Ordinary Meeting of Council - 20 November 2024 Attachments

8.1 ANNUAL REPORT 2023/24 AND STATE OF OUR SHIRE REPORT.....5

8.1.1 WSC Annual Report 2023/24.....5

8.1.2 WSC State Of Our Shire Report 2024.....91

8.1.3 Wingecarribee Shire Council Community Research Survey Report.....163

8.2 PRESENTATION OF THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024.....240

8.2.1 Wingecarribee - Annual Financial Statements-2024.....240

8.3 AUDIT RISK AND IMPROVEMENT COMMITTEE ANNUAL REPORT 2023/2024.....348

8.3.1 ARIC Annual Report 2023 24.....348

8.4 DEVELOPMENT ASSESSMENTS PROGRESS - OCTOBER 2024.....361

8.4.1 Attachment 1 - Development Assessment Progress Oct 24.....361

8.5 WATER DETERMINATION POLICY - DRAFT FOR PUBLIC EXHIBITION....362

8.5.1 Water Determination Policy - Draft For Public Exhibition.....362

8.6 OUTDOOR DINING AND GOODS ON FOOTPATH POLICY - DRAFT FOR PUBLIC EXHIBITION.....368

8.6.1 Draft Outdoor Dining And Goods On Footpath Policy.....368

8.7 DATA BREACH POLICY - DRAFT FOR PUBLIC EXHIBITION.....377

8.7.1 Data Breach Policy - Draft For Public Exhibition.....377

8.8 CODE MEETING PRACTICE - DRAFT FOR PUBLIC EXHIBITION.....388

8.8.1 Code Of Meeting Practice - Draft For Public Exhibition.....388

8.9 MEMORANDUM OF UNDERSTANDING - FRIENDS OF WINGECARRIBEE ANIMAL SHELTER & ANIMAL SHELTER DONATIONS POLICY - DRAFTS FOR PUBLIC EXHIBITION.....432

8.9.1 Wingecarribee Shire Council And Friends Of The Wingecarribee Animal Shelter MOU - Draft For Public Exhibition.....432

8.9.2 Animal Shelter Donations Policy - Draft For Public Exhibition.....441

8.10 ELECTRIC VEHICLE CHARGING STATIONS ON PUBLIC LAND POLICY - DRAFT FOR ADOPTION.....449

8.10.1 Electric Vehicle Charging Stations On Public Land Policy - Draft For.....449

8.10.2 Submission.....458

8.11 COMPLAINTS AND FEEDBACK MANAGEMENT POLICY - DRAFT FOR ADOPTION.....460

8.11.1 Complaints And Feedback Management Policy For Adoption.....460

8.12 MANAGING UNREASONABLE CONDUCT BY COMPLAINANTS - DRAFT FOR ADOPTION.....469

8.12.1 Managing Unreasonable Conduct By Complainants Policy - Draft For Adoption.....469

8.14 CENTENNIAL PARK CONCEPT MASTERPLAN ADOPTION.....491

8.14.1 Centennial Park, Bowral Masterplan - Final After Public Exhibition.....491

8.14.2 Public Exhibition Feedback.....496

8.14.3 Erosion Photos.....502

8.14.4 Flood Photos.....505

8.15 JURD PARK CONCEPT MASTERPLAN ADOPTION.....508

8.15.1 Jurd Park Masterplan - Final After Public Exhibition.....508

8.15.2 Public Exhibition Feedback.....513

8.16 COMMUNITY CIRCLES FUNDING AGREEMENT.....516

8.16.1 TBO Profit & Loss, Balance Sheet 2023.07.01 To 2024.06.30.....516

8.17 SECTION 355 MANAGEMENT COMMITTEE REPORT.....519

8.17.1 355 Committees AGM 2023-2024 FY.....519

8.18 FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE.....554

8.18.1 Terms Of Reference - Floodplain Management Advisory Committee.....554

8.21 MOSS VALE TRUNK MAIN DUPLICATION - TENDER EVALUATION REPORT.....559

8.21.1 App A - Prefered Trunk Main Alignment July 2024.....559

8.22 WELBY COMMUNITY CENTRE, 14 CURROCKBILLY STREET, WELBY PROPOSED LEASE TO HIGHLANDS THEATRE GROUP.....560

8.22.1 Attachment 1.....560

8.23 STOCKADE STREET, BERRIMA - PROPOSED LEASE OF ROAD.....561

8.23.1 Stockade Street Berrima - Standard A 3 Landscape.....561

8.24 RATES, WATER & SEWERAGE ACCESS SUBSIDY PROGRAMME.....562

8.24.1 Attachment 1.....562

8.25 MONTHLY FINANCIAL REPORT - AS AT 31 OCTOBER 2024.....563

8.25.1 Monthly Reporting Oct.....563

8.26 INVESTMENTS REPORT - OCTOBER 2024.....575

8.26.1 October 2024 - Investment Report Summary.....575

8.27 TRAFFIC COMMITTEE MEETING MINUTES - 26 SEPTEMBER 2024.....581

8.27.1 Traffic Committee Minutes - 26 September 2024.....581

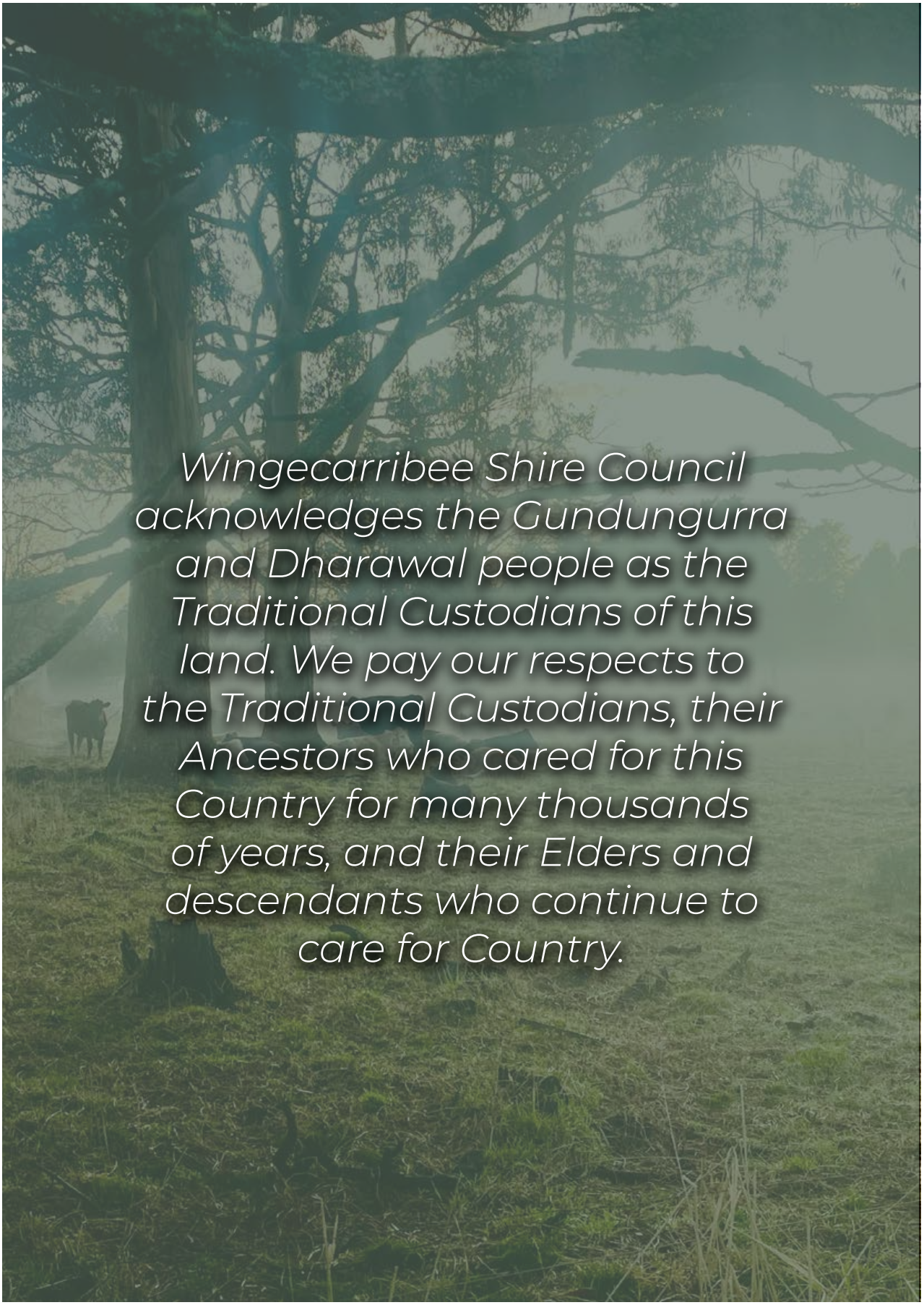
8.28 AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES - 3

AND 5 SEPTEMBER 2024.....597

8.28.1 Audit Risk And Improvement Committee Meeting Minutes - 3 September...597

8.28.2 Audit Risk And Improvement Committee Meeting Minutes - 5 September...604


2023/24
Annual Report
Wingecarribee
SHIRE COUNCIL
We're with you


Wingecarribee Shire Council acknowledges the Gundungurra and Dharawal people as the Traditional Custodians of this land. We pay our respects to the Traditional Custodians, their Ancestors who cared for this Country for many thousands of years, and their Elders and descendants who continue to care for Country.

Our Community's Vision

Wingecarribee 2041

We are...

... a healthy, respectful, productive community, learning and living in harmony, proud of our heritage and nurturing our environment.

Our Organisation's Vision

We strive to make a positive impact in our community!



MESSAGE FROM THE GENERAL MANAGER

It is with great pleasure I present our Annual Report for the 2023/24 financial year.

A key document that provides us with the opportunity to keep the community up to date on progress made towards achieving our strategic and corporate objectives, the Annual Report reflects our accomplishments over the past year as well as the challenges we've faced and the resilience we've shown together.

2024 marks the end of the Administration period and we close this chapter, confident that legacy issues have been addressed by dedicating ourselves to strong governance, fostering transparent civic leadership, enhancing efficiency and ensuring accessible communication and engagement with our community.

We welcome the newly elected Council and are supporting them with a comprehensive induction program designed to equip them with the information they need to deliver strong strategic oversight and governance.

We are committed to creating a nimble and innovative organisation that responds effectively and efficiently to community needs and look forward to working with the Councillors to make a meaningful impact in our Shire.

2024 has seen remarkable achievements and growth that encourage residents to live, work and stay in the Shire.

The $20 Million Old South Road rehabilitation project was completed, there has been significant progress on the development of the Wingecarribee Integrated Transport Strategy, the new Emergency Operations Centre opened in May 2024 and a focus on engaging with local youth has created positive opportunities for our future generation.

Other highlights include:

- Launched of the Participate Wingecarribee engagement platform
- Re-opened Bowral Memorial Hall as a premier, multi-purpose venue
- Completed three (3) cultural burns within Gibbergunyah Reserve
- Completed Mobile Community Recycling Centre rollout
- Re-opened Casburn Park in Wingello
- Adopted the Wastewater Asset Management Plan
- Launched the Upcycle Centre at the Moss Vale Resource Recovery Centre
- Delivered Wingecarribee Seniors Festival program of events
- Completed Defibrillator installation project at Council's hall facilities
- Adopted the Robertson Village Place Plan

Community is at the forefront of all we do. We are committed to providing the landscape and foundation for our Shire to flourish and thrive for now and into the future.

If you would like to learn more about any of the projects and initiatives in our Annual Report, I encourage you to get in touch.

Lisa Miscamble
General Manager



TABLE OF CONTENTS

Wingecarribee 2041: Our Community's Vision 3
Message from the General Manager 4
About the Annual Report 7
Our Community 8
About the Council 9
Achievements 10

Part 1: Our Year In Review 11
Overall Performance 12
2023/24 Highlights 14
Leadership 18
People 26
Places 32
Environment 40
Economy 46

Part 2 : Statutory Information 58
Anti-Slavery Statements 59
Environmental Upgrade Agreements Entered Into 59
Rates and Charges Written Off 59
Special Rate Variation 60
IPART Reporting Requirements: Long Term Financial Plan Comparison 61
Major Variations Compared to Long Term Financial Plan (General Fund) 62
Environment Levy 64
Interim Heritage Orders 65
Councillor professional development 65
Overseas visits by Councillors, Council staff or other persons representing the Council 65
Mayor and Councillor Expenses 65
Contracts Awarded 66
Legal Proceedings 68
Private Works 72
Financial Assistance 72
External Bodies Exercising Power 72
Bodies Council Participated In 73
Equal Employment Opportunity Management Plan 73
Remuneration Package for the General Manager and Senior Staff 73
Labour statistics on 14 February 2024 74
Stormwater Management 74
Companion Animals Management 75
Capital Expenditure Review 78
Capital Works 78
Disability Inclusion Action Plan 78
Status of Voluntary Planning Agreements 81
Development contributions 82
Swimming Pool Inspections Program 83
Government Information Public Access Activity 84
Public Interest Disclosures 84
Privacy Statement 84

Part 3 – Financial Performance 85

ABOUT THE ANNUAL REPORT

The Annual Report is a key point of accountability between Council and the community and provides a detailed account of Wingecarribee Shire Council's operational and financial performance during the period 1 July 2023 to 30 June 2024.

The Report reflects the five themes of the Community Strategic Plan, each of which has its own vision statement that explains what the community aspires to, and how we aim to achieve these shared goals.

They Are:

1. Leadership



2. People



3. Places



4. Environment



5. Economy



COMMUNITY SNAPSHOT

POPULATION

2024 Population = 53,109

population increased by 4,825 people (10.1%) from 2016 to 2021. An average of 1.94% per year over the period.

Our projected population in 2041 is 65,659

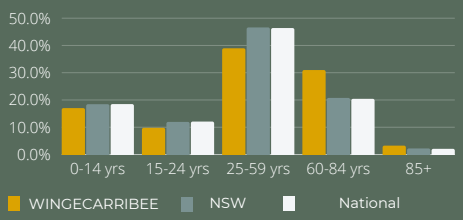
49% of the population are males *2024

51% of the population are females *2024

In 2021, 2,940 people (or 5.6% of the population) reported needing help in their day-to-day lives due to disability. This was a similar percentage to 2016.

2.3% of residents identify as Aboriginal and Torres Strait Islander Peoples in 2021

AGE STRUCTURE

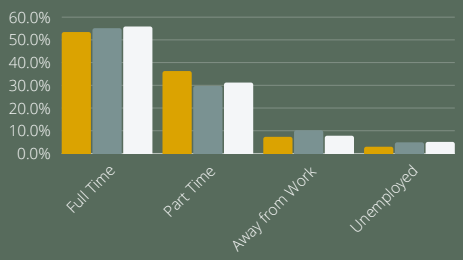


77% of us were born in Australia

7% of us speak a language other than English

In 2016 Median age was 48 years compared to a State average of 39 years

EMPLOYMENT



The largest changes in the age structure between 2016 and 2021

- Seniors (70 to 84) (+2,036 people)
- Young workforce (25 to 34) (+775 people)
- Older workers and pre-retirees (50 to 59) (+454 people)
- Parents and homebuilders (35 to 49) (+345 people)

12.8% of the population earned an income of $2,000+ per week.

36.3% of us have a long-term health condition

HOUSING

90.1% Shire's residents live in standalone dwellings

8.9% high-density housing

23,573 total dwellings

24.8% single person households

32% two person household

43.3% Own our home

26% of us are couples with children

79.2% Work and Live in the Shire

18% participate in volunteering activities higher than NSW figure of 15.5%

15% of us are at school



Land Area **2,689** square km



Over 370 native mammal reptile and bird species

50 threatened or endagered native plant species

2,150 native flora species

54 threatened or endagered native animal species

Source: https://forecast.id.com.au/wingecarribee prepared by ID (Informed decisions), September, 2024 and Australian Bureau of Statistics (ABS)

ABOUT THE COUNCIL

Wingecarribee Shire Council is a local government organisation governed by the requirements of the Local Government Act (1993) and other relevant legislative provisions.

For the period of 1 July 2023 – 30 June 2024, Wingecarribee Shire Council was under Administration. In the absence of the elected body, the Administrator determined Council policy, strategic direction and major corporate decisions in discussion with key stakeholders.

This context is critical to understanding the Council's priorities and performance since the elected body was suspended in March 2021 and subsequently dismissed in July 2022. Council has prepared an Administrator's End of Term Report which focuses largely on the internal mechanisms of the Council over the past few years and the key achievements under Administration.

Going forward, the Council will produce two key reports in the year of a local government election: the Annual Report and the State of Our Shire.

How the reports fit together:

Annual Report 2023/24	State of Our Shire 2021/24	Administrator's End of Term 2021/24
Focus Progress against the Delivery Program and Operational Plan with a focus on the past 12 months (financial year 2023/24). Covers the period 1 July 2023 to 30 June 2024. Includes statutory reporting including comprehensive financial reporting.	**Focus** Council's role in progressing the Community Strategic Plan (CSP). Covers the period 1 July 2021 to 30 June 2024. Published as an addendum to the Annual Report in November 2024. Includes reporting against the key performance indicators under each theme in the CSP.	**Focus** Council's current position and achievements since the Administration period. Covers the period March 2021 to June 2024. Includes progress by key result areas i.e. those priorities identified for action during Administration. Published as a separate document, to be read in conjunction with the Annual Report and State of Our Shire Report. Provides additional information about the period March 2021 to June 2024.

The local government elections on 14 September 2024 has restored democratic processes and local representation, with elected officials once again leading and making decisions on behalf of their constituents.

The incoming Council's role is to maintain and build on the momentum, ensuring that future plans are responsible, effective and representative of the community's aspirations and needs.

Day to day operations are delegated to the General Manager, as provided for in Council resolutions and delegations, and in accordance with relevant legislation.

ACHIEVEMENTS

The Annual Report 2023/24 is divided into three parts

Part 1 - Our Year in Review which details progress made towards our planned activities, goals and targets including key highlights. A detailed breakdown of progress against the Operational Plan Priority Actions was published in the June 2024 Quarterly Progress Report on Council's website

https://www.wsc.nsw.gov.au/files/assets/public/v/1/council/progress-reports/wsc-quarterly-delivery-program-progress-report-june-2024.pdf

Part 2 - Statutory Information which provides information as prescribed by the Local Government Act 1993, Local Government (General) Regulation 2021 and any other applicable legislation.

Part 3 - Financial Performance – another statutory reporting requirement is the inclusion of our audited financial statements detailing Council's financial performance for the 2023/24.

Our audited financial statements have been included as a link to Council's website.

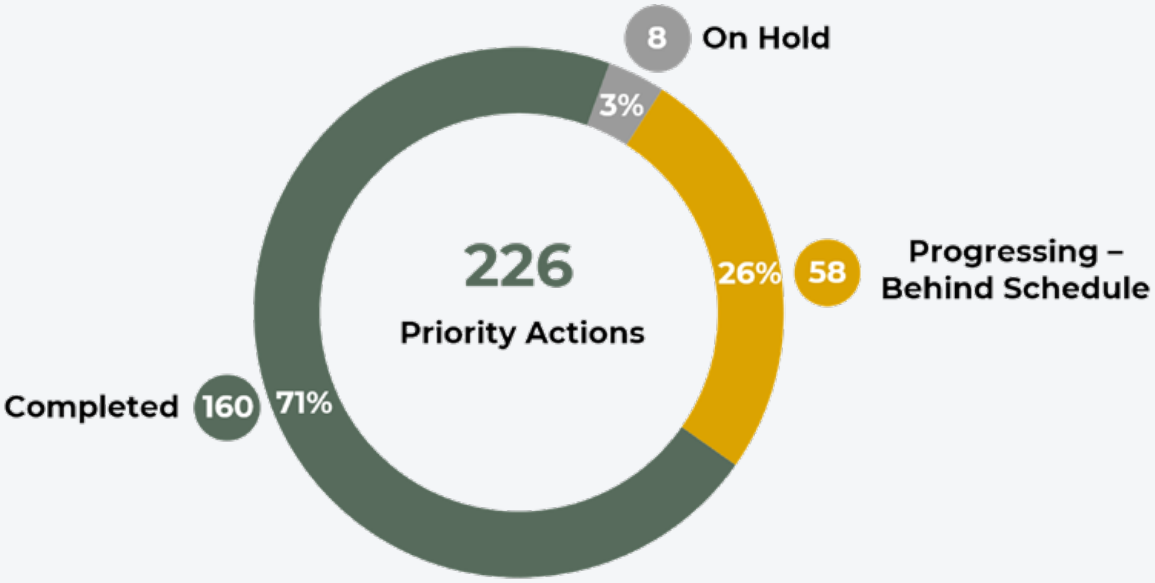
PART 1:
OUR YEAR IN REVIEW

OVERALL PERFORMANCE

At the end of the FY2023/24 financial year, 8 priority actions were 'On Hold', 58 were Progressing - Behind Schedule', and 160 were 'Completed'.

