residential with a minimum lot size of 2,000 sqm.

This section of Main Street, Robertson does not provide street access to any properties with all adjoining properties having direct access to High Street.

The public exhibition period commenced on 20 March 2024 and is due to close on 19 April 2024. At the time of writing this report, seven (7) submissions have been received in relation to the proposed closure of part Main Street, Robertson. Two (2) submissions have been in support of the proposed closure and five (5) against.

Based on feedback from the Executive Manager Strategic Outcomes, following the finalisation of the Robertson Place Plan, it has been identified that the proposed closures would potentially adversely affect the broader objectives of the Robertson Place Plan in the long term. Therefore, the proposed road closure is recommended not to continue.

Part Charlotte Street Robertson

The road reserve, the subject of this report being part Charlotte Street, Robertson, has an area of approximately 6,000 sqm (subject to survey) and is shown in **Attachment 2**.

The road reserve is adjoining land zoned R5 Large Lot Residential with a minimum lot size of 4,000 sqm.

This section of Charlotte Street, Robertson does not provide street access to any properties with adjoining properties having direct access to Bellmore Falls Road.

Following the Council resolution on 13 December 2023, the above proposed road closure was placed on public exhibition on 20 March 2024. The period of public exhibition currently runs through to Friday 19 April 2024. At the time of writing this report, two (2) submissions have been received in relation to the proposed closure of part Charlotte Street, Robertson, with both against the proposal.

As part of the consultation process, Council approached Crown Lands in relation to the proposed closure. Whilst Council's mapping system flagged this road as a Council Road, Crown Lands have provided further information that the road is under the care and control of Crown Lands. This issue has now been rectified on Council's mapping system.

AGENDA OF THE ORDINARY MEETING OF COUNCIL WEDNESDAY 17 APRIL 2024

Accordingly, this report recommends that no further action be taken in relation to the proposed closure of part Charlotte Street, Robertson.

COMMUNICATION AND CONSULTATION

Community Engagement

Public notice of the proposed road closures was provided on Participate Wingecarribee, by signboards on site and in Council libraries.

Council also issued notice of the proposed closure to property owners in the vicinity of the road reserves.

Internal Communication and Consultation

Council Managers and relevant Officers were consulted and invited to comment in relation to the proposed closure of the part road reserves.

Further, internal consultation with the Executive Manager, Strategic Outcomes has advised that the proposed road closures, may potentially adversely impact the long-term objectives of the Robertson Place Plan.

As outlined in this report, the area proposed for closure would not sever pedestrian and cyclist connectivity.

External Communication and Consultation

Adjoining owners

Statutory authorities

SUSTAINABILITY ASSESSMENT

Environment

Whilst Caalong Creek runs through the road reserve, the area proposed for closure is elevated and fronts High Street, away from the area of the creek.

Social

There are no social issues in relation to this report. Pedestrian and cyclists access would not be severed to High Street.

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

If the closures were to proceed, there would be minor budget implications relating to surveying and registration fees, with proceeds from the sale to be directed towards roads.

**AGENDA OF THE ORDINARY MEETING OF COUNCIL
WEDNESDAY 17 APRIL 2024**

RELATED COUNCIL POLICY

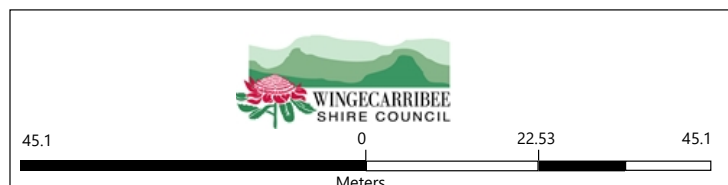
Permanent Road Closure and Road Lease Policy.

CONCLUSION

This report is submitted to provide Council with an update in relation to the proposed closure of part Main Street, Robertson and part Charlotte Street, Robertson.

ATTACHMENTS

1. Attachment 1 Main Street Robertson [**2.1.1** - 1 page]
2. Attachment 2 Charlotte Street Robertson [**2.1.2** - 1 page]

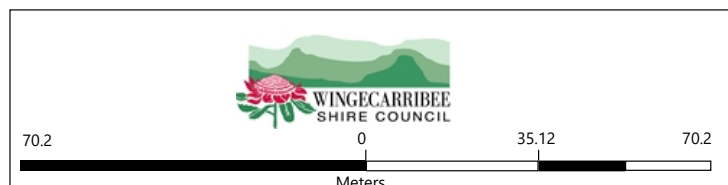


Wingecarribee Shire Council

Any information (numerical or otherwise), representation, statement, opinion or advice expressed or implied in this publication is made in good faith but on the basis that the council of the shire of Wingecarribee, its agents and its employees are not liable (whether by reason of negligence, lack of care or otherwise) to any person for any damage or loss whatsoever which has occurred or may occur in relation to that person taking or not taking (as the case may be) action in respect of any information, representation, statement, or advice referred to above.



Copyright © Wingecarribee Shire Council, Copyright © Land and Property Information (LPI) 2017



Wingecarribee Shire Council

Any information (numerical or otherwise), representation, statement, opinion or advice expressed or implied in this publication is made in good faith but on the basis that the council of the shire of Wingecarribee, its agents and its employees are not liable (whether by reason of negligence, lack of care or otherwise) to any person for any damage or loss whatsoever which has occurred or may occur in relation to that person taking or not taking (as the case may be) action in respect of any information, representation, statement, or advice referred to above.



Copyright © Wingecarribee Shire Council, Copyright © Land and Property Information (LPI) 2017