The priority actions that were "Progressing – Behind Schedule" had all commenced by 30 June 2024 and 6 actions have since been closed in the first half of the 2024/25 financial year.

Some of the priority actions are milestone actions linked to multiyear projects, which will continue and be finalised in the 2024/25 financial year.



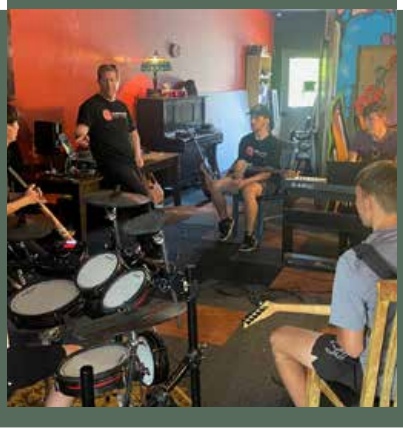


JULY 2023

Celebrating Indigenous Art and Culture for NAIDOC Week



Youth Drop-in Sessions at Hilltop Community Centre

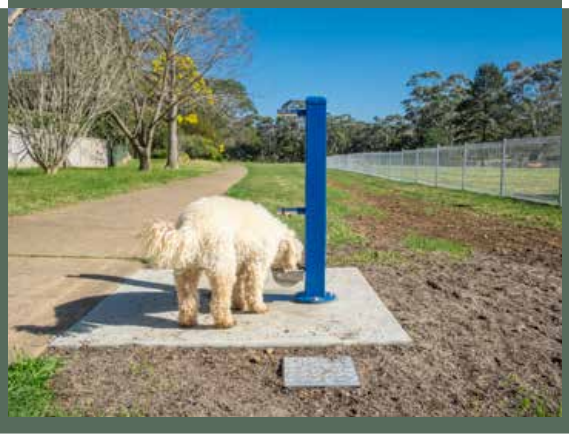


Community Heritage Study

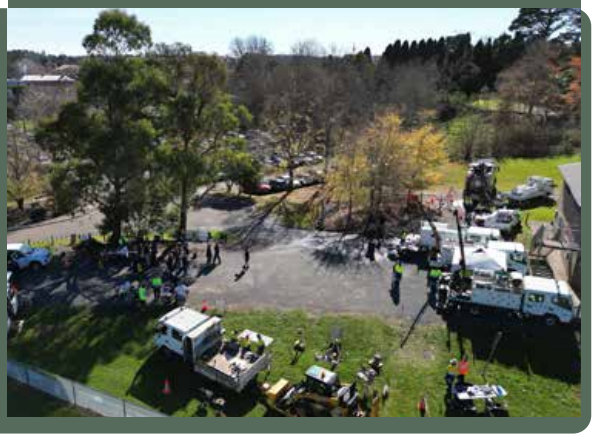


AUGUST 2023

Bundanoon Off-Leash Dog Park unveiled



Careers @ Council Expo attended by 161 students



SEPTEMBER 2023

Another successful Tulip Time Festival with over 62,000 attendees



Emergency Management and Resilience Meetings held across the Shire



Establishment of the Economy Community Reference Panel



2023-2024 Highlights

OCTOBER 2023

Bowral Classic cycling event brought tourism to the region



First Candidate Information Session held for 2024 Local Government Elections



Implementation of 'Technology One' corporate system to enhance Council's digital infrastructure



NOVEMBER 2023

Participate Wingecarribee community engagement platform launched



Bundanoon Folk Festival



Resilience Ready Expo



DECEMBER 2023

Angels in our Town Parade & Concert



Old South Road rehabilitation project completed



War on Waste Earth Flix environmental initiative with 160 attendees



JANUARY 2024

Australia Day Celebrations



Rollout of defibrillator installation project at Council-owned community halls



FEBRUARY 2024

Resilient Towns Initiative workshops held in Wingello & Balmoral Village



Adoption of the Environment and Climate Strategy



MARCH 2024

Mobile Community Recycling Centre launched



Wingecarribee Seniors Festival



Environmental Awareness Week activities



2023-2024 Highlights

APRIL 2024

Council facilitated two successful Aboriginal Cultural Burns in the Shire



Bridgerton in Bowral events; bringing tourism to the region



Robertson Village Place Plan was adopted



MAY 2024

Local Matters Forums held



Emergency Operations Centre (EOC) at Moss Vale Civic Centre officially opened



"Wingecarribee Remembers' Atrium Exhibition



JUNE 2024

Grand Re-opening of Casburn Park in Wingello



Wingecarribee Youth Forum





Leadership Vision for Wingecarribee 2041

We trust the governments that represent us. They work together in the best interests of the community.

They are open, accountable and allocate resources wisely.

We are confident that they are making decisions that support our goals.

Governments listen to the community and involve us in decision-making. They are knowledgeable but also seek out new ideas and points of view.

They regularly communicate and keep us informed, ensuring we all have opportunities to have a say on what matters to us.

Most of all, our governments show strong leadership and are connected to the communities they serve.

LEADERSHIP SERVICES

- Asset Planning and Delivery
- Civic Leadership
- Communications and Engagement
- Corporate Information
- Corporate Relations
- Corporate Strategy
- Customer Service
- Development Services
- Economic Development
- Employee Services
- Financial Services
- Governance and Legal
- Information Services
- Property Services

GOALS

1.1

Ethical and trusted levels government that work together in the best interest of the Shire

1.2

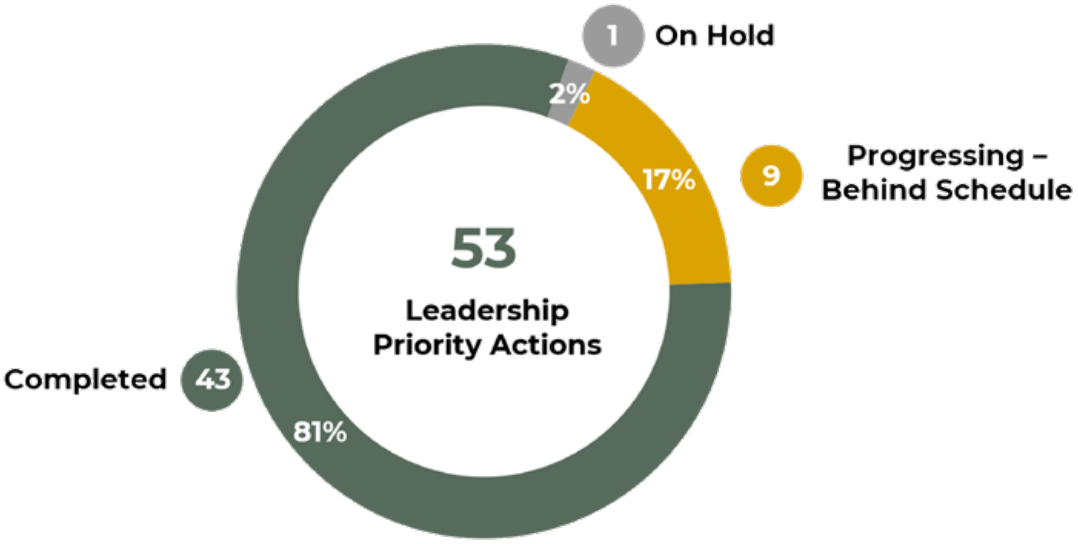
A well-informed, engaged community

1.3

A leading community

Leadership

REPORTING OUR PROGRESS. LEADERSHIP



Increasing Decreasing Stable

Leadership Indicators	2022/23	2023/24	Trend
Percentage of formal applications under the *Government Information (Public Access) Act* decided within statutory timeframes or as agreed with the applicant	85%*	100%	↑
Complaints received and recorded in Complaints Register	91	169	↑
Compliments received and records formally captured in Compliments Register	38**	77**	↑
Number of hours lost due to workplace injury#	2,932	4,497	↑
Subscribers to weekly eNews	3450	3667	↑
Click through rates for weekly eNews	14.1%	9.63%	↓
Number of cyber threats successfully managed	No significant threats	No Significant Threats	–

* Results impacted by staff shortages however levels normalised in 2023/24.

** Does not include compliments received by individual staff not formally registered in our system

Historical Data for previous year has been corrected to match StateCover's Smart System.

YEAR IN REVIEW

Moving forward as an Organisation

In 2022 "Our Road Map: Moving forward as an Organisation" was developed to better understand the organisation and to provide direction following a period of significant disruption.

Over the past 12 months we have continued to focus on achieving our short-term objectives of refocusing, reinvigorating and rebuilding the organisation.

Horizon 1 'Back to Basics' is due to conclude in 2025 and is progressing well.

Highlights have included:

- √ Review of the salary system and implementation of Operational Management Standards and procedures
- √ Review and adoption of updated Asset Management Plans to coincide with the review of the Resourcing Strategy 2024-2034
- √ Review of delegations and implementation of a delegations' management system
- √ Adoption of a Community Recreational Facilities Strategy to guide infrastructure planning and resource management
- √ Adoption of the Environment and Climate Change Strategy
- √ Adoption of the Service Planning & Review Framework (Delivering Better Services)
- √ Implementation of Fraud and Corruption controls
- √ Updates to Council's website and a partial rebranding, to refresh and improve Council's communications
- √ Development of a Risk Framework and Policy
- √ Improvements to the annual Performance Feedback Development process to reflect the Local Government capability framework

Application Tracker Enhancements

Council is committed to leveraging technology to enhance transparency and provide open access to development application information. A significant update to our Application Tracker system in 2023/24 resulted in more detailed and accessible information for Development Applications and enhanced the overall user experience.

Key technological improvements included:

- √ Enhanced Data Access: Users now have access to more comprehensive documentation, including internal floor plans, public submissions, requests for additional information, supplementary documentation throughout the application lifecycle, final referral advice from both internal/external parties, and specialist consultant advice where relevant
- √ Advanced Document Management: The system ensures that all formal documents related to applications are easily accessible online, with advanced redaction features protecting sensitive information
- √ Improved User Experience: The second phase of the Application Tracker enhancements, launched in late March, and introduced a modernized user interface designed to improve the online experience

A new Portal ready for our newly elected Councillors

A new portal has been developed that enables Coundillors to access the information that they require to assist them to undertake their civic responsibilities.

The Councillor Portal has been designed to access business papers, policies, procedures and Councillor onboarding information and to also allow Councillors to submit notice of motions and requests for information - all electronically and appropriately workflowed to ensure an efficient and timely business process.

Leadership

Strategic Reporting is a key focus

Council successfully upgraded and enhanced its reporting capabilities to align with the Community Strategic Plan's core themes of Leadership, People, Places, Environment and Economy.

Through the implementation of Pulse Software, Council streamlined its data management and reporting processes, resulting in improved accuracy and timely insights across all strategic areas. This upgrade not only ensured that Council operations were transparent and responsive to community needs but also fostered better decision-making and accountability.

The enhanced reporting capabilities played a crucial role in supporting a cohesive approach to achieving the strategic objectives outlined in the Delivery Program 2023-2025 and the Operational Plan 2023-2024.

Welcoming our new Citizens

During the reporting period Council conducted four (4) Citizenship Ceremonies with 95 local residents from 25 different countries of birth proudly gaining Australian Citizenship.

Appointing an ARIC

Council appointed four (4) independent members to Council's Audit, Risk and Improvement Committee (ARIC), to provide independent advice and assurance to the General Manager and Council on matters such as internal and external audit, risk management, strategic planning and service delivery.

The newly appointed ARIC will operate under a new Internal Audit Charter and Terms of Reference in accordance with the amendments made to the Local Government (General) Regulation 2021 which came into effect from 1 July 2024.

Policy Review

During the reporting period 32 key polices were reviewed to ensure that they were still relevant to local circumstance and continued to be compliant with legislation. Of the 32 policies reviewed 30 required amendments, 1 was deferred for review and 1 was deemed no longer relevant and as such was rescinded by Council.

This policy review has ensured that the newly elected Council will be able to operate knowing that Council policies were up to date and relevant to circumstance.

Council will still be required to review all policies during their term of office.

Successful Migration of Media Centre Content to Main Council Website

Council successfully completed the migration of five (5) years of historical media content from the Media Centre to the main Council website, enhancing accessibility and user experience. The project involved transferring media releases, news articles, and community announcements to a new centralised News section.

A dedicated landing page was created to serve as a user-friendly hub for all news-related content, improving navigation and search functionality through enhanced categorisation. This migration streamlined the management of news content and allowed more efficient updates and dissemination of information.

This successful migration marks a key achievement in Council's efforts to improve service delivery and ensure residents and stakeholders can easily access important news and updates.

Community Research

Community Research Surveys are completed every 2 years to understand community perceptions and priorities as well as compare Council's performance against similar local government areas.

Surveys were completed in late 2022, and again in 2024, to help inform the incoming Council and establish a baseline for improvement.

Over 400 people participated in each survey providing researchers with a sample profile of the broader community.

Results from the 2022 and the 2024 survey showed that awareness of the Administrator was high and residents were feeling underrepresented by a democratically elected body.

Continuation of the Community Satisfaction Surveys throughout the Administration period has been an important activity given the guidance it provides when preparing the Operational Plan and Budget and assists prioritising Council services for review under the 'Delivering Better Services' Framework.

IN FOCUS – ENFORCEABLE UNDERTAKING (EU)

Background

On 25 October 2018, two contractor workers received serious injuries at Council's Moss Vale Sewerage Treatment Plant (STP).

An investigation by SafeWork NSW found that the crane driver had not been provided a site-specific induction and was unlicensed to operate the crane.

Council was accused of violating sections 19(1) and 32 of the Work Health and Safety Act 2011, leading to prosecution on 25 October 2020.

Since the violations were not classified as category one offences, Council submitted an Enforceable Undertaking (EU) application instead of facing court. The EU was accepted on 25 May 2022, and prosecution proceedings were withdrawn on 20 June 2022.

Report

Council committed to meeting the terms of the EU which involved three (3) workplace strategies and one (1) community benefit strategy which were intended to deliver benefits to the workplace, industry and the wider community.

1. Develop and implement an automated WHS induction program for Council
2. Develop and implement a Council contractor management program
3. Implement a WHS cultural improvement program at Council;
4. Implement a community safety awareness program as part of National Safe Work Month, which will be repeated each October, for the life of the EU.

PROGRESS

Workplace Strategy 1 - Automated WHS Induction Program

To address alleged failures of not inducting contractors and subcontractors at Moss Vale Sewage Treatment Plant (STP) Council has committed to develop an automated WHS induction software system.

2023/24 Update

Based on the recommendations, Council committed to develop an automated WHS induction software system to address failures of not inducting contractor correctly.

The online induction system from WorkMetrics was selected for implementation and the Integrated Risk Management team has been working with WorkMetrics to ensure a smooth and efficient implementation.

This system will ensure a streamlined Contractor Onboarding process, including upload and review of all mandatory documents, certifications and licenses prior to commencing work.

Further, the inbuilt automated checks relating to compliance monitoring and notifications will assist in verifying that the Contractors remain compliant throughout their engagement.

Workplace Strategy 2 - Contractor Management Program

Given Council's alleged failure of not inducting contractors and subcontractors, Council has also committed to implement a new contractor management system.

2023/24 Update

To enable a structured approach to contractor management, a new Contractor Safety Management Procedure was developed to provide clarity on the requirements of Council staff to manage Contractors in a consistent way across Council.

There will also be Centralised Register that will ensure monitoring of insurance requirements, capture of Contractor's performance including safety incident reporting, review and upload of Safe Work Method Statements (SWMS), mandatory Permits to Work, licenses, etc. Council is in the process of staff consultation, subsequent adoption and implementation of a new Contractor Safety Management Procedure.

This procedure enables work health and safety (WHS) to be incorporated into each phase of the contractor management lifecycle and sets out WHS performance standards required at each stage. Integrated Risk Management team is currently working on a plan for the rollout of the procedure with the implementation of the online induction system.

The Contractor performance management system will continue to progress, change and evolve beyond the term of the EU and Council is committed to the ongoing improvements of controls, systems and processes.

Workplace Strategy 3 - WHS Cultural Improvement Program

Council has committed to develop and implement a WHS Cultural Improvement Program to address outstanding cultural issues.

2023/24 Update

The EU recognises that the WHS cultural maturity at the time of the incident was a factor that led to several failings outlined by SafeWork NSW therefore this strategy is targeted to improve the overall WHS culture at Council.

As part of the WHS cultural uplift within Council, multiple initiatives were identified and actioned as part of this process and the focus remains on continuing to progress this cultural change.

The initial 'People At Work Survey' (PAWS) led to creation of focus groups enabling development of a

detailed psychosocial hazard and risk assessment. A follow-up PAWS is planned in October 2024. Results will be compared with the initial PAWS and detailed report including corrective actions (if any) will be documented.

A Leadership Development Program was introduced to upskill executive and middle management teams in developing their leadership behaviours, working collaboratively across Council, and leading positive change throughout the organisation.

A Change Ambassador Leadership program was also introduced, where participants were assigned to four (4) project groups that focused on rejuvenation of Council's Core Values and Vison, Workplace Culture, Communication and Collaboration.

A staff engagement survey was conducted in March 2024 to obtain organisational insights that serve as the baseline as Council continues its journey to create a more positive culture for the organisation.

Executives and Managers attended risk training delivered by KPMG on the importance of risk management in a Council environment and the need to transition from a compliance-based culture to a risk-based learning culture.

Due Diligence training was conducted by StateCover for the Executive Team in 2023 and 2024. This training focussed on understanding the WHS duties and responsibilities of an Officer and the steps to demonstrate WHS due diligence.

Multiple WHS trainings was conducted in the last year for staff to ensure that they remain accredited (where required) as well as being regularly updated on legislative requirements, basic and mental health first aid, accident counselling, fire warden training, etc.

One of the outcomes of the EU investigation was to develop a Fair and Just Response Operating Management Standard (OMS) and Procedure. The OMS and procedure provide a transparent framework to guide consistent and appropriate leadership responses to an individual's behaviour. These documents are currently in the consultation phase.

Through the development of the EU systems, the following procedures were reviewed and updated: Safe Systems of Work (SSOW), e.g. Risk Assessment (RA), Safe Work Method Statements (SWMS), Safe Operating Procedures (SOP), and TAKE 5, plus Permits to Work and specific procedures for high-risk activities (including templates, checklists and forms).

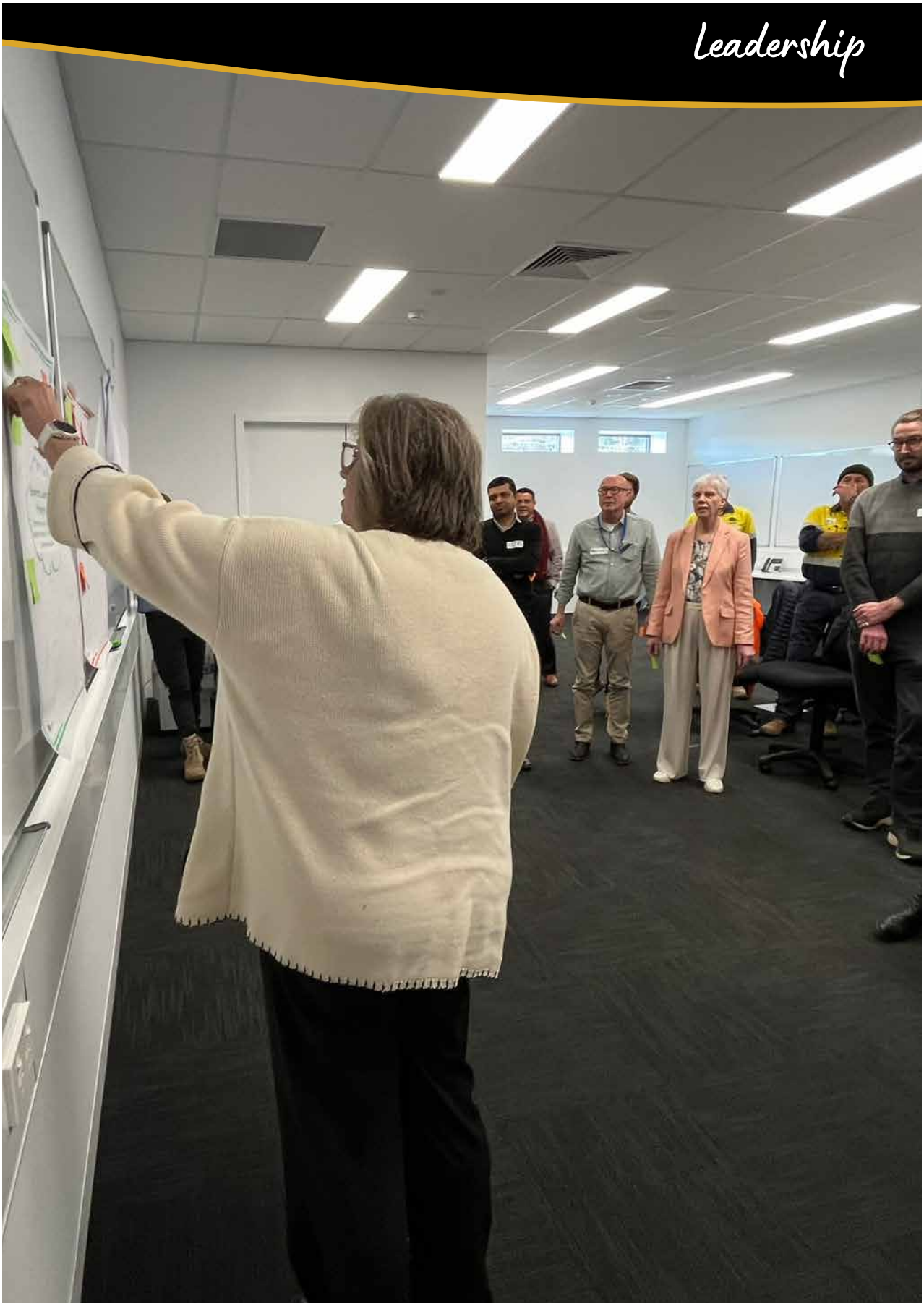
Community Strategy 1 - Annual Community Safety Awareness Program

Council has committed to partner with SafeWork NSW throughout the life of the EU to deliver a range of educational safety presentations and other related activities in the community to promote the importance of safety in the workplace. The topics for all these presentations and activities will be based on the safety initiatives identified by SafeWork NSW as part of each year's National Safe Work Month.

2023/24 Update

The SafeWork NSW Safety Month community awareness campaign was held in October 2023. This campaign involved community presentations and a broad community awareness campaign. In close cooperation with SafeWork, presentations raising awareness about workplace safety fundamentals and promoting SafeWork Australia's Safety Month 2023 were rolled out across the Shire.

Council also promoted National Safety Month through internal and external websites, social media avenues, email signatures, hold messaging on incoming WSC phone lines, physical displays on selected Council fleet vehicles and facilities including banners on depots, and posters in libraries and the Civic Centre to ensure maximum reach in the community.


Leadership



People Vision for Wingecarribee 2041

Everyone is welcome in the Shire.

We celebrate our differences and are open to new ideas. P a
have plenty of opportunities to get involved in the commu

We are a happy, resilient and healthy community. No matt ur age or personal circumstances, you
can easily access the services that you need.

We have removed the barriers that stop vulnerable or disa t
healthy lives.

We are a creative, educated and vibrant community that v
learning from the past to create a better future.

PEOPLE SERVICES

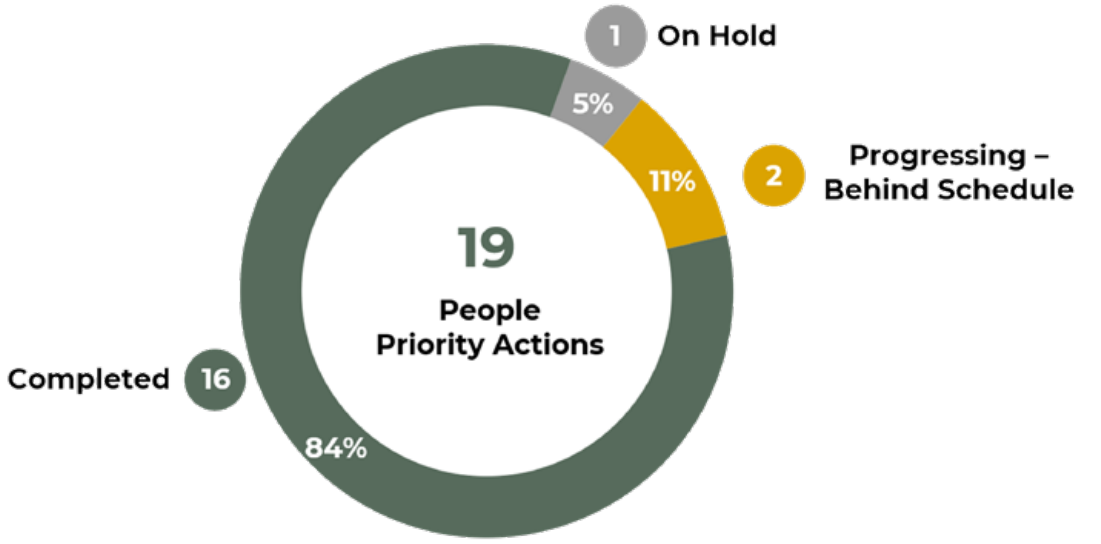
- Aquatic Services
- Arts and Cultural
- Asset Planning and Delivery
- Ouf of School Hours Care
- Civic Leadership
- Community Development
- Economic Developm t
- Emergency Manage nt
- Library Services
- Natural Area Manag ent
- Open Space, includi Parks and Recreation

2. p healthy, ac
and res nt commu

2. An inclu ve commu
wh e everyone
can
com

2.3 t
vibra

REPORTING OUR PROGRESS. PEOPLE



Increasing Decreasing Stable

People Indicators	2022/23	2023/24	Trend
Area of sports fields per 1,000 residents (hectares)	2.0	2.0	▬
Actively maintained land per 1,000 residents (hectares)	5.8	5.95	▬
Provision of playgrounds per 1,000 residents	5.6	6.2	↑

Library statistics	2022/23	2023/24	Trend
Total library loans	221,276	235,761	↑
Library visits	113,239	123,689	↑
Enquiries	32,240	34,230	↑
Internet sessions	4,399	5,441	↑
Wireless sessions	8,817	10,540	↑
eLibrary downloads	48,905	52,064	↑
Library website visits	40,889	47,121	↑

YEAR IN REVIEW

Sharing stories and achievements for NAIDOC Week

Each year, Council celebrates NAIDOC Week (July) which holds immense significance in acknowledging and celebrating the contributions and achievements of Aboriginal and Torres Strait Islander peoples.

It serves as a platform to raise awareness about the history, culture, and rights of Indigenous Australians. The theme for 2023 was "For Our Elders".

In 2023 Council conducted a NAIDOC Flag raising and smoking ceremony and Elders breakfast at Councils Civic Centre, this was followed by cultural activities for community hosted at the Wingecarribee Aboriginal Cultural Centre.

Listening to our Young People

The Wingecarribee Youth Forum 2024 was held in June 2024 at Council's Civic Centre. All local high schools in the Wingecarribee Shire were invited, and 50 students from years 7-10 attended.

The event provided young people with the opportunity to develop leadership skills, identify issues impacting young people and share their priorities for the Shire, while interacting with peers and local leaders.

The program was designed to promote the voices of young people and youth advocacy around local community issues.

Building Resilient Towns

The Resilient Towns Initiative (RTI) focused on strengthening disaster preparedness and mitigation in partnership with the University of NSW (UNSW) and the NSW Reconstruction Authority.

In 2024, workshops were conducted in Wingello and Balmoral Villages to engage residents in proactive planning to develop localised preparedness plans led by the community. These plans, based on the Australian Red Cross' RediPlan framework, enhance the capacities, resources, and networks within each village, fostering resilience and self-reliance.

A highlight of these workshops was the interactive "big map" exercise, where residents could walk across a large-scale map of their village, simulating real-time discussions on potential disaster impacts. This exercise allowed community members to collaboratively explore how disasters might affect their homes and surrounding bushland, identify safe locations, and strategise resource sharing.

Through discussions on what matters most to the community and the support they require, residents identified critical actions and resources—both internal and external—that will be essential for implementing their plans.

RTI's work ensures that these villages are better equipped to cope with and recover from future emergencies, empowering local leadership and strengthening community connections.

Opportunities to get our Youth EmpowerED

The EmpowerED project was designed to foster youth leadership by embedding young people's input throughout its planning, design, delivery, and evaluation.

A Youth Panel was established to guide the project and the Youth Week activities, providing recommendations on student incentives and goodie bags for the "Careers @ Council" event and Council staff worked closely with panel members to incorporate their feedback.

The project has successfully improved young people's access to community activities, strengthened their local connections, and developed their skills for future participation.

Feedback from the "Careers @ Council" event showed an increase in students' interest in Council work placements and careers, with 19% expressing interest post-event compared to 10% previously. Participants also reported greater confidence in writing resumes for Council positions. By engaging directly with local employers at the Careers Information Night, young people developed valuable knowledge about career pathways and local opportunities, enhancing both their social and economic participation.

Bringing together Community Circles

Council partnered with Community Circles Wingecarribee to bring together community groups, volunteers, friends and neighbours to provide meaningful support and community connections.

This initiative aims to reduce social isolation and loneliness in the community by creating genuine and sustained connections.

Community Circles facilitates connections between those in need and those who can offer support or assistance, as well as between those with shared interests and a desire to form a social or support group.

As a pilot project, Community Circles Wingecarribee far exceeded initial estimates in terms of numbers of connections, with over 680 connections made across the Southern Highlands between 2022-2024.

Celebrating International Women's Day 2024

Council's International Women's Day Breakfast was held at Centennial Vineyards in 2024 and hosted 180 local women and students.

This year's IWD theme 'Invest in Women: Accelerate Progress' provided an opportunity to advocate for equal opportunities and to celebrate diversity.

This year's speakers were Margherita Colley from Highland Recruitment, Nicole Feggans from Jamberoo Mountain Farm, Petrea King, Founder and CEO of Quest for Life Foundation, and proud Wiradyuri woman Fiona Harrison from Chocolate on Purpose.

The master of ceremonies was local artist Harriett Goodall and performances were by Moss Vale High School CAPA students.

The event was a great success, encouraging attendees to reflect and come together to celebrate the strength, resilience, and achievements of women around the world, and right here in the Shire.

Engaging with the Community through Participate Wingecarribee

Wingecarribee Shire Council successfully migrated its online community engagement platform from Engagement HQ to Social Pinpoint. This transition has significantly enhanced the Council's ability to engage with residents and stakeholders through digital channels.

Social Pinpoint offers a comprehensive suite of over 40 tools designed to facilitate effective online engagement. These tools include features such as surveys, polls, forums, and live chat, enabling the Council to gather valuable feedback, foster discussions, and provide timely responses to community enquiries.

By leveraging the capabilities of Social Pinpoint, Council has been able to strike a better balance between online and in-person engagement. The platform has empowered residents to participate in decision-making processes from the comfort of their homes, while also complementing traditional face-to-face interactions. This shift has resulted in increased community participation and a more inclusive decision-making process.

https://participatewingecarribee.wsc.nsw.gov.au

A revitalised Website to access Council's services

Council's website was redesigned and updated in November 2023 to provide residents and businesses with a more user-friendly and accessible experience.

Council's new website features improved navigation, quick links to popular services, a dedicated section for new residents, and a news feed for the latest news and media updates. These enhancements make it easier for community members to find what they need and stay informed about local happenings.

https://www.wsc.nsw.gov.au/Home

A new Integrated Library Management System (ILMS)

Wingecarribee Public Libraries successfully migrated to a new Integrated Library Management System in 2023-2024. This modern and interactive system will meet the current and future needs of the Wingecarribee Shire community with features including greater access to resources and information, more autonomy in the selection and borrowing of materials and improved tracking of resources.

Further efficiencies will be made using the new features and modules of this system and through the automation of manual tasks.

New signage for the Mittagong and Bowral Libraries

The signage project was successfully completed in April 2024 and involved the creation and installation of directional, street and place signs for the Bowral and Mittagong Branch Libraries.

The library collaborated with many stakeholders including traffic professionals, heritage advisors, contractors, staff and customers to ensure signage was clear, functional and accessible.

IN FOCUS – COMMUNITY ASSISTANCE SCHEME

Council continued to provide financial support to community initiatives through the annual Wingecarribee Community Assistance Scheme.

The Scheme allows Council to provide funding to local organisations for the purpose of implementing and improving community-based projects within the Shire.

The Scheme supports local groups and organisations such as sporting associations, local Men's Sheds, Rotary, Village associations and aged care facilities to deliver much needed support to the community, including some of Wingecarribee's most vulnerable people.

Grant recipients use the funds to deliver diverse programs including arts and cultural events, sports and recreation activities, and environmental sustainability projects. Recipients work to create more inclusive, welcoming, safe and healthy communities

The Scheme builds local capacity, encourages community participation, and fosters collaboration in maintaining valuable community assets.

The 2023/24 Wingecarribee Community Assistance scheme opened on 5 April 2024 and closed on 10 May 2024. There were 30 applications submitted for grants and donations, with funds distributed as follows:

Organisation Name	Project Title	Grant or Donation	Amount
Highlands Community Centres Incorporated	The Cooking Hub	Grant	$7,000.00
Bundanoon Community Association Incorporated	Bundanoon Winterfest 2024	Grant	$7,000.00
The Highlands Pipes And Drums	Expansion Purchases 2024	Grant	$7,000.00
Bowral Tennis Club Incorporated	Acquiring a Ball Machine	Grant	$3,500.00
WinZero Incorporated	Wingecarribee Virtual Energy Network Pilot	Grant	$2,000.00
Highland Grace Incorporated	Bridging the Gap Between Physical and Emotional Support at Highland Grace Incorporated	Grant	$6,718.89
Moss Vale Tennis Club Incorporated	Surface Restoration After Removal of Tree Damaged Decking	Grant	$5,000.00
Challenge Southern Highlands Limited	Empowering People living with Disabilities in the workforce	Grant	$1,500.00
Wingello Village Association	Insurance	Donation	$600.00
The Hill Top Men'sShed Inc	Belt Sander	Grant	$1,177.00
Bowral Butterflies Netball Club	Match-ready netballs for 2025	Donation	$600.00
Bowral-Mittagong Uniting Church	Upgrading equipment for Uniting Kids Playgroup	Donation	$600.00
Southern Highlands Symphony Orchestra Inc	Purchase or Hire of Music including Australian compositions in 2024 and 2025 SHSO	Donation	$600.00
Ctc Robertson Incorporated	Replacement of Old Doors with New Door and Window	Grant	$7,000.00
St Jude'S Music Association	Providing additional music stands and lighting for members of the Highlands Sinfonia.	Donation	$600.00
Bundanoon Folk Festival Association	Dressing the Bundanoon Memorial Hall	Grant	$1,791.20
Burrawang Wildes Meadow Progress Association Incorporated	History Week Project	Grant	$7,000.00
Moss Vale Hockey Club	Junior Player Support	Donation	$600.00
Moss Vale Football Club Inc.	Water Bubbler	Grant	$7,000.00
Southern Highlands Australian Plants Society	Marketing Budget for the Phytophthora Awareness Campaign	Donation	$600.00
Friends Of Hill Top War Memorials Inc	Lighting	Donation	$600.00
Southern Highlands Botanic Gardens Limited	Digital equipment for guided tours	Grant	$7,000.00
Highland Fm 107.1 Co-Operative Limited	Maintaining the high visibility of Highland FM	Grant	$5,821.00
Yerrinbool Bargo Soccer Club Inc	First Aid Supplies	Donation	$600.00
Bundanoon Tennis Club Inc	Tennis Club Deck	Grant	$7,000.00

https://www.wsc.nsw.gov.au/Places/Participate/Grants-and-Funding-Opportunities



Places Vision for Wingecarribee 2041

We feel deeply connected to the places we live, work and play in.

Our towns and villages are vibrant, safe and tranquil, offering a special mix of urban and rural lifestyles.

Our heritage is important to us and that is why our rich history is clearly visible in our public places, art and buildings.

Our towns and villages exist in harmony with our natural environment, and we welcome new places and development that continue this tradition.

It is easy to move around and stay connected to our family and friends. We have plenty of transport options and safe, accessible and linked roads and footpaths. We also have interconnected pathways that encourage us to ride and walk.

It is easy to live here because we have a choice of affordable and accessible housing suitable for all ages - from young people to families and older residents. Our neighbourhoods are close to the facilities and services we need.

PLACES SERVICES

- Aquatic Services
- Asset Planning and Delivery
- Children's Services
- Civic Leadership
- Community Development
- Economic Development
- Emergency Management
- Library Services
- Natural Area Management
- Open Space, including Parks and Recreation
- Regulatory Compliance
- Strategic Land Use Planning
- Water and Sewer
- Place Liaison

GOALS

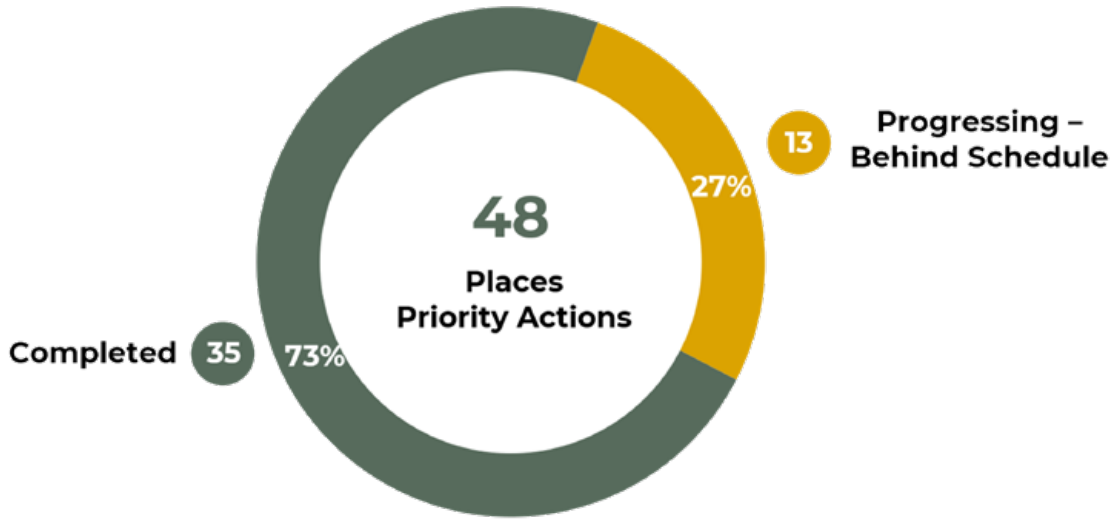
3.1 A physically and digitally connected Shire

3.2 Unique towns, villages and rural landscapes

3.3 Liveable and sustainable communities

3.4 Housing that meets the needs of current and future generations

REPORTING OUR PROGRESS. PLACES



Increasing Decreasing Stable

Places Indicators	2022/23	2023/24	Trend
Unsealed road network re-sheeted (%)	3	3	Stable
Unsealed road network maintained (maintenance grade) (kms)	210 **	120	Decreasing
Footpath maintained annually (carriageway kms)	1.25 ***	0.7	Decreasing
Shared paths and cycle paths repaired (lineal metres)	5,000	500	Decreasing
Footpath installed annually (lineal metres)	710	490	Decreasing
Shared paths and cycle paths installed annually (lineal metres)	860	560	Decreasing
Construction Certificates approved	187	48	Decreasing
Development Applications approved	731	586	Decreasing
Subdivision Certificates approved	42	25	Decreasing
Meters of wastewater network surveyed (CCTV)^	8,406	5,135	Decreasing
Number of reportable sewer overflow requests	373	122	Decreasing
Number of reportable overflow incidents	7	122	Increasing
Number of reported water outages	43	103	Increasing
Average duration in hours of water outages	4.08	4.88	Increasing
Development application assessment timeframes	125 days	216 days#	Increasing

Note:
** Some sections of unsealed roads have been graded multiple times over the 22/23 year.
*** Council resources were refocused towards road maintenance due to storm damage, resulting in a better service for the community. Council foresees a return to trend numbers over the coming years.
#The NSW Department of Planning Housing and Infrastructure has changed the way they are reporting DA processing times and it now includes gross days (days when the DA is outstanding requested information).
^ The team is actively working to enhance their data collation, processing, and management processes to align with the most accurate current estimates. (Internal Note: previous years data was calculated and averaged from calendar year data)

YEAR IN REVIEW

Focusing on Local Roads

In the face of unprecedented natural disasters, Council has remained committed to providing a safe and reliable local road network.

Wingecarribee Shire Council, along with the Illawarra councils and Upper Lachlan Shire, has experienced the highest number of formally declared natural disasters in NSW the over the past four and a half years.

This has had an extraordinary impact on communities and the condition of local infrastructure, in particular local roads.

Old South Road

Old South Road is a local distributor road that connects the Old Hume Highway to residential areas east of Mittagong and Bowral town centres.

Several compounding issues, including weather events and increasing traffic volumes, had impacted the road over many years, resulting in the dilapidation of large sections of adjacent pavement, and the ongoing need for heavy maintenance patching.

Construction commenced in 2023 and involved road pavement widening and rehabilitation, installation of guardrails, construction of stormwater pits and pipes and other associated works.

The $19 million Old South Road Rehabilitation Project will provide improved traffic flow, a safer ride for motorists and easier access between residential areas and town centres.

The project is funded through a combination of Federal and State government grants as well as Council contributions.

Range Road Reconstruction, Glenquarry

Council has completed reconstruction of a portion of Range Road, from Tourist Rd, Glenquarry, north towards Mittagong for 2.5 kilometers. The road was in poor condition after the significant rain events in February 2022.

Works included:

- √ Stormwater pit and pipe installations
- √ Subsoil drainage installation
- √ Concrete dish gutter construction
- √ Road pavement widening and reconstruction
- √ Fence and utility relocations
- √ Guard-rail installation
- √ Road signage upgrade
- √ Tree planting, grass seeding and soil scour protection

On completion of the works, the road now offers much improved driving conditions and road safety, upgraded stormwater drainage and improved water quality runoff, increased road pavement life, and enhanced aenvironmental outcomes.

Works were completed in June 2024.

Road Condition Audit

Council manages a network of 1,200km of roads, comprising 800km sealed, 120km asphalt and 270km unsealed roads.

With increasing focus on road conditions and to better understand the condition of the road network to enable Council to plan for the future, industry experts Infrastructure Management Group (IMG) were engaged in 2023 to complete an inspection of the full Wingecarribee Shire road network.

As a result of the condition scores, IMG provided recommendations as to how Council can better

inform its capital works program for the next 4 years to address roads in proper condition. This recommendation consisted of $36.5M capital renewals and $2.3M proactive maintenance.

As part of this engagement and Council's commitment to continuous improvement in Asset Management Maturity, the capital works program now comprises of a detailed projects list and each road segment to be renewed across the four (4) years is listed within the program.

Moss Vale Bypass

Council delivered the 50% 'Detailed Design' milestone of the Moss Vale Bypass in August 2023. This included a revised cost estimate for the construction of the whole project from $197m to $153m. The reduction in cost estimate is the result of the improved understanding of the site constraints, utility authority input and design refinements.

In June 2024, Council secured an additional $10.8m in funding from the NSW Government to complete the detailed design and, subject to satisfactory business case, commence some initial enabling works.

The continued commitment to this project will ensure that traffic relief to Argyle Street and improved resilience to the transport network is delivered.

Pavement Rehabilitation and Maintenance Works

Sallys Corner Road and Off Ramp - Sutton Forest Eastern Service Centre

The South Bound Off Ramp and Sallys Corner Road provides access to the eastern service centre and two (2) fast food outlets for heavy and light vehicles.

Heavy traffic movements are significant in this area which have caused severe damage to the pavement surface. The existing pavement has subsided, cracked, and had failed in many places with rutting, shoving, depressions, potholes which indicate pavement failures.

Pavement Rehabilitation and Maintenance Works involved repair of the existing pavement, maintenance works on table drains, road shoulders and reinstating the line marking.

Taylor Avenue, Medway Road and Argyle Street Pavement Rehabilitation

Taylor Avenue and Medway Road are major transport routes for transporting of goods and services to and from the Shire. Due to the significant heavy traffic movements, the existing pavement was in poor condition with severe damage which included shoving, heaving, depressions, and potholes.

Rehabilitation works involved the full width of Taylor Avenue from Old Hume Highway to Argyle Street (1km length), selected failed patches on Medway Road from Old Hume Highway to Hume over pass and pavement upgrade on a small portion of Argyle Street.

Asphalt Renewal Program Alice Avenue, Hayley Street and Village Lane

As part of the Asphalt Renewal Program, Alice Avenue, Hayley Street and Village Lane pavements were identified as being in very poor condition and were renewed.

Works involved a new asphalt wearing surface to help extend the life of the pavement.

Moss Vale and Bowral Sewer Scheme Model and Masterplan

Installation of flow gauges across the sewer schemes now enable the sewer model to be calibrated with real world data.

With the calibrated model, areas with high infiltration and inflow can be identified and prioritised for investigation and actioning to reduce the amount of stormwater entering the system.

A masterplan was created for 2050 to ensure growth and modern standards are accommodated by the sewer schemes.

YEAR IN REVIEW

Sewer Treatment Plant upgrades

In the last year there have been numerous storm events with significant rainfalls recorded over 110mm in 24-hour periods. The team have successfully managed the operation of the plants and pump stations through these challenging events to minimise impact on the environment despite significant inflows to sites.

To meet the growth in the Shire upgrades to three (3) of Council's Sewer Treatment Plants have been progressed during the 2023-2024 financial year.

Construction commenced on the $56M upgrade of Bowral STP and construction has progressed to 50% complete.

Construction also commenced on the $65M Moss Vale STP upgrade in June 2024.

The concept design of the Mittagong STP upgrade was completed in the 2024/25 financial year and the detailed design commenced.

Cherry Tree Walk, Bowral, Trunk Main Repair

On 16 November 2023 a critical 525mm Trunk Main supplying Bowral with drinking water failed.

The repair was completed within a working day without any customers experiencing any water outage. Water quality and water pressure were maintained for the duration of the works.

Completion and delivering of Diamond Fields Bridge Project

Diamonds Field Bridge is an old timber bridge which was decommissioned due to its deteriorated condition.

Four (4) bridges were replaced as part of the grant received from "the Fixing Country Bridges Program". All four bridges have been successfully delivered with Diamonds Field bridge being the last one completed in December 2023.

Argyle St and Taylor Avenue intersection drainage upgrade, New Berrima

Taylor Avenue and Argyle Street are two (2) lane sealed roads with a speed limit of 80 and 50 km/hr. Taylor Ave is a regional road that connects to Hume Highway, New Berrima and Moss Vale town centre. Sections of the road pavement were in poor condition including poor drainage system.

Works for this project commenced in April 2024 and completed by June 2024. The works included:

- √ Road re-sheeting
- √ Construction of kerb and gutter
- √ Reconstruction of concrete driveways at the service station
- √ Improved on-street parking provided at the centre of the road
- √ Installation of line marking and signage

Completion of Casburn Park

Casburn Park is approximately 6,900m2. The park is situated within Wingello Village opposite to the Wingello train station. The project upgraded the Park to a Level 1 play space consistent with the adopted Casburn Park Master Plan. The park upgrade has renewed infrastructure that was in poor condition and has upgraded the playground facility to provide inclusive and accessible play opportunities.

The Project upgrade also includes the upgrade of Railway Parade to address traffic safety concerns, parking, Village Plaza, picnic area, BBQ and toilets.

It also includes a new pump track which is the first in Wingello and the Wingecarribee region

The project is funded by NSW State Government and Commonwealth Government in conjunction with Wingecarribee Shire Council. The upgraded park was opened on the 28th of June 2024.

Bong Bong Common

Bong Bong Common is a historic site that now features an accessible pathway, cycleway, seating, walking, and scenic riverfront settings.

In 2023, works commenced to upgrade the Common to include new playspace areas, improved car parking, public toilets and other features to improve the area's amenity, riverfront access and to highlight the site's significance to both Aboriginal and European histories. The upgrade works were completed, and Bong Bong Common was opened to the public late 2023.

In 2023 Council commenced due diligence investigations (including a cost analysis) on the feasibility of constructing a shared path that adjoins Bong Bong Common and Cecil Hoskins Nature Reserve to the emerging Bowral South New Living Area along the Wingecarribee riverfront.

This project is intended to strengthen broader connectivity between the three (3) town centres and supports the strategic direction of encouraging safe and accessible active transport opportunities in the Shire.

The project included increased parking, a new amenities block, playspace, sensory garden, protection and interpretation of archaeological finds and a more prominent location for the Trachyte Obelisk. Additionally, it included new river boardwalks and signage.

The project was jointly funded by the State Government and Council and was completed in June 24.

Implementation of Tree Plotter

Council invested in data management software to support holistic tree management for the shire and its residents. Tree Plotter is a cloud-based GIS solution designed for comprehensive tree management across the Shire.

The system simplifies inventorying, managing, and decision-making for both public and private trees through an intuitive online mapping system. Council has uploaded its existing inventory as well as creating a new data set to map and track trees.

By using the online mapping tool, Tree Plotter allows for real-time updates and data sharing. Wingecarribee Shire Council can now efficiently monitor canopy coverage, track the growth of mature trees, and manage the costs of ongoing care.

This tool supports the Shire in addressing future environmental challenges while ensuring sustainable tree management.

IN FOCUS
EMERGENCY OPERATIONS CENTRE (EOC)

Council identified disaster risk mitigation as a key priority within its Shire Priorities 2023 document. Reducing disaster risk is critical to supporting communities and economies to be resilient in challenging times. The sheer scale of these disasters demands a far greater emphasis on coordinated action to limit adverse impacts on communities.

Over the past 12 months, Council has worked to strengthen resilience through a focus on:

- √ prevention
- √ preparedness
- √ response
- √ recovery

An independent "Bushfire Response & Recovery Review" was commissioned by Council during 2021 in response to the 2019/2020 bushfires. The review, conducted by Dave Owens, identified the need for a dedicated space to ensure a rapid and coordinated response to natural disasters and severe weather events across agencies.

Council's project delivery team researched emergency response centres in other regions to benchmark plans for this new facility and worked diligently to secure the funding needed to achieve a state-of-the-art fit-out and facility.

The Wingecarribee Emergency Operations Centre (EOC) was co-designed in close collaboration with Council, the Local Emergency Operations Controller, Regional Emergency Management Officer and local emergency response agencies, who provided insights and expertise to ensure a high-level outcome aligned with operational requirements for the Shire.

Funding for the EOC represents a successful partnership. A $200,000 grant was secured from the State Government ClubGRANTS Category 3 Infrastructure Grant, with the remaining funds invested by Wingecarribee Shire Council.

The EOC was opened in May 2024, located within the Moss Vale Civic Centre, and is strategically positioned near critical response agencies like the Incident Control Centre, RFS, SES, and the Police Southern Highlands Headquarters. This will facilitate a faster, more coordinated response during emergencies, allowing real-time data and information sharing with the community.

The EOC is a true hub of collaboration with advanced communication technology so that emergency services can work together seamlessly during critical situations.

The EOC ensures that Council and emergency response agencies remain adaptable and fully equipped to address any challenge the community may face and demonstrates Council's commitment to emergency preparedness and response.

In June 2024, the first drill was completed at the EOC to test its effectiveness and to refine operational readiness for key stakeholder. The exercise, which simulated a multi-vehicle highway crash escalating into a bushfire and the evacuation of over 500 residents, challenged the EOC's ability to:

- √ **Activate efficiently:** Ensuring the EOC can be quickly set up during an emergency to support operations and the community
- √ **Coordinate resources:** Testing the allocation of emergency personnel and equipment to a multi-agency incident
- √ **Refine response:** Assessing the coordination across multiple participating agencies and the ability to work together effectively
- √ **Engage the community:** Testing and refining the public messaging and advice in relation to the incident

These ongoing exercises demonstrate Council's commitment to protecting and supporting the community during times of crisis.

There are plans for Emergency Management and Resilience Meetings to be facilitated by Council throughout the 2024/25 financial year so that community members understand how the Wingecarribee Local Emergency Management Committee (LEMC) is working together with the State Emergency Service (SES), NSW Rural Fire Service (RFS), Local Land Services, and Council, to plan for the Shire's disaster preparedness and emergency management.

The opening of the EOC in 2024 represents a significant step forward towards building a stronger, more resilient community prepared to face any challenge.



Environment Vision for Wingecarribee 2041

Our natural world is healthy and flourishing.

Our unique native species, biodiversity and natural environment continues to be protected, enriched and enhanced.

The community is educated about, and actively involved in caring for and protecting our native flora, fauna, and eco systems. We also actively manage and support important wildlife areas, corridors and flyways.

Our air, and waterways, and land are clean and uncontaminated, supporting a healthier community and natural environment. We are a low waste community that reduces, reuses and recycles where we can. We also use renewable energies - like solar energy and wind power - that are kinder to the planet.

We are leaders in sustainable living, acting on climate change and building resilience in the face of natural disasters.

ENVIRONMENT SERVICES

- Development Services
- Economic Development
- Environment Services
- Bush Care and Biodiversity
- Sustainability Services
- Regulatory Compliance
- Strategic Land Use Compliance
- Waste Management
- Water and Sewer

GOALS

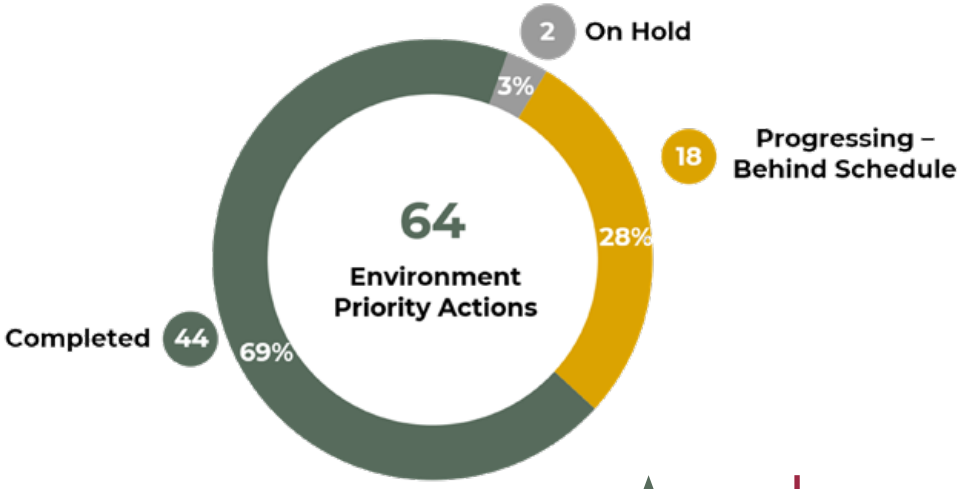
4.1 A protected, healthy and diverse natural environment

4.2 A community that lives sustainably for the betterment of the planet

4.3 A low-waste community

4.4 A resilient Shire that takes action on climate change

REPORTING OUR PROGRESS. ENVIRONMENT



Increasing Decreasing Stable

Environment Indicators	2022/23	2023/24	Trend
Community volunteers environmental work (hours)	934	638	↓
Native trees and shrubs planted on public land and established native plant species	2254	3471	↑
Domestic recycling diverted from landfill (tonnes)	4,294	4,999	↑
Putrescible Total (tonnes)	11,363	10,809	↓
Green waste (tonnes)	12,260	10,217	↓
Onsite sewerage management system inspections	64	183	↑
Notices/infringements issued	208	1,248	
Food shops inspections #	242	271	

#This figure includes both routine inspections and subsequent reinspection.

Councils Greenhouse Gas Emissions Over Time
Emissions from Council Operations (excluding wastewater treatment) TCO_2-e

Emission Scope	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Scope 1	2,771	2,834	2,836	2,624	2,629	2,446	2,408	2,530
Scope 2	8,705	8,518	8,394	8,556	8,992	8,641	4,209	692
Scope 3	3,451	3,077	2,519	2,422	2,474	2,463	1,442	759
Subtotal	14,927	14,429	13,749	13,602	14,095	13,551	8,059	3,982
Wastewater Treatment Fugitive Emissions (TCO2-e)*								
Emission Scope	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Scope 1	10,033	6,685	6,465	7,399	10,644	14,517	5,969	8,244
GRAND TOTAL	**24,960**	**21,114**	**20,214**	**21,001**	**24,740**	**28,068**	**14,028**	**8,244**

Scope 1 – Direct combustion e.g., fuel, gas, waste, fugitive emissions.
Scope 2 – Grid Electricity
Scope 3 – Street lighting, upstream/downstream sources e.g., waste and paper.

YEAR IN REVIEW

Koala-ty Koala Conservation Initiatives

The Southern Highlands Koala Conservation Project continues to deliver successful outcomes in Wingecarribee Shire including koala monitoring, roadkill mitigation actions, habitat restoration projects and extensive community engagement and education.

Engagement activities included guest presentations, podcasts, drone surveys, information kiosks in reserves and parks, Koala Karaoke event at the Empire Cinema and the Wild West Koala Quest in Canyonleigh.

Over the past two years, 85 hectares of koala habitat has been restored or reconstructed on private property and the community has been actively engaged to raise awareness about this iconic species and the threats to its survival.

The two (2) tree giveaways for Land for Wildlife properties continue to increase in popularity, with the Helping Hands Southern Highlands Landcare assisting landholders to plant and care for the trees and shrubs received.

The roadkill mitigation project commenced with the installation of Variable Message Signs, Vehicle Activated and static wildlife signs along key roads.

Community-led Cultural Burns

In collaboration with Gundungurra elders, Illawarra Local Aboriginal Land Council and the local Aboriginal community, Council was able to facilitate, plan and deliver cultural burns within Council-managed bushland reserves.

Three (3) Aboriginal Cultural burns were completed within Gibbergunyah Reserve in 2024, led by cultural burning practitioners and supported by the Aboriginal community, NSW Rural Fire Service and Council staff.

This community-led approach is improving biodiversity and hazard reduction objectives while re-introducing cultural practices in local bushland.

A short film celebrating the journey so far was produced to engage and inform the community.

Plans of Management Finalised for Natural Areas

The Plan of Management (PoM) for Natural Areas (Bushland and Watercourse) was finalised this year following a public hearing and public exhibition period.

This PoM will guide management actions in Council owned or managed bushland reserves for the next ten (10) years.

Earth Flix: Cinema 4 Change Program

Council partnered with Empire Cinema Bowral to implement free monthly community screenings of environmental themed movies, combined with Question and Answer / panel discussions with environmental experts and advocates.

In December 2023, Council screened an episode of War on Waste from ABC about food waste and fashion, with 159 people in attendance.

The event's special guest was Craig Reucassel who motivated and inspired participants to take action reducing their food waste and fashion consumption. Craig is an ABC Radio host, an environment advocate, comedian and grew up in the Southern Highlands.

One of the major messages was to buy local to reduce the emissions associated with transport. The episode also explored the impact of fast fashion, especially from a resource standpoint, with people encouraged to buy products locally, consider the impacts of the item, where it was made and if they really needed to buy it.

This screening was the soft launch of the Earth Flix film series Council has hosted throughout 2024. This community engagement program commenced in December 2023 and participation reached over 1,000 people for the year.

Environment

Winning the war on waste diversion

The waste percentage diverted from land fill has increased by 3% to 57%. The act of redirecting waste from landfills by recycling, reuse or repurposing has significant environmental benefits over landfilling.

Diverting waste means less garbage in landfills, and this brings the associated benefits of fewer greenhouse gas emissions and less contribution to soil and water pollution.

In addition, recycling or repurposing existing materials means that there is less needed to extract and produce new materials, meaning less industrial pollution.

The ongoing promotion of the Community Recycling centre and the acceptance of problem wastes such and polystyrene and textiles has seen the recycling of 4,250 washing baskets of textiles and 500 tonnes of timber being diverted from landfill and recycled.

Soft Plastics collection

Established a partnership with Recycle Smart for a soft plastics collection and recycling trial to be implemented within the shire. The trial is currently collecting on average 15kg of soft plastic per day.

Community Chemical Cleanout

The chemical clean out day was a huge success with over 21 tonnes of waste chemicals removed from the community in a single day with 525 residents taking up this opportunity to safely dispose of household chemicals.

IN FOCUS
MOBILE COMMUNITY RECYCLING CENTRE (MCRC)

Council introduced a Mobile Community Recycling Centre (MCRC) in March 2024, which visits localities and villages across the shire to make recycling easier for Wingecarribee Shire residents.

The mobile service is proving to be a great asset for local Wingecarribee communities.

It collects a variety of problem waste and provides a way to dispose various problem waste items in a safe and sustainable way and promotes environmental sustainability and responsible waste management practices.

Targeted items for collection include:

- √ Small household and automotive batteries
- √ Waste oils
- √ Smoke alarms
- √ Cardboard
- √ Styrofoam
- √ Fluorescent lights
- √ X-rays
- √ Mobile phones
- √ Writing instruments
- √ Empty gas bottles
- √ Fire extinguishers
- √ Ink cartridges

From Welby to Bundanoon, Colo Vale to Exeter, Penrose to Burrawang – the service is available across the Shire to help dispose of recyclable rubbish and is free of charge to utilise so residents can dispose of problem waste without hassle.

The service follows strict protocol guidelines from EPA NSW, and hazards and risks associated with the activities undertaken for the project are being fully risk assessed, monitored and managed.

The MCRC has been receiving great community support with an average weekly participation of 20 residents and weekly collection 250kg of problem waste.


Environment



Economy Vision for Wingecarribee 2041

Our local economy is thriving, and people want to live and work here.

We have built on the unique strengths of the Shire, such as our close proximity to major centres like Sydney and Canberra and our rich agricultural lands.

We are home to leading primary industries that work in harmony with the local environment.

There are local jobs available, allowing people to work within a variety of fields and sectors.

We have plenty of education, training and development opportunities. This helps us to build our local skills and knowledge and create workforces suitable for both current and future employers.

Local business, industry and other organisations have embraced new technologies allowing them to grow and prosper while also supporting the health of the planet.

We have become known for our variety of creative industries and are home to many artists, writers, performers, filmmakers, designers, musicians and makers.

ECONOMY SERVICES

- Economic Development
- Development Control
- Tourism and Events
- Southern Regional Livesto Exchange
- Strategic Land Use Plann

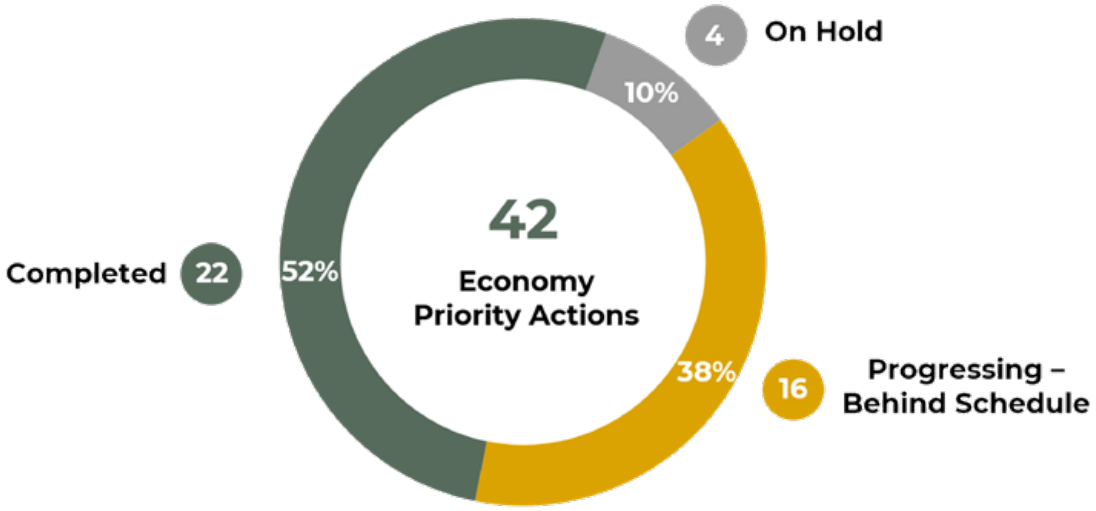
5.1 People want to visit, work and invest in the Shire

Sustainable business and industry work in harmony with local community and environment

A thriving and diverse agricultural industry

A supported and connected local business community

REPORTING OUR PROGRESS. ECONOMY



Increasing Decreasing Stable

Economy Indicators	2022/23	2023/24	Trend
Accommodation bookings/ commission through the Southern Highlands Visitor Information Centre ($)	60,419	79,015	↑
Visitation to the Southern Highlands Visitor Information Centre	29,664	27,752	↓
Tourism website visits www.visitsouthernhighlands.com.au	630,675	424,009	↓
Sales and consignment commissions through the Southern Highlands Visitor Information Centre ($)	145,960	134,591	↓

YEAR IN REVIEW

Southern Regional Livestock Exchange (SRLX)

The Southern Regional Livestock Exchange (SRLX) is a vital contributor to the local community and economy, handling between 50,000 and 60,000 cattle annually.

In 2023/24, the SRLX continued to deliver weekly cattle sales and specialty sales.

The SRLX had a significant increase of 30% in cattle sold through the facility compared to 2022/23 reporting period.

Beyond its economic value, the SLRX plays a crucial role in fostering social connections within the community. Sale days attract crowds, serve as multi-generational events, and provide a gathering place for people who may otherwise feel isolated.

The SRLX is a fascinating and educational destination. In 2023/24, local schools attended sale days as part of a school program to assist students to understand the process from paddock to plate.

Floral Festivities and Fun for Tulip Time

Wingecarribee's signature event is Tulip Time, a Festival held every year in Spring to pay homage to the enigmatic tulip – its range, shape, colour and allure.

The focus of Tulip Time is the spectacular floral display of 75,000 mass planted tulips and continues to be a popular event for locals and visitors alike.

In FY2023/24, the event attracted 62,500 attendees, surpassing the 2022 festival's visitation numbers and generating $2.63 million in visitor spending, marking a significant 68.4% increase compared to the previous year.

The post-event survey conducted among attendees included both residents and out-of-region visitors, indicated that 62% were first-time participants, with 78% from the greater Sydney region.

Notably, the demographic composition shifted from the previous year; while couples were the largest segment in FY2022/23, the FY2023/24 event saw the 'group of friends with no children' category become the most significant attendee group.

Additionally, 46% of visitors explored other towns in the region beyond Bowral, and 48% indicated their intention to return to the Southern Highlands within the next 12 months.

The Festival featured 34 stalls, with 38% (13 stalls) representing local businesses and 62% (21 stalls) from outside the region. All surveyed stallholders (19 respondents) reported that the event was financially successful for their businesses.

Council collaborated closely with Rotary to staff the festival gates, with proceeds supporting community initiatives. The post-event public bulb dispersal was well-received.

Winter's Wonderful in Wingecarribee

Council delivered the "Winters Wonderful" digital and television campaign between June and August 2023.

The primary objectives were to enhance brand awareness and increase traffic to the Visit Southern Highlands website.

The campaign yielded significant results, with visitor spending increasing by $9 million compared to winter 2022. The digital campaign achieved a reach of 388,131, contributing to a 10% growth in Facebook followers and an 8% increase in Instagram followers.

The television campaign, broadcast on Channel 10, reached an audience of mora than half a million viewers, showcasing the Southern Highlands unique brand identity.

Economy

Destination Southern Highlands amps up Australia Day and Arts Trail Events

In FY2023/24, the annual event portfolio was expanded by acquiring two (2) new events: the annual Arts Trail and Australia Day celebrations.

The 2023 Arts Trail featured 61 artists across 47 studios. This event provided substantial economic benefits to local artists, offering increased exposure to potential buyers.

The 2024 Australia Day event drew approximately 5,000 visitors to Berrima township, marking the return of the Grande Parade down the main street of Berrima.

The event also featured a Citizenship Ceremony, Citizens of the Year awards, market stalls, food vendors, family-friendly amusement rides, and the public opening of the Berrima Gaol for viewing.

Netflix brings Bridgerton to Bowral

In April 2024, a collaboration with Netflix resulted in the weeklong “Bridgerton in Bowral” activation, showcasing the region as its backdrop.

This international campaign achieved a global reach of over half a billion, leading to a significant influx of influencers and visitors.

The event prominently highlighted the region on social media, attracting a younger demographic interested in aspirational experiences within the Southern Highlands.

As a result, visitor spending in Bowral increased by $2.4 million, with additional economic benefits observed across the broader region.

Southern Highlands Innovation Park (SHIP) progress

The Southern Highlands Innovation Park (SHIP), located between Moss Vale and New Berrima, covers 1,053 hectares of industrial zoned land and is a key economic asset for the region.

Originally identified as a ‘Future Industrial Corridor’ in 1979 and later as an employment precinct under the 1989 Wingecarribee Local Environment Plan (LEP), the SHIP presents a unique opportunity to attract sustainable, innovative industries and generate significant economic growth and employment.

Council secured grant funding from the Department of Regional NSW (now Department of Primary Industries and Regional Development) to complete the second phase of the Master Planning process for the SHIP, which involved the development of a Strategic Positioning Study, Master Plan and a detailed Governance Strategy for the precinct.

Targeted engagement with the community, landowners, tenants, industry representatives and key agencies was conducted in early 2024 and facilitated the identification of strengths, constraints and long-term opportunities for the precinct.

Valuable feedback was gained through this collaborative engagement process and has directly informed the development of this body of work.

The Draft Master Plan and Governance Strategy was later considered by the Wingecarribee Local Planning Panel on 28 June 2024 for advice regarding the recommendation for the project to proceed to public exhibition.

YEAR IN REVIEW

Bowral Town Centre Master Plan Adopted

The development of a holistic Master Plan for the Bowral town centre supports Council's transition to a better place-based planning framework for our towns and villages.

A Draft Master Plan was developed through a collaborative engagement process with the community to ensure that the vision celebrates and enhances the unique identity, character and function of Bowral.

The Draft Master Plan was placed on public exhibition for a period of eight (8) weeks from 22 January to 17 March 2024. During this time, a number of face-to-face and online engagement opportunities were made available to encourage further collaboration with the community.

All submissions received directly informed the subsequent post-exhibition review of the Draft Master Plan.

A new Place Plan for Robertson

The Robertson Village Place Plan was developed in partnership with the community to address the housing, economic, environmental, social and cultural needs of the Robertson community, both now and into the future.

Valuable community feedback was received during the public exhibition period and all submissions made during this time directly informed the review of the Draft.

The revised community-led strategic plan was later presented to the Local Planning Panel on 27 March 2024 for advice and at the Ordinary Meeting of Council 17 April 2024, Council adopted the Shire's very first Place Plan for Robertson.

The adopted Place Plan recognises Robertson's strong sense of community that is deeply embedded within the culture of the village and further identifies opportunities for Council, the community and other key stakeholders to continue to work together to guide the successful delivery of both short and long-term Place Interventions.

Protecting the Community's Heritage

Draft Community Heritage Study and independent peer review outcomes reported. The Wingecarribee Community Heritage Study 2021-23 was undertaken as a partnership between Council and members of the Wingecarribee community to identify new heritage items and heritage conservation areas.

Initially reported to Council in June 2023, the community-based heritage study identified and assessed 609 heritage items and 16 new and extended heritage conservation areas and underwent community engagement in the latter part of 2023.

The study was then independently Peer Reviewed, the results of which were publicly exhibited in June 2024.

The Study and Peer Review process resulted in over 400 heritage items and over a dozen new and extended heritage conservation areas being recommended.

Final recommendations and a Planning Proposal to give statutory effect to the final recommendations will be made in July 2024 by the Local Planning Panel which will provide advice to Council who will make final decisions in August 2024.

Bowral Memorial Hall continued to deliver

Bowral Memorial Hall is now the Southern Highlands' premier, multi-purpose cultural and events venue and in the 2023/24 financial year, the venue continued to support a diverse range of community-based performing arts groups.

Additionally, the introduction of professional, nationally touring entertainers led to several sell-out performances, including shows by Ross Noble, Anh Do, and The Umbilical Brothers.

Economy

Ongoing success of Animal Shelter activities

The construction of the new Southern Highlands Animal Shelter and State Emergency Services (SES) facility continued in 2023/24 with a target date for completion of early 2025.

In the meantime, the Wingecarribee Animal Shelter (WAS) continued to provide rehoming facilities for the shire.

The Animal Shelter maintained strong numbers for adopting and rehoming animals in line with the minimal euthanasia approach and management of the facility.

In 2023/24 financial year, over 87% of dogs were adopted or rehomed in accordance with Council policy and the Companions Animal Act 1998.

Children's Services continue to grow

The Wingecarribee Outside of School Hours (WOOSH) service continued to provide before and after school care as well as WOOSH vacation care services throughout the reporting period and attendance in the service continued to grow throughout the year.

The vacation program provides care in an informal setting and the program is developed to allow opportunities for a variety of experiences including art, craft and sporting activities as well as outings and incursions.

The program proved to be popular amongst local families in 2023/24 with over 75% of vacation care bookings being booked within 48 hours of the program opening

GRANTS RECEIVED

During the 2023/24 financial year, Council received $40,382,131 in grant funds.

A significant grant of $10.8M was awarded by Transport for NSW to provide enabling infrastructure for the proposed Moss Vale Bypass and $3.1M was awarded from the NSW Government's Regional Road Repair Fund for emergency roadwork repairs throughout the Shire.

Other notable grant funding secured included:

- √ $1.5 million for the construction of a detention basin at the Bowral Golf Course to protect homes and businesses downstream from flooding
- √ $200,000 for the fit-out of the Moss Vale Emergency Operations Centre
- √ $250,000 for the installation of a bridge on Priestley Street Culvert that will provide resilient infrastructure to better withstand future natural disasters

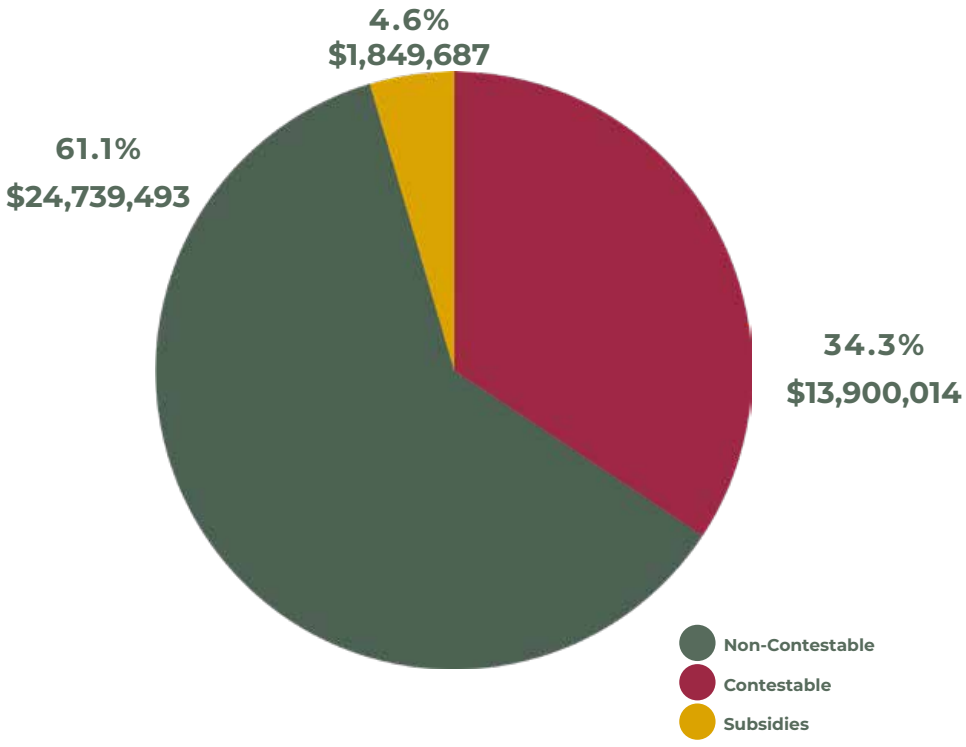
Contestable Grants include funding received that underwent competitive, merit-based assessment. However, it is important to note that these figures do not indicate the completion of the application and funding agreement within this fiscal year.

Non-Contestable Grants include funding received that was targeted, a reimbursement, a partnership or otherwise not subject to open competition.

Subsidies include non-competitive subsidies received on an annual basis.

Operating and capital grants account for approximately 20 per cent of Council's annual revenue.

Details are provided on the next pages.



Economy

Project/Program	Funding Body	Funding
Contestable Grants		
Aboriginal Project Worker - Project 1958661536	Dept of Communities & Justice NSW	$108,563
Animal Shelter & SES Headquarters	NSW State Emergency Service	$1,500,000
Australia Day Messaging & Branding Grant	National Australia Day Council Limited	$10,000
Bowral Memorial Hall fit-out	Department of Enterprise, Investment and Trade (Create NSW)	$69,689
Breaking Barriers; Fostering Inclusivity and Collaboration in Sports	Australian Sports Commission	$40,000
BSBR - Community Resilience Officer - Black Summer Bushfire Recovery Community Program	Dept of Industry, Science, Energy & Resource	$85,579
Casburn Park Wingello Resilience Project	Regional NSW	$2,424,715
Community Education Workshops for a Circular Economy	Environment Protection Authority	$105,000
DAISY Early Adopter AI Programs	Department of Planning, Land Use, Housing & Strategy	$200,000
Disaster Adaptation Plan Development	NSW Reconstruction Authority	$41,667
Emergency Operations Centre Fit Out	Department of Enterprise, Investment and Trade (Office of Responsible Gambling)	$200,000
FCB - Diamond Fields Rd Bridge Mittagong	Transport for NSW	$190,089
FCB - Ritters Creek Bridge Meryla Rd Meryla	Transport for NSW	$4,442
Ferguson Crescent Bridge Replacement (Nattai Creek Bridge)	Transport for NSW	$123,575
GNAP - Eridge Park Road Walking	Transport for NSW	$336,384
GNAP - Robertson Road, Moss Vale Walking Footpath	Transport for NSW	$207,444
Graffiti Management Boronia Park, Hill Top (split opex/capex)	Department of Communities and Justice	$30,000
Integrated Library Management System (Local Priority Grant)	State Library of NSW	$104,000
Kaleidoscope Street Festival	Department of Transport	$120,000
Mobile Library Fit Out	Library Council of NSW	$207,104
Moss Vale Sewer Treatment Plant (STP) Upgrade	Department of Planning & Environment	$2,619,540
NAIDOC Week	Dept of Prime Minister & Cabinet	$5,273
Pedestrian Access & Mobility Plans (PAMP)	Transport for NSW	$38,100

YEAR IN REVIEW

Project/Program	Funding Body	Funding
Retford Park Detention Basin Construction	Department of Planning & Environment (now Department of Climate Change, Energy, The Environment and Water	$3,852,597
RSO - Heavy Vehicles Awareness x 3	Transport for NSW	$5,146
RSO - Motor Cycle Awareness Month - Bike Week	Transport for NSW	$2,125
RSO - Pedestrian Safety Grant	Transport for NSW	$857
SCCF 4 - Berrima District Pony Club Clubhouse	Regional NSW	$113,238
SCCF 4 - Loseby Park - Bowral Tennis Courts and Fencing Upgrade	Regional NSW	$361,280
SCCF 4 - Ritchie Park Moss Vale Play Space Upgrade	Regional NSW	$107,737
SCCF 5 Bong Bong Common - Eastern Precinct Playground	Regional NSW	$200,000
SCCF 5 Bowral Streetscape Beautification	Regional NSW	$19,141
SCCF 5 David Wood Inclusive Adventure Playground	Regional NSW	$110,289
Seniors Festival $7k	Dept of Communities & Justice NSW	$7,000
Small Business Month Grant	Dept of Customer Service	$2,509
Stormwater Quality Improvement Devices Audit	Water NSW	$80,000
Tulip Time Flagship Triennial Grant	Destination NSW	$27,500
Tulip Time's Tulips After Dark (TAD)	Regional NSW	$6,182
Vietnam War 50th Anniversary Exhibition	Dept of Veterans' Affairs (DVA)	$10,000
Weeds Control FY22-23 (SEWAP) (23/24) grant PO 4100044294	Local Land Services NSW	$98,587
Wingello Adventure Park	Dept of Planning, Industry & Environment NSW	$2,000
Wombat Crossing - Operational Street Lighting	Transport for NSW	$46,894
Youth Opportunities	Dept of Communities & Justice NSW	$49,580
Youth Week Holiday Program	Regional NSW	$26,190
Non-Contestable Grants		
Financial Assistance Grant	Office of Local Government	$5,797,136
BLOCK - M & I Programme- Regional Roads	Transport for NSW	$1,069,000
Road Safety Officer (RSO) Subsidy	Transport for NSW	$61,378
BLOCK - Traffic Facilities - Regional Roads	Transport for NSW	$216,000
RSO - Speed Busters in Wingecarribee	Transport for NSW	$6,138

Project/Program	Funding Body	Funding
RSO - GLS Parent Workshops	Transport for NSW	$937
RSO - Log Book Run	Transport for NSW	$1,646
RSO - Safe Senior Drivers	Transport for NSW	$400
RSO - Children Boosting Restraint Use	Transport for NSW	$2,727
Betterment of the Priestley Street Culvert-Mittagong	Regional NSW	$174,450
RID Regional Illegal Dumping Program	Illawarra Shoalhaven Joint Organisation	$28,619
RID Keep Your Load Off the Road	Illawarra Shoalhaven Joint Organisation	$4,368
SH Koala Conservation Project - Koala Habitat Mapping	Dept of Planning and Environment	$150,000
Koala Partnership - Habitat Conservation	Department of Planning & Environment	$62,500
Koala Partnership - Supporting Communities to Conserve	Department of Planning & Environment	$35,000
Koala Partnership - Improving Safety & Health	Department of Planning & Environment	$27,500
Koala Partnership - Building our knowledge	Department of Planning & Environment	$25,000
DRFA Storm Event Oct 2022 Emergency Works AGRN 1034	Transport for NSW	$62,534
DRFA Storm Event 04 June 2024 AGRN1129 Emergency Works	Transport for NSW	$115,187
DRFA Storm Event 04 June 2024 AGRN1129 Immediate Reconstruction Works	Transport for NSW	$3,740
BLOCK - 3 X 3 RTA Grant (Supplementary)	Transport for NSW	$107,000
Bowral Sewerage Treatment Plant Upgrade	Infrastructure NSW	$4,000,000
LCRI 3 -Bong Bong Common Masterplan Stage 1B, 2 & 3	Dept of Infrastructure & Regional Development	$1,100,000
FLR - Old South Rd Rehabilitation	Transport for NSW	$1,788,907
Roads to Recovery (R2R)	Dept of Infrastructure & Regional Development	$1,184,230
FLR 2 - Kirkham Street Rehabilitation	Transport for NSW	$382,500
LRCI 4 - Range Road Renewal & Upgrade	Dept of Infrastructure & Regional Development	$1,000,000
LRCI 4 - Bong Bong Common Intersection Upgrade Part A & B	Dept of Infrastructure & Regional Development	$54,330
Moss Vale Bypass	Transport for NSW	$1,529,045
RFS Fitzroy Falls Rural Fire Service Shed	Rural Fire Service NSW	$59,820
Bong Bong Common Masterplan Stage 1B, 2 & 3	Dept of Planning, Industry & Environment NSW	$1,171,599
BSBR - Jordans Crossing Off Leash Dog Park	Dept of Industry, Science, Energy & Resource	$124,413
BSBR - Water Storage Tanks Bullio, Canyonleigh, High Range, Penrose	Dept of Industry, Science, Energy & Resource	$252,917

YEAR IN REVIEW

Project/Program	Funding Body	Funding
Regional RERRF Taylor Ave	Transport for NSW	$1,199,328
Local Roads Repair Program	Transport for NSW	$61,419
Local Bowral Lookout Access Road	Transport for NSW	$181,658
Local Ashphalt Road Renewal	Transport for NSW	$542,040
FLR Phase 4 Sally's Corner Road Exeter Rehabilitation Maintenance	Transport for NSW	$1,106,986
DRFA Storm Event Oct 2022 EPRAW AGRN 1034	Transport for NSW	$294,164
DRFA Disaster recovery Road Slip Repairs	Transport for NSW	$3,191
DRFA Oxley Drive Retaining Wall Renewal	Transport for NSW	$22,858
DRFA Robinson St Culvert Renewal	Transport for NSW	$20,330
DRFA Storm Flood Feb 2022 Works AGRN1012 EPARW	Transport for NSW	$71,620
DRFA July 2022 Storms Event EPARW AGRN1025	Transport for NSW	$78,640
SES contribution to SES Moss Vale/Animal Shelter facility - additional contribution from bequest	NSW State Emergency Service	$310,000
Storage Sheld Welby Oval- Highlands Theatre Group	Highlands Theatre Group	$100,000
Hill top Community Play Space Contribution	Hill Top Community Association	$148,237
Subsidies		
RFFF Bushfire Services Annual Subsidy	Rural Fire Service NSW	$293,228
RFFF Bush Fire Grant Hazard Reduction	Rural Fire Service NSW	$45,576
Special Needs Children Services Salary Subsidy	Department of Education & Training	$20,445
Library Per Capita Subsidy	State Library of NSW	$208,958
Traffic Route Lighting Subsidy	Transport for NSW	$116,000
Child Care Subsidy - OUT OF SCHOOL HOURS CARE	Department of Education & Training	$248,461
Mittagong Pool - LIRS from OLG	Office of Local Government NSW	$8,180
Apprentice Subsidy - Training	Department of Education & Training	$29,747
Local Roads Construction - LIRS from OLG	Office of Local Government NSW	$26,752

SERVICE REVIEWS

Under changes to the Local Government Act and IP&R Legislation, all NSW councils are required to develop a program of service plans and reviews to be included in future Delivery Programs and annual Operational Plans.

In response to these requirements, Council developed "Delivering Better Services: A framework for providing best-value services to the community" which was adopted at the December 2023 Council meeting.

The Framework outlines a new approach to both service planning and review that considers the costs, quality and efficiency of a Council service and assessing the appropriateness of how the service is currently being delivered.

Council developed a program of Service Reviews with prioritisation of service area reviews determined by applying the Framework criteria and considering organisational context at the time of assessment.

It is proposed that Service Reviews for a number of principal activities be undertaken together, where there is clear alignment and interdependencies in how the principal activity is delivered and the resulting outcomes for the community.

During the 2023/24 financial year, the Financial Services review was completed under the new Framework.

During FY2023/24, the Animal Shelter and Water Services Reviews had commenced using the new Framework and were in progress as at 30 June 2024.

PART 2 :
STATUTORY INFORMATION

The following section provides additional detailed supporting information and addresses statutory requirements under Chapter 13, Parts 2 and 4 of the Local Government Act 1993, Part 9, Division 7 of the Local Government (General) Regulation 2005 and any other legislation which requires information to be included in this report.

Statutory Information

Anti-Slavery Statements

The Annual Report must contain a statement detailing the action taken by the council in relation to any issue raised by the Anti-slavery Commissioner during the year concerning the operations of the council and identified by the Commissioner as being a significant issue. Act s 428(4)(c)

No issues have been raised by the Anti-Slavery Commissioner during the year.

The Annual Report must contain a statement of steps taken to ensure that goods and services procured by and for the council during the year were not the product of modern slavery within the meaning of the Modern Slavery Act 2018. Act s 428(4)(d)

Council's Procurement Policy excludes dealings with any parties who engage in or maintain identified elements of Modern Slavery within the definitions of the Act, within their total supply chains. Additionally, all high-value procurement documentation contains mandatory criteria which stipulates that all suppliers and service providers must abide by all legislated Modern Slavery requirements as set out in the Modern Slavery Act..

Environmental Upgrade Agreements Entered Into

Section 54P(1) of the Local Government Act 1993.

Council did not enter into any environmental upgrade agreements under the Local Government Act 1993 during 2023/24 financial year.

Rates and Charges Written Off

Clause 132 of the Local Government (General) Regulation 2021

Amount of Rates and Charges written off	2022/23	2023/24
Postponed Rates under Section 595(1) LGA (1993)	$2,133.92	$2,320.53
Pensioners under Section 575 LGA (1993)	$1,559,473.80	$1,549,708.42
Water Determinations	$132,122.63	$122,354.44
Sewer Charges – non rateable properties	$0.00	$0.00
Other	$36,400.06	$28,993.70
TOTAL	**$1,730,130.41**	**$1,703,377.09**

PART 2

Special Rate Variation

Sections 508(2) and 508A of the Local Government Act 1993 and Special Rate Variation Guidelines. The following 2023/24 maintenance works, and capital projects were funded by the Special Rate Variation.

Description of Works	Expenditure
Maintenance Works	
Roads Maintenance	$939,871
Building Maintenance	$941,724
Parks Maintenance	$508,306
Drainage Maintenance	$157,267
Total Maintenance Expenditure	**$2,547,168**
Capital Works	
Old South Road Renewal	$5,204,446
Local Roads Resealing Program	$1,316,123
Design Ella Street Drainage	$1,031,000
Design Range Rd Renewal	$928,663
Heavy Patching	$350,000
Garrett St Moss Vale Drainage Renewal D	$271,879
Construct Hood Cook St Drainage	$268,878
Construct Drainage Argyle Howard Sts Ne	$249,069
Bundanoon Soldiers Memorial Hall Roof R	$147,967
Design Upgrade Drainage Hood Cook St Op	$110,344
Stormwater Renewal Winfred Cres	$107,393
Drapers Rd Stormwater Upgrade (Design)	$91,898
Bong Bong Common Stage 1A 22871 - E/O	$91,238
Emergency Operations Centre	$90,000
Design Bessemer St Drainage	$86,296
Stormwater Pit & Pipe Renewal	$73,616
Kirkham Rd Renewal South Wingecarribee	$61,525
Land Acquisition Retford Park Basin Bow	$59,927
Moss Vale Senior Citizens Retaining Wal	$51,438
Diamond Fields Rd Bridge Mittagong	$50,000
Design Culvert 5A Burradoo Rd	$46,701
Bridge Refurbishment Program	$46,414
Culvert Upgrade Lytton/Gibbons Rd Mv De	$32,780
Ritchie Park Moss Vale Play space Upgrade	$28,321
Design Sunninghill Ave Drainage	$26,996
Design Priestly St Culvert	$26,119
Design Gascoigne St (Carlton Orient) Dr	$22,201
Wilson Dr Balmoral Pathway Construction	$21,479
Minor Capital Project <$20,000	$134,054
Total Capital Expenditure	**$11,026,766**
Total	**$13,573,933**

Statutory Information

IPART Reporting Requirements: Long Term Financial Plan Comparison

This reconciliation compares Council's General Fund operating result for the year ended 30 June 2024 with the financial forecasts contained within Council's Special Rate Variation application to the Independent Pricing and Regulatory Tribunal (IPART) in February 2016.

General Fund	LTFP Projection $'000	Actual 2023/24 $'000	Variation $'000
Income from continuing operations			
Rates and annual charges	63,452	69,914	6,462
User charges and fees	8,445	11,731,	3,286
Other revenues	3,697	2,877	(820)
Grants and contributions - operating	9,197	9,893	696
Grants and contributions – capital	2,666	31,052	28,386
Interest and investment income	2,003	3,657	1,654
Other income	-	138	138
Total income from continuing operations	**89,640**	**129,262**	**39,802**
Expenses from continuing operations			
Employee benefits and on-costs	35,917	38,922	3005
Materials and services	17,301	37,413	20112
Borrowing costs	284	447	163
Depreciation and amortisation	18,007	26,489	8482
Other expenses	13,095	3,256	(9,839)
Net loss from the disposal of assets	-289	3,997	4,286
Total expenses from continuing operations	**84,315**	**110,524**	**26,209**
Net operating result	**5,145**	**18,738**	**13,593**
Net operating result excluding capital grants and contributions	**2,479**	**(12,314)**	**(14,793)**

PART 2

Major Variations Compared to Long Term Financial Plan (General Fund)

Comments and explanations for the major variations between Council's adopted Long Term Financial Plan (LTFP) from February 2016 compared to the actual results for the period ending 30 June 2024 are provided below.

Movement	Reporting Line	Description of Variations	$ '000
Increase	Rates and annual charges	The rate peg applied for years 5 to 10 in the LTFP was 2.5%. The rate peg varied slightly from this each year resulting in additional rate income.	6,462
Increase	User charges and fees	Additional income from development activity, waste disposal at the Resource Recovery Centre and, swimming pool entry fees	3,286
Decrease	Other revenues	Decrease due to reclassification of rental income to 'other income' below.	(820)
Increase	Grants and contributions - operating	Additional income from the financial assistance grant, disaster recovery grants and environmental programs.	696
Increase	Grants and contributions – capital	Additional income from grants relating to the Sewer Treatment plants and other Capital projects	27,214
Increase	Interest and investment income	Council held more cash (approximately $163M) to invest in 2023/24 than forecasted in the LTFP which meant Council earned more interest.	1654
Increase	Other income	Rental income was classified as 'other revenue' in the LTFP however, the Code of Accounting Practice and Financial Reporting has subsequently been updated to report as 'other income'.	138
Total income variations			**39,802**
Increase	Employee benefits and on-costs	Employee Cost increases include an increase in staff numbers and industry award increases.	3005
Increase	Materials and services	Increased costs for materials and services above anticipated increases in 2016.	20,112
Increase	Borrowing costs	Interest expense on additional borrowings of $6.31M in 2020/21 for Civic Centre extensions, Kirkham Road, Bowral renewal, Bowral Cemetery works and strategic land acquisitions plus associated increase in interest rates.	163
Increase	Depreciation and amortisation	The impact of the increased value of Council's asset base has resulted in higher than anticipated depreciation.	8,482
Decrease	Other expenses	This relates to the reclassification of expenses as 'materials and contracts', rather than 'other expenses'. This is to ensure compliance with accounting standards and the Local Government Code of Accounting Practice.	(9,839)
Increase	Net loss from the disposal of assets	Council does not estimate the net gain/loss from the disposal of assets in preparing the budget, instead estimates are based on the expected sale proceeds.	4,286
Total expense variations			**26,209**
Net reportable variations			**13,593**

Statutory Information

The table below sets out the expenditure consistent with Council's Special rate Variation application up to 30 June 2024.

Category	Proposed expenditure	Actual expenditure	(Under)/over spent
Maintenance			
Buildings	$5,511,551	$4,854,903	($656,648)
Drainage	$1,411,603	$1,820,804	$409,201
Parks	$907,553	$2,641,617	$1,734,064
Roads	$8,341,947	$9,872,073	$1,530,126
Total maintenance	**$16,172,654**	**$19,189,397**	**$3,016,743**
Capital			
Buildings	$8,206,540	$7,904,473	($302,067)
Drainage	$18,102,314	$10,441,554	($7,660,759)
Parks	$2,070,846	$2,665,281	$594,435
Roads	$27,592,474	$27,632,390	$39,915
Total capital	**$55,972,174**	**$48,643,697**	**($7,328,477)**
Total SRV	**$72,144,828**	**$67,833,095**	**($4,311,733)**

PART 2

Environment Levy

The following 2023/24 projects and programs were funded by the Environment Levy.

Program	Total
Biodiversity Conservation	
Bushland Restoration and Weed Management	$605,000.00
Revegetation	-
Vegetation Conservation	$6,719.00
Mt Gibraltar Plan of Management	$10,635.00
Biodiversity Conservation - Vertebrate Pest Mgt/Mg	$33,183.00
Green Web Action	$76,100.00
Interpretative Material – Natural Assets	$12,092.00
	$743,729.00
Community Capacity & Commitment	
Awareness Campaigns	$21,254.00
Community Education	$51,312.00
Community Support	$62,513.00
Landcare & Bushcare	$63,257.00
Env & Sustainability Committee Support	-
Environment Levy Awareness	$3,435.00
Rural Partner Program	$4,609.00
Urban Sustainability Partner Program	$67,345.00
	$273,725.00
Environment Levy Management	
Env Levy Program Coordination	
Grant Applications	$43,049.00
Env Levy Corporate Support	$143,740.00
	$186,789.00
Environmental Systems	
Data Collection Biodiversity	$13,699.00
	$13,699.00
River Health & Wetlands	
Riparian Management Plans Delivery	$66,107.00
	$66,107.00
Sustainable Living	
Community Sustainability	$64,838.00
Fleet EV Transition Project	$37,608.00
	$102,446.00
Town Planning	
Town Planning	$47,000.00
	$47,000.00
Expenditure	**$1,433,495.00**

Statutory Information

Interim Heritage Orders

In accordance with Ministerial Order for Authorisations for local councils to make Interim Heritage Orders under Section 25 of the Heritage Act 1977, Council is required to publish in its Annual Report a summary of all decisions regarding Interim Heritage Orders for that year.

On 23 February 2024, Interim Heritage Orders issued by Council in accordance with the Ministerial Authorisation were published in the NSW Government Gazette. Interim Heritage Order No. 14 applied to Lot 4 DP 876468, known as 48-50 Old Hume Highway, Mittagong, and Interim Heritage Order No. 15 applied to Part Lot 222 Sec U DP 20, known as 2 Pioneer Street, Mittagong. Both properties were included and recommended for heritage listing in the Draft Wingecarribee Community Heritage Study 2021-23 that underwent public exhibition in late 2023. Both properties at the time of the issuing of the Interim Heritage Orders were at imminent risk of demolition and in the case of 48-50 Old Hume Highway, Mittagong, the property was substantially demolished in accordance with a complying development certificate before the Interim Heritage Order could be published.

The Community Heritage Study 2021-23 was the subject of an independent Peer Review in the first half of 2024, the results of which were publicly exhibited in June 2024. A final decision on the Community Heritage Study and the Interim Heritage Orders was due to be made in late 2024.

Councillor professional development

Information about induction training and ongoing professional development undertaken by councillors. Regulation cl 186.

The Council was in administration for the 2023/24 reporting period. No professional development activities were undertaken by the Administrator.

Overseas visits by Councillors, Council staff or other persons representing the Council.

No overseas visits were undertaken in the 2023/24 financial year.

Mayor and Councillor Expenses

Clauses 217(1)(a) and (a1) of the Local Government (General) Regulation 2021 and Part E of the Councillor Induction and Professional Development Guidelines.

Note: Council was in administration for the 2023/24 financial year. Expenses below relate to the Administrator only.

Expense	Administrator 2022/23	Administrator 2023/24
General travel	$8,843	$1,525
Interstate, overseas travel	-	-
Accommodation and meals	$42,588	$43,437
Induction Training/ Professional Development	-	-
Conferences and seminars	$3,395	$4,026
Community meetings and non-council functions/events	-	$1,014
ICT and office equipment	$772	-
Carer for child or family member	-	-
Administrator fees	277,891	$277,891
Total	**$333,489**	**$327,894**

PART 2

CONTRACTS AWARDED

Clause 217(1)(a2) of the Local Government (General) Regulation 2021 The following is a list of contracts for amounts greater than $150,000 awarded during the period 1 July 2023 to 30 June 2024.

In accordance with sections 6 and 18 and Division 5 of the Government Information (Public Access) Act 2009, Council keeps and publishes a register of government contracts valued at $150,000 or more. This register is available at Register of Council Contracts with Private Sector.

Description of Works	Contractor	Contract Value
Bulk Water Treatment Chemicals	Panel of 6 Contractors	in excess of $2,000,000
Hilltop Playspace	Moduplay Group Pty Ltd	$ 245,619.00
Culvert Renewals - Robinson Street, Mittagong	Lamond Contracting Pty Ltd	$ 429,214.50
Review of the Bowral Flood Risk Management Study & Plan	Haskoning Australia Pty Limited	$ 212,685.00
Culvert Upgrade Works - Priestley Street, Mittagong	Western Earthmoving Pty Ltd	$ 750,097.81
Water Main Upsizing – Lytton Road, Moss Vale	Killard Infrastructure Pty Ltd	$ 240,053.00
Moss Vale STP - Construction	Haslin Constructions Pty Ltd	$ 64,696,264.04
Water Meter Reading	Skilltech Consulting Services Pty Ltd	in excess of $1,000,000.00
Animal Shelter Veterinary Services	Southern Highlands Veterinary Centre Pty Ltd	in excess of $200,000.00
Microsoft Licensing	Data#3 Limited	$ 1,131,275.77
Eridge Park Transfer Pump Station - Design & Construct	Qmax Pumping Systems Pty Ltd	$ 1,469,380.00
Sewer Main CCTV and Manhole Inspections	Aqua-Assets Pty Limited	$ 196,260.55
Culvert Replacement Bridge - Priestly Street, Mittagong	InQuik Pty Ltd	$ 255,860.00
Wastewater Trunk Main Upsizing – Ebury Street, Bundanoon	Killard Infrastructure Pty Ltd	$ 340,940.00
Asphalt Concrete Works – Berrima NSW	Avijohn Contracting Pty Limited	$ 1,057,310.75
Asphalt Concrete Works – Bowral NSW	Asphalt Laying Services Pty Ltd	$ 271,970.00
Networking Inrastructure	Datacom Systems (AU) Pty Ltd	$ 471,492.44
Erection of Elevated Walkway - Burradoo	Basco Projects Pty Ltd	$ 248,020.00

Statutory Information

Description of Works	Contractor	Contract Value
Water Main Renewal – Station Street, Bowral	Killard Infrastructure Pty Ltd	$ 173,755.00
Receival Processing and Haulage Services for Municipal Waste and Resource Streams	Veolia Pty Ltd	$ 12,000,000.00
Construction of Elevated Path – Burradoo	MAK Construction (Aust) Pty Ltd	$ 368,498.45
Bowral Tennis Club Court Replacement [Direct Negotiation]	Dynamic Sports Facilities Australia Pty Ltd	$ 391,315.00
Tree Maintenance Services - Ad Hoc and Storm Response	Panel of 6 Contractors	in excess of $1,000,000
Water Main Renewal - Gladstone Road, Bowral	Killard Infrastructure Pty Ltd	$ 469,926.00
Facility Cleaning Services	Panel of 7 Contractors	in excess of $250,000
Casburn Park Upgrade – Construction	Lamond Contracting Pty Ltd	$ 2,022,449.20
Traffic Management Services	Panel of 8 Contractors	in excess of $4,000,000
Upgrade of Balmoral Reserve	McGoo Civil Pty Ltd	$ 151,041.00
SPS-MT6 Sewer Rising Main Upgrade	Killard Infrastructure Pty Ltd	$ 333,420.00
Dam Safety Documentation for Medway and Bundanoon Dams	GHD Pty Ltd	$ 183,348.00
Integrated Library Management System	Civica Pty Ltd	$ 335,326.20
Manufacture of 3000x1800 and 3300x1500 Culverts and Slabs for Old South Road Upgrade due to Endangered Bat Species	Moss Vale Concrete Products	$ 256,267.00
Carbon Dioxide (CO2) Bulk Chemical Purchases for Wingecarribee & Bundanoon WTP for 2023-2024	Coregas Pty Ltd	$ 175,450.00
Annual Raw Water Supply from Wingecarribee Dam	Water NSW	$ 1,500,000.00
Backup Hardware Infrastructure	Datacom Systems (AU) Pty Ltd	$ 233,080.30
Backup Software Solution	Datacom Systems (AU) Pty Ltd	$ 219,421.13
Moss Vale Senior Citizen Centre Retaining Wall Replacement	Growth Civil Landscapes Pty Ltd	$ 246,756.19
Southern Highlands Innovation Park Master Plan	Architectus Australia Pty Ltd	$ 236,819.00
Private Cloud (IaaS) and Connectivity	TPG Network Pty Ltd	$ 1,450,878.00

PART 2

LEGAL PROCEEDINGS

Clause 217(1) (a3) Local Government (General) Regulation 2021.

The following is a summary of the amount incurred by Council in relation to legal proceedings in 2023/24 as well as the result (if the matter is concluded)

Note: A "No Order as to Costs" means that each party has to pay their own legal fees while "costs thrown away" are costs that may need to be paid for the other side's time.

Legal Matter	Amounts, costs and expenses paid or received		Summary of the state of progress	Result
	Paid	Received		
4 Myrtle Street, Bowral Class 1 proceedings - Land and Environment Court DA 23/1247	$71,635.20		Finalised.	Section 34 agreement reached and judgment issued 7 March 2024.
10-12 Oxley Drive, Mittagong Class 1 proceedings - Land and Environment Court DA 23/1046	$21,666.87		Progressing to a contested hearing.	Parties are liaising on a without prejudice basis to resolve the matter, however, is listed for hearing on 15 and 16 January 2024.
KT v Wingecarribee Shire Council	$2,244.00		Finalised.	Applicant discontinued proceedings 16 May 2024.
KT v General Manager, Wingecarribee Shire Council & Ors	$35,701.00		Finalised.	Matter dismissed. Judgment handed down 2 July 2024 in favour of Council.
Stefanutti Construction Dispute – Old South Road Rehabilitation	$9,690.80		Ongoing.	Not applicable.
100 Bowral Road, Mittagong Mecone Pty Limited v Wingecarribee Shire Council Class 1 proceedings – Land and Environment Court DA 22/1193	$9,799.60		Finalised	Both parties reached a s34 Agreement which was filed with the Land and Environment Court 13 September 2023. Terms of decision as agreed by both parties were that: The appeal is upheld. The Applicant is to pay the Respondent's costs thrown away as agreed in the sum of $5,632.00 pursuant to s8.15(3) of the Environmental Planning and Assessment Act 1979 (NSW)
27 Kimberley Drive, Bowral Wingecarribee Shire Council v Lake House Bowral Pty Limited – Class 4 Proceedings – Land and Environment Court	$80,789.02	$70,000.00	Lake House Bowral Pty Limited agreed to pay $120,000 (in 5 instalments) in accordance with the costs order.	Matter completed.
267 Bundanoon Road, Exeter Lee v Wingecarribee Shire Council Class 1 Proceedings – Land and Environment Court DA	$133,286.24	Nil	Finalised.	Matter completed.

Statutory Information

Legal Matter	Amounts, costs and expenses paid or received		Summary of the state of progress	Result
	Paid	Received		
27 Kimberley Drive, Bowral Wingecarribee Shire Council v Lake House Bowral Pty Limited Class 5 proceedings – Land and Environment Court	$86,296.32	Nil	Class 5 proceedings have commenced.	Matter ongoing.
14-16 Henderson Avenue, Mittagong Storehouse Projects Pty Limited – Class 1 proceedings - Land and Environment DA 24/0137	$16,958.90	Nil	Ongoing.	Matter is listed for hearing 25 September 2024.
23 Merrigang Street, Bowral Solomon v Wingecarribee Shire Council Class 1 proceedings - Land and Environment Court Proceedings DA 24/0371	$22,850.50	Nil	Ongoing.	Matter is listed for hearing 23 and 24 September 2024.
11 Oxley Street, Berrima Poppelwell v Wingecarribee Shire Council Class 1 proceedings - Land and Environment Court DA 23/0891	$53,966.66	Nil	Judgement handed down.	Matter is now finalised.
51 Range Road, Mittagong Winifred West Schools Limited v Wingecarribee Shire Council – Class 1 proceedings - Land & Environment Court DA20/0747	$6,362.00	Nil	Judgment handed down.	Costs order outstanding.
3A Holly Road, Burradoo Nicholas Tang Holdings Pty Limited v Wingecarribee Shire Council Class 4 proceedings - Land and Environment Court DA 22/1717	$35,527.86	Nil	Ongoing.	Awaiting judgement.
511 Moss Vale Road, Bowral Captain Developments Pty Limited v Wingecarribee Shire Council Class 1 proceedings - Land and Environment Court DA 22/0335	$68,057.42	$10,000 (costs awarded)	Matter is finalised.	Matter is now finalised.
58 Greasons Road, Bundanoon James Walter Douglas Pty Limited (The Trustees for the Bundanoon Property Trust) v Wingecarribee Shire Council Class 1 proceedings - Land and Environment Court 18/0077.14	$37,595.50		Ongoing.	Currently engaged in conciliation conferencing.
277 and 279-293 Bong Bong Street, Bowral Sharjag Pty Limited v Wingecarribe Shire Council Class 1 proceedings - Land and Environment Court DA 23/0017	$25,186.37		Ongoing.	On 4 June 2024 an order was made under s8.15(3) of the Environmental Planning and Assessment Act in Council's favour for costs thrown away.
4-6 Valetta Street, Moss Vale TGO Pty Limited atf Onisforou v Wingecarribee Shire Council Class 1 proceedings - Land and Environment Court DA 23/1113	$22,084.12		Ongoing.	The Applicant's motion for leave to amend the application is listed for determination.

PART 2

Legal Matter	Amounts, costs and expenses paid or received		Summary of the state of progress	Result
	Paid	Received		
54-56 & 58 Robertson Road, Moss Vale Powerex Group Pty Limited v Wingecarribee Shire Council Class 1 proceedings - Land and Environment Court DA 22/1318	$877.20		Finalised.	Judgement handed down – matter resolved by s 34 agreement.
Lots 33 & 34 Station Street, Bowral Sibin Djuric v Wingecarribee Shire Council Class 1 proceedings - Land and Environment Court DA 22/1263	$40,613.63		Finalised.	Judgement handed down – matter resolved by s 34 agreement.
Ferguson Crescent and Belmore Road, Mittagong Rebecca White v Wingecarribee Shire Council Class 1 proceedings - Land and Environment Court DA 22/0792	$1,083.70		Finalised.	Judgement handed down – matter resolved by s 34 agreement.
4-6 Etheridge Street, Mittagong Eisenschmitt Pty Limited v Wingecarribee Shire Council Class 1 proceedings - Land and Environment Court DA 22/0884	$821.60		Finalised.	Judgement handed down – matter resolved by s 34 agreement.
64 Farnborough Drive, Moss Vale Baron Corporation Pty Limited v Wingecarribee Shire Council Class 1 proceedings - Land and Environment Court DA 23/0169	$82,294.89		Finalised.	Judgement handed down – matter resolved by s 34 agreement.
603 Argyle Street, Moss Vale Moss Vale Highlands Pty Limited as trustee for the Moss Vale Highlands Unit Trust v Wingecarribee Shire Council Class 1 proceedings – Land and Environment Court DA 23/0517	$98,153.85		Finalised.	Judgement handed down – matter resolved by s 34 agreement.
6-8 Wiseman Road, Bowral Pepperfield 6 Wiseman Road Pty Limited v Wingecarribee Shire Council Class 1 proceedings – Land and Environment Court DA 22/0214	$152,228.04		Finalised	Judgement handed down – appeal upheld following amendment of development application on the first day of the hearing
1-7 Reg Grundy Drive, Bundanoon RG Capital (Australia) Pty Limited v Wingecarribee Shire Council Class 1 proceedings – Land and Environment Court DA 21/1043	$49,623.58		Ongoing	Set down for hearing.
13 Regent Street, Mittagong Greg Boyce v Wingecarribee Shire Council Class 1 proceedings – Land and Environment Court DA	$15,722.36		Ongoing.	Set down for hearing.

Statutory Information

Legal Matter	Amounts, costs and expenses paid or received		Summary of the state of progress	Result
	Paid	Received		
9a Henderson Avenue, Mittagong Trio Enterprises Pty Limited v Wingecarribee Shire Council – Land and Environment Court Proceedings 2022/00386173	$34,942.04	$54,595 (costs awarded)	Finalised.	Judgement delivered on 25 September 2023. Costs awarded to Council.
2500 Canyonleigh Road, Canyonleigh Edwards Pension Fund Pty Limited v Wingecarribee Shire Council – Land and Environment Court Proceedings 2023/103591	$75,665.50		Finalised.	Judgement delivered 15 April 2024. Appeal dismissed and DA 22/0800 determined by way of refusal.
2500 Canyonleigh Road, Canyonleigh Edwards Pension Fund Pty Limited v Wingecarribee Shire Council – Land and Environment Court Proceedings 2024/00172454	$1,749.01		Ongoing	Judgement reserved, awaiting outcome

PART 2

PRIVATE WORKS

Section 67(3) of the Local Government Act 1993 and clause 217(1)(a4) of the Local Government (General) Regulation 2021.

Private works will be undertaken by Council's Infrastructure Services branch if sufficient resources are available, and the undertaking of the private works does not impact on Council's works program or core business activities. Any private works undertaken will ensure that Council does not incur a loss and that the work is to an acceptable standard.

During the reporting period from 1 July 2022 to 30 June 2023, Council did not complete any works on private land that meet the criteria under Section 67 of the Local Government Act 1993.

For the same period, private works for sewer totalled $128,835.82, and private works for water amounted to $84,891.60. These works were not subsidised by Council and did not require a resolution.

FINANCIAL ASSISTANCE

Clause 217(1)(a5) of the Local Government (General) Regulation 2021 Contributions made by Council under section 356 of the Local Government Act 1993 in 2023/24 comprised.

Category	Donations/ Contributions	Community Assistance Scheme	Rate Subsidies	Total
Arts & Culture Bodies	$501,176.91	$28,610.00	$500.00	$530,286.91
Charity/Welfare Groups	$39,757.27	$0.00	$3,500.00	$43,257.27
Community Groups	$163,966.65	$38,471.27	$23,750.09	$226,188.01
Environmental Groups	$0.00	$0.00	$0.00	$0.00
Local Schools	$704.00	$600.00	$0.00	$1,304.00
Sporting and Recreation Groups	$71,925.64	$9,689.00	$3,826.68	$85,441.32
Other	$0.00	$0.00	$10,733.75	$10,733.75
Total	**$777,530.47**	**$77,370.27**	**$42,310.52**	**$897,211.26**

External Bodies Exercising Power

Clause 217(1)(a6) and (a7) of the Local Government (General) Regulation 2021.

There are no external bodies which carry out functions delegated by Council, apart from the Wingecarribee Shire Council Local Planning Panel. WSC Local Planning Panel is mandated by legislation. It comprises appropriately qualified people independent of Council as well as community representatives. The WSC Local Planning Panel is charged with determining a range of development applications on behalf of Council and reviewing and making recommendations to the Council about planning proposals. Panel determinations are made as independent assessments consistent with the Local Environment Plan and Development Control Plans, adopted by Council.

Statutory Information

Bodies Council Participated In

Clause 217(1)(a8) of the Local Government (General) Regulation 2021 Council participated in the following bodies during 2023/24:

- √ Canberra Region Joint Organisation
- √ Illawarra Academy of Sport
- √ Illawarra Shoalhaven Joint Organisation (for its Regional Illegal Dumping program)
- √ Regional Development Australia Southern Inland
- √ Southern Tablelands Arts
- √ South West Sydney Primary Health Network
- √ Statewide Mutual
- √ Sydney Peri Urban Network

Equal Employment Opportunity Management Plan

Statement of activities undertaken to implement its EEO Management Plan. Reg cl 217(1)(a9).

Council is committed to attracting and retaining a diverse workforce and is developing a diversity management plan to ensure all staff have access to opportunities including training and career development.

Remuneration Package for the General Manager and Senior Staff

Clauses 217(1)(b) and (c) of the Local Government (General) Regulation 2021 Statement of the total remuneration comprised in remuneration packages of all senior staff members, expressed as the total (not of the individual members). Includes:

- √ Total value of salary components of their packages.
- √ Total amount of any bonus, performance or other payments that do not form part of salary components of their packages.
- √ Total amount payable by the council by way of the employer's contribution or salary sacrifice to any superannuation scheme to which any of them may be a contributor.
- √ Total value of any non-cash benefits for which any of them may elect under the package.
- √ Total amount payable by way of fringe benefits tax for any such non-cash benefits.

Position	Remuneration Package as at 30 June 2023	Remuneration Package as at 30 June 2024
General Manager	$368,750	$379,813
Directors	$869,400	$882,504
Total	**$1,238,150**	**$1,262,317**

PART 2

LABOUR STATISTICS ON 14 FEBRUARY 2024

In their 2023/24 annual reports, councils must publish a statement of the total number of persons who performed paid work for them on Wednesday 14 February 2024 including, in separate statements, the total number of the following:

- √ the number of persons directly employed by the council:
  - on a permanent full-time basis - 345
  - on a permanent part-time basis - 36
  - on a casual basis – 62
  - under a fixed-term contract - 23
- √ the number of persons employed by the council who are 'senior staff' for the purposes of the Local Government Act 1993 = 4 being 1 General Manager (GM) and 3 Directors
- √ the number of persons engaged by the council, under a contract or other arrangement with the person's employer, that is wholly or principally for the labour of the person = 23
- √ the number of persons supplied to the council, under a contract or other arrangement with the person's employer, as an apprentice or trainee - 9 (All Apprentices, trainees and cadets are employed by Council)

STORMWATER MANAGEMENT

Clause 217(1)(e) of the Local Government (General) Regulation 2021

Project	Expenditure
Sunninghill Avenue Burradoo Stormwater Upgrade	$76,548
Stormwater Minor Maintenance Works Upgrade	$62,630
Stormwater Drainage Maintenance	$97,110
Wetland Maintenance	$9,688
Creek Clearing	$21,420
Asset Inspection & Data Collection	$72,800
Floodplain Management Program match grant	$69,622
Total	**$409,817**

Statutory Information

COMPANION ANIMALS MANAGEMENT

Clause 217(1)(f) of the Local Government (General) Regulation 2021 and Part 16 of the Guideline on the Exercise of Functions under the Companion Animals Act 1998 (Companion Animals Guidelines).

Council has undertaken a strategic education program in a staged process to ensure companion animal owners register their animals. This is predominately achieved through a system of issuing notices requiring companion animals to be registered under the Companion Animals Act 1998. Council has found this is an effective way to ensure owners accept responsibility when owning a companion animal and comply with the statutory provisions.

Council regularly advises customers to update the details of their companion animals as part of maintaining the Companion Animal Register. Council updates and maintains information with respect to the Wingecarribee Animal Shelter and advertises all aspects of the Animal Shelter through external social media platforms such as Facebook.

Clause 16.1.2(a) of the Companion Animals Guidelines: Lodgement of pound data collection returns with the Office of Local Government.

Animal Shelter Information	2022/23 Cats	2022/23 Dogs	2023/24 Cats	2023/24 Dogs
Impounded (seized and stray)	156	158	98	142
Surrendered	24	29	16	47
Released to owner	14	94	8	74
Sold	108	59	68	91
Transferred to rescue organisation	1	3	0	0

A summary of the animals euthanised during 2023/24 is provided in the table below.

Companion animals subject to euthanasia	2022/23 Cats	2022/23 Dogs	2023/24 Cats	2023/24 Dogs
Dangerous dogs/ Restricted Breed dogs*	N/A	0	0	3
Illness/Injury	1	1	5	3
Unsuitable for rehoming	2	20	9	22
Unable to be rehomed	0	0	0	0
Feral/Infant animal	55	1	19	0
Total subject to euthanasia	**58**	**22**	**33**	**28**

Note : *Animal Shelter Suggested wording adjustment to align with State Government Reporting

PART 2

Lodgement of data about dog attacks with the OLG. Companion Animals Guidelines 16.1.2(b)

Council has submitted data on dog attacks to the Office of Local Government, logging all occurrences in the NSW Companion Animals Register. The table below offers a snapshot of reported incidents.

Status	Incidents Reported	Attacking Dogs	Animal Victims	Human Victims	Total
Reported (investigation not commenced as of 30 June 2024)	39	39	23	16	39
Finalised	39	39	23	16	39
Under Investigations	0	0	0	0	0
TOTAL	**39**	**39**	**23**	**16**	**39**

Clause 16.1.2(c) of the Companion Animals Guidelines Amount of funding spent on companion animal management and activities and Clause 16.1.4 of the Companion Animals Guidelines.

Outlined below is the expenditure for companion animal management and activities in 2023/24, as well as compliance with Clause 16.1.4 of the Companion Animals Guidelines. Notably, no disbursements from the Companion Animals Fund were allocated for Shire-based companion animal management and control during the year.

Activity	Expenditure 2022/23	Expenditure 2023/24
Animal Shelter	$425,684	$513,682
Rangers	$244,703	$275,154
TOTAL	**$670,387**	**$788,837**

Companion animal community education programs carried out.
Companion Animals Guidelines: cl 16.1.2(d)

Multiple community education programs aimed at promoting responsible pet ownership were initially scheduled. Regrettably, unforeseen circumstances necessitated their postponement. As we look ahead, we are actively planning to execute these valuable programs in the upcoming fiscal year.

Strategies council has in place to promote and assist the de-sexing of cats and dogs.
Companion Animals Guidelines: cl 16.1.2(d)

The Council implements community education programs and strategies aimed at promoting and supporting the spaying/neutering of cats and dogs. All animals rehomed through the Animal Shelter are automatically desexed upon release, reflecting a standard policy. The Council will actively broaden its educational efforts to include dedicated awareness days in 2024-2025.

Statutory Information

Clause 16.1.2(e) of the Companion Animals Guidelines: Strategies for complying with the requirement under section 64 of the Act to seek alternatives to euthanasia for unclaimed animals.

The Wingecarribee Animal Shelter employs various strategies to align with the mandate of seeking alternatives to euthanasia. These approaches encompass training dogs to enhance their adoptability, engaging dog trainers and behaviorists, and collaborating with other rescue groups and specialised organisations. Notably, the shelter has successfully rehomed dogs to roles in law enforcement, corrective services, and the military following training. Furthermore, shelter staff often foster young animals, preparing them for eventual adoption. Euthanasia is a last resort, undertaken only when no other viable option remains, aligning with the shelter's commitment to minimal euthanasia practices.

Clause 16.1.2(f) of the Companion Animals Guidelines: Off leash areas provided in the Wingecarribee Shire local government area.

The Wingecarribee Shire has four (4) off leash parks:

- Centennial Park, Centennial Road, Bowral (fenced)
- Jordan's Crossing, Bindar Crescent, Bundanoon (unfenced)
- Alexandra Square off leash area, Edward Street, Mittagong (fenced), and
- Seymour Park, Spencer Street, Moss Vale (fenced).

Further information about off leash areas in the Wingecarribee Shire is available on Council's Webpage under Leash-Free Areas in the Wingecarribee Shire

Detailed information about how money paid from the Companion Animals Fund for managing and controlling companion animals in the area has been used Companion Animals Act 1998: s 85(1A) / Companion Animals Guidelines: cl 16.1.4

The Companion Animals Fund for managing and controlling companion animals in the area was not used in 2023/24 financial year. The remaining funds will be used to deliver cat specific management programs in 2024/25 financial year.

PART 2

CAPITAL EXPENDITURE REVIEW

In accordance with the Office of Local Government's Capital Expenditure Guidelines issued under section 23A of the Local Government Act 1993, Council undertook a Capital Expenditure Review of the new animal shelter and Moss Vales SES building prior to the commencement of works.

The Guidelines aim to ensure that a council's evaluation of the proposed capital expenditure is consistent and transparent, that the merits of projects can be compared, and that resource allocation can be made on an informed basis.

After reviewing the information provided by Council, the Office of Local Government determined that Council had satisfactorily addressed the criteria required in the Guidelines..

CAPITAL WORKS

2023/24 Capital Works Projects Expenditure.

Works	Expenditure
Community and operational buildings	$2,497,000
Roads and related assets	$8,132,000
Footpaths and cycleways	$1,566,000
Stormwater drainage	$2,345,000
Water network	$2,494,000
Sewer network	$2,906,000
Parks, reserves, and sports fields	$8,140,000
Total	**$28,260,000**

Source: Note C1-8 General Purpose Financial Statements

Note: this list includes capital projects dedicated to Council relating to new development. The list does not include capital expenses relating to plant replacement, library books, furniture and fittings and land.

DISABILITY INCLUSION ACTION PLAN

Section 13(1) of the Disability Inclusion Act 2014

This financial year marked the second implementation period for Council's Disability Inclusion Action Plan 2022-2026 (DIAP).

A variety of DIAP actions and initiatives were taken over this financial year to achieve better access and inclusion for people with disability in the Wingecarribee Shire.

The 2023/24 financial year saw the continued use of Council's implementation framework to measure progress against our DIAP. This framework has been supported by regular meetings of the Council DIAP Steering Group to guide and monitor the implementation of the DIAP and to oversee reporting.

Selected highlights of the initiatives undertaken by Council in the 2023/24 financial year are provided below for each of the four (4) key DIAP focus areas.

Statutory Information

Positive Attitudes and Behaviours – Council supports and encourages positive and inclusive attitudes and behaviours

- √ In celebration of International Day of People with Disability, the Creating and Thriving Art Exhibition was again displayed in the Civic Centre Atrium Gallery over the month of December 2023. This art exhibition recognises and celebrates the creativity and diversity of local makers and artists with disability
- √ Inclusive photoshoots have been undertaken to improve Council's visual representation of people with disability, promoting active participation in various locations across our Shire
- √ Regular meetings are held with community service organisations supporting people with disability in the Wingecarribee Shire. In 2023/24, Council collaborated with these organisations in relation to community engagement opportunities and projects involving neurodiverse young people
- √ A number of accessible and inclusive initiatives were again funded as part of the Wingecarribee Community Assistance Scheme, including Challenge Southern Highlands - Empowering People living with Disabilities in the workforce and improved access to Robertson CTC
- √ Work has commenced in making QR Codes more accessible for people who are blind or have low vision, with braille indicators for QR Codes now used on select local signs
- √ An events checklist incorporating access and inclusion considerations has been drafted. Over the coming months this checklist will be finalised before being implemented across Council.
- √ Disability Awareness Training was organised and delivered to all Council staff in the 2023/24 financial year
- √ Interchange Australia continue to visit the Moss Vale and Bowral Branch libraries in 2023/24 to encourage and promote independent use of these facilities. Participants borrow and read in the library's safe and responsive environment with many returning to use the services and collections by themselves

Employment Opportunities – Council is committed to equal employment and workplace opportunities for current and future employees.

- √ All job advertisements acknowledge Wingecarribee Shire Council is an Equal Opportunity Employer that provides an inclusive work environment and embraces the diverse talent of its people
- √ All position descriptions have recently been updated including updated physical demand checklists detailing the physical, sensory, psychological, and environmental demands that form part of every role across Council
- √ Staff receiving fire warden training in December 2023 and February 2024 were provided information about supporting people with accessibility requirements to evacuate Council sites
- √ Plans to refurbish the back-of-house offices in the Council's Civic Centre ensure improved accessibility for staff with disability, with these plans meeting building codes and accessibility standards
- √ Relationships with disability employment services have been strengthened through their attendance at bi-monthly interagency meetings attended by Council staff. Meetings have also occurred to discuss work placement opportunities at Council for neurodiverse young people. These will continue into the 2024/25 financial year
- √ Council works with social enterprises to support employment of people with disability, including employing people with disability to digitise files

Systems and Processes – Improving Council's systems and practices that are easy to use and information is accessible.

- √ Council continues to make Master Locksmith Access Keys available, to support eligible residents with disability 24/7 access to a network of public facilities including wheelchair accessible toilets
- √ Council offers free computer access to members of our community via our customer service kiosk

PART 2

- √ Council currently has a 100% accessibility rating on our website and works hard to ensure we maintain this rating
- √ Council promotes accessible improvements to our Shire and inclusive events via our media and communications channels
- √ The 2024 Seniors Directory was made available online and in hard copy

Liveable Communities – Council supports the community to promote access and inclusion for everyone and reduce barriers to liveability factors such as transport, recreation, and social inclusiveness. Our aim is to create a Shire where everyone has equal opportunities to live, work and play.

- √ The update to the Pedestrian Access and Mobility Plan (PAMP) for Moss Vale, Bowral and Mittagong has continued this financial year. Final updates are underway to ensure the PAMP contributes to the best possible outcomes for community
- √ Council is continuing to rollout a Place Based Planning System that identifies the allocation of strategic infrastructure at a local level. Robertson Village Place Plan is the first holistic place-based plan that has been developed in partnership with the community, as a part of Council's Village Place Plan Program. The Place Plan addresses the housing, environmental, economic, social and cultural needs of Robertson both now and into the future
- √ Audio loops are available in the Council Chambers, Emergency Operations Centre, Theatrette and Customer experience counter area. Signage has been installed to ensure people who have hearing impairment are aware of the facilities available to them in these areas
- √ An interpretive signage checklist has been drafted to enhance the accessibility of signage (and the use of QR codes) at key Council destination and recreational areas
- √ Further to the accessibility improvements reported last financial year, additional improvements have been made to local swimming pools, with the installation of aqua steps at Bundanoon Pool
- √ Casburn Park in Wingello has been upgraded to include two (2) new playgrounds, a pump track and accessible toilet facilities. Upgrades also improved accessibility and parking
- √ The Visitor Information Centre in Mittagong had their line marking redone to make accessible parking easier to identify
- √ Construction work was completed on Bong Bong Common, including an accessible amenity building, upgrades to open spaces, a fully accessible pathway, and carpark with accessible parking. This project will continue into the next financial year with the addition of raised boardwalks in some flood-prone areas
- √ The Liberty Swing at Lake Alexandra continues to be used by people with disability and disability service providers
- √ The new Integrated Library Management System has been implemented to allow greater accessibility to informational and recreational material

Statutory Information

STATUS OF VOLUNTARY PLANNING AGREEMENTS

Section 7.5(5) of the Environmental Planning and Assessment Act 1979.

If Council has entered into one or more voluntary planning agreements (VPAs) and while any such agreement remains in force, Council must include in its annual report particulars of compliance with and the effect of the VPAs during the reporting period to which the report relates. The below table provides this information.

Description of VPA	Description of Works	Address	Party to Voluntary Planning Agreement (VPA)	Status	Agreement Date
Renwick VPA	Monetary Contribution, detailed design of open space to be dedicated under VPA	Renwick Drive, Renwick	Landcom / Wingecarribee Shire Council	Active	11 September 2008
Douglas Road VPA (Lot 24)	Infrastructure provision	Lot 24 Douglas Road, Moss Vale	Maloney Nominees Pty Ltd	Active	23 March 2010
Douglas Road VPA (Lot 21)	Infrastructure provision	Lot 21 Douglas Road, Moss Vale	Ronald James Arkoll Ross Gordon Hales Kevin N. Dunlop K.N.D. Nominees Pty	Active	23 March 2010
Frensham Pool VPA	Public access to pool	Range Road, Mittagong	Winifred West School	Active	07 December 2012
Nattai Ponds VPA	Dedicating land Community Facilities and road works	Isedale Road, Mittagong	Feldkirchen Pty Ltd	Active	11 April 2013
Gibralter Park Planning Agreement	Monetary Contribution, detailed design of open space to be dedicated under VPA	Old Bowral Road, Bowral	Old Bowral Estate Pty Ltd	Active	17 July 2014
Retford Park	Monetary Contribution, detailed design of open space to be dedicated under VPA	Old Bowral Road, Bowral	James Oswald Faifax	Active	18 August 2015
Dirty Janes	Infrastructure provision	Bong Bong Street, Bowral	Goldfish Black Pty Ltd, Tara Elias, Craig Elias, Sammy Criniti	Active	14 October 2015
Darraby Sewer	Infrastructure provision	Boughton Street, Moss Vale	Darraby Pty Ltd and Broughton Street Moss Vale Pty Ltd	Active	23 December 2015

Comment: There are no local VPAs in place in relation to Ashbourne. However, a State VPA is active, which was entered into by the NSW Minister for Planning and the developer, in relation to road infrastructure.

https://www.wsc.nsw.gov.au/development/other-development-information/developer-contributions-servicing-plans

PART 2

DEVELOPMENT CONTRIBUTIONS

Disclosure of how development contributions and development levies have been used or expended under each contributions plan. Environment Planning and Assessment Regulation 2021 cl 218A(1), (2) and (3)

Project $'000	Amounts expended	Percentage of project cost funded by contributions	Project completed (Yes/No)
Resource Recovery Centre operations	54	3%	Yes
Executive Manager Strategic Outcomes	62	10%	Yes
Integrated Transport Strategy	76	50%	No
Balmoral Bushland Park Establishment	86	54%	No
Berrima Rd Bridge Overpass	212	20%	No
Retford Park detention basin design	526	12%	No
Garrett Street, Moss Vale drainage design	35	89%	No
Design Sunninghill Ave drainage	184	9%	No
Casburn Park Upgrade	150	7%	Yes
Wingecarribee and Bundanoon Water Treatment Plants	27	100%	Yes
Sewer pump replacements	159	100%	Yes
Sewer pump stations renewals	146	100%	Yes
Sewer main renewals	294	100%	Yes
Sewer man-hole renewals	131	100%	Yes
Sewer treatment plant asset renewals	262	100%	Yes
Sewer vent pipe replacements	37	100%	Yes
Bowral Sewer Treatment Plant upgrade	760	3%	No
Sewer Scada and Telemetry System Upgrade	8	100%	No
Total contributions	**3209**		

Statutory Information

Total value of all contributions and levies received and expended during the year.

Statement of developer contributions					
Category $'000	**Opening balance at 1 July 2023**	**Contributions received during the year**	**Interest and investment income earned**	**Amounts expended**	**Held as restricted assets at 30 June 2024**
Roads	7,800	818	433	-	9,051
Community facilities	554	30	30	-	614
Open space & community facilities	8,005	522	421	(361)	8,587
Administration	989	124	53	(107)	1,059
Resource Recovery Centre	-	65	-	(54)	11
Community facilities library	927	110	52	-	1,089
Administration (MVEC)	2	-	-	-	2
Future works (MVEC)	219	23	12	-	254
Land acquisition (MVEC)	(1)	2	-	-	1
s7.12 levies under a plan	990	165	59	-	1,214
S7.11 not under a plan (VPA)	3,712	-	193	-	3,905
S7.11 not under plans Parking	323	-	17	-	340
S64 contributions water	17,141	2,145	969	(26)	20,229
S64 contributions sewer	13,417	1,890	721	(1,798)	14,230
S64 contributions stormwater	640	307	-	(869)	78
Total contributions	**54,718**	**6,201**	**2,960**	**(3,215)**	**60,664**

SWIMMING POOL INSPECTIONS PROGRAM

Section 22F of the Swimming Pools Act 1992 and clause 23 of the Swimming Pools Regulation 2018

During 2023/24 the following inspections of private swimming pools were undertaken under Division 5 of Part 2 of the Swimming Pools Act 1992:

Inspections Private Swimming Pools	2022/23	2023/24
Number of inspections of tourist and visitor accommodation	7	16
Number of inspections of premises with more than 2 dwellings	2	4
Number of inspections that resulted in issuance of a certificate of compliance under s 22D of the Act	39	41
Number of inspections that resulted in issuance of a certificate of non-compliance under cl 21 of the Regulation	14	23
Total Inspections	**53**	**84**

Part 2 Statutory Information

GOVERNMENT INFORMATION PUBLIC ACCESS ACTIVITY

A total of 19 valid access applications were received by Council under Part 4 of the Government Information (Public Access) Act 2009 (GIPA Act). The below table summarises the decisions made with respect to the access applications decided by Council during the reporting period.

The below table summarises the decisions made with respect to the access applications decided by Council during the reporting period.

Decision on formal GIPA application	No. of Decisions	Percentage of Total
Access to information granted in full	2	9.52%
Access to information granted in part	15	71.43%
Access to information refused in full	0	0%
Information not held	2	9.52%
Information already available to applicant	0	0%
Refuse to deal with application	0	0%
Refuse to confirm or deny whether information is held	0	0%
Application withdrawn by applicant	2	9.52%
Total	**21**	

** More than one decision may be made in respect of a particular access application, as provided by section 58(2) of the Government Information (Public Access) Act 2009. Statistics do not include three access applications which remained in progress as at 30 June 2023. Statistics include access applications which were received prior to 1 July 2022 but decided within the 2022/24 reporting period.*

Further information regarding how Council decided access applications under the GIPA Act during 2023/24 is available at Council's Proactive Release of Information Register webpage.

In accordance with section 21 of the GIPA Act, Council conducted its annual review of its agency information guide. The NSW Information and Privacy Commission (IPC) was consulted during this process who confirmed that no changes were required to Council's draft agency information guide, which incorporated recommended practices pursuant to the IPC's guidelines.

Public Interest Disclosures

Section 31(1) of the Public Interest Disclosures Act 1994 and clause 4 of the Public Interest Disclosures Regulation 2011.

During 2023/24, Council received 0 Public Interest Disclosures.

Council has adopted a Public Interest Disclosures Policy which is available on the Council's Policies webpage. This document is also available to staff through Council's Intranet.

Privacy Statement

Section 33 of the Privacy and Personal Information Protection Act 1998 requires Council to have a Privacy Management Plan.

Section 33 of the Privacy and Personal Information Protection Act 1998 requires Council to have a Privacy Management Plan. Council's Privacy Management Plan, available at Council's Privacy Guidelines webpage, includes a commitment by Council to include a statement concerning privacy in its Annual Report.

Council continues to collect personal information for lawful purposes as part of its proper functions under the Local Government Act 1993 and other relevant legislation. This includes, for example, personal information concerning rates records and development applications. People have the right to access their personal information, which is held by Council, and to request that their own personal information be appropriately amended.

Council's Privacy Management Plan provides more detail about the collection, use and disclosure of personal information by Council

PART 3 :

FINANCIAL PERFORMANCE

Council's Audited Financial Statements

https://www.wsc.nsw.gov.au/files/assets/public/v/2/council/progress-reports/wingecarribee-annual_financial_statements-2024.pdf

This Annual Report has been prepared in accordance with the Local Government Act 1993 and includes the information prescribed in the Local Government (General) Regulation 2021. Every effort has been made to ensure the accuracy and reliability of the data; however Council makes no representation or warranties that the information is without error.

Wingecarribee
SHIRE COUNCIL
We're with you

wsc.nsw.gov.au 02 4868 0888


State of
Our Shire
Report
2024
Wingecarribee
SHIRE COUNCIL
We're with you

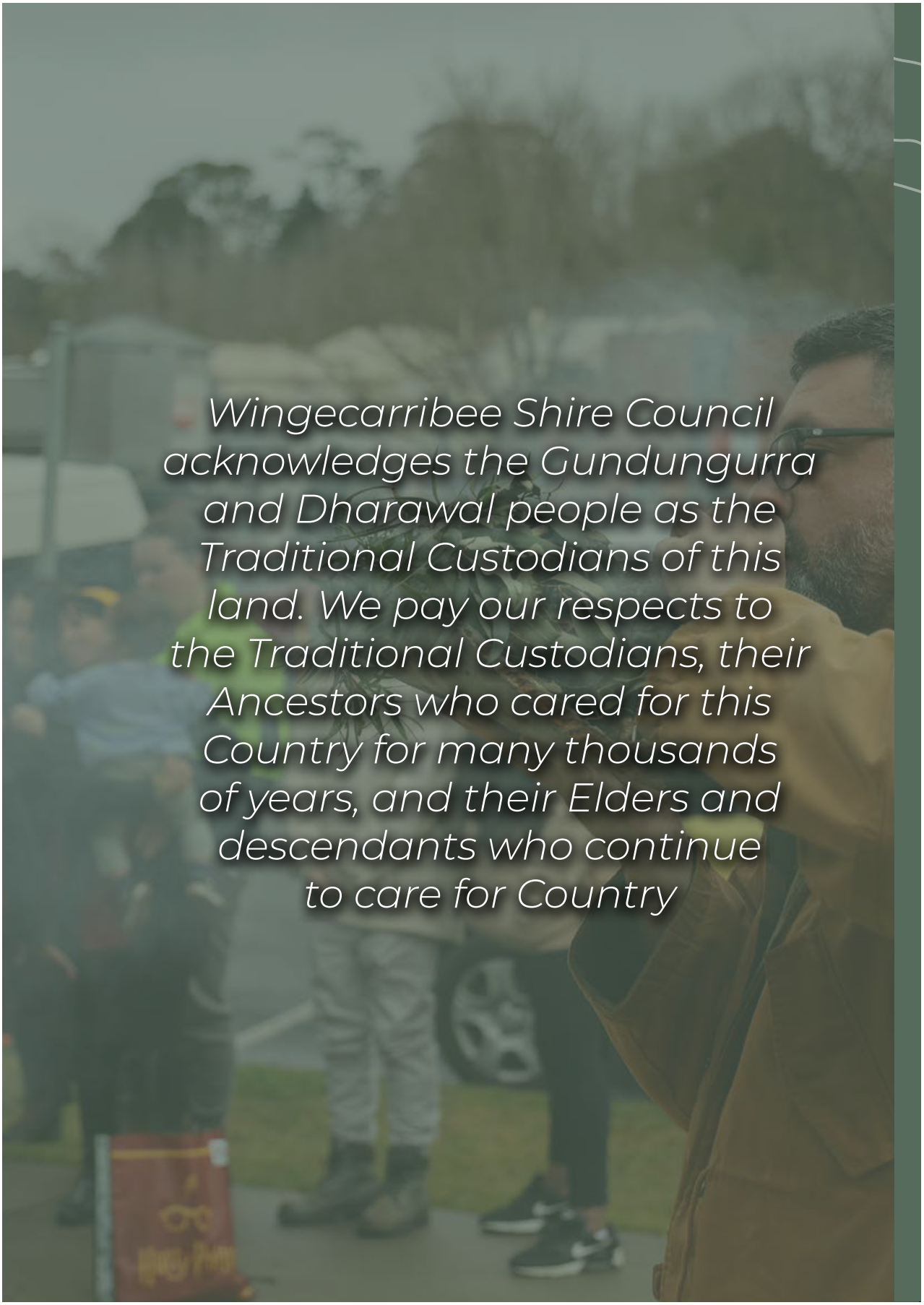

Wingecarribee Shire Council acknowledges the Gundungurra and Dharawal people as the Traditional Custodians of this land. We pay our respects to the Traditional Custodians, their Ancestors who cared for this Country for many thousands of years, and their Elders and descendants who continue to care for Country

TABLE OF CONTENTS

About this Report 4

About the community Strategic Plan 5

Our Community Vision 7

What the Community told us 8

Leadership 10

People 20

Places 30

Environment 42

Economy 56

About this Report

The State of Our Shire report is a companion document to the Administrator's End of Term Report and the Annual Report 2023/24.

The report covers the period July 2021 to June 2024 and considers progress made against the Community Strategic Plan (CSP).

It's includes information about achievements to date and recommendations for future work to be undertaken.

Its purpose is to assist in the review and update of the CSP as well as to inform the development of the incoming Council's Delivery Program.

It references how Council has delivered against the social, environmental, economic and civic leadership outcomes, and reports this progress against the high-level strategies and priorities of the CSP.

Wingecarribee Shire Council is unique in that it has been under Administration for three and half years, following the outcome of the Public Inquiry undertaken in 2022 by the NSW Government.

This context is critical to understanding the Council's priorities and performance since the elected body was suspended in March 2021 and ultimately dismissed in July 2022 following recommendations from the Commissioner presiding over the Public Inquiry to the NSW State Government.

To better explain this context, Council has prepared an Administrator's End of Term Report which focuses largely on the internal mechanisms of the Council over the past few years and the key achievements under the period of Administration.

How the reports fit together:

Annual Report 2023/24	State of Our Shire 2021/24	Administrator's End of Term 2021/24
Focus Progress against the Delivery Program and Operational Plan with a focus on the past 12 months (financial year 2023/24). Covers the period 1 July 2023 to 30 June 2024. Includes statutory reporting including comprehensive financial reporting.	**Focus** Council's role in progressing the Community Strategic Plan (CSP). Covers the period 1 July 2021 to 30 June 2024. Published as an addendum to the Annual Report in November 2024. Includes reporting against the key performance indicators under each theme in the CSP.	**Focus** Council's current position and achievements since the Administration period. Covers the period March 2021 to June 2024. Includes progress by key result areas i.e. those priorities identified for action during Administration. Published as a separate document, to be read in conjunction with the Annual Report and State of Our Shire Report. Provides additional information about the period March 2021 to June 2024.

About the Community Strategic Plan

The Community Strategic Plan (CSP), Wingecarribee 2041 was developed by Wingecarribee Shire Council on behalf of the local community. It is a long-term plan that identifies where the Wingecarribee community wants to be in the future (the vision) and how we aim to get there (strategies).

All local governments in NSW have a CSP that considers their community's current and future needs and aspirations over the long term horizon. It is the highest-level plan developed by Council on behalf of its community.

While Council developed the Plan, it does so on behalf of the community, and is not wholly responsible for its achievement. It requires a collaborative effort involving Council, government and non-government agencies, business and industry and of course the community itself.

Wingecarribee 2041 has five broad themes, each of which has its own aspirations, goals and strategies to help us achieve those goals.

Our themes are:

1. Leadership



2. People



3. Places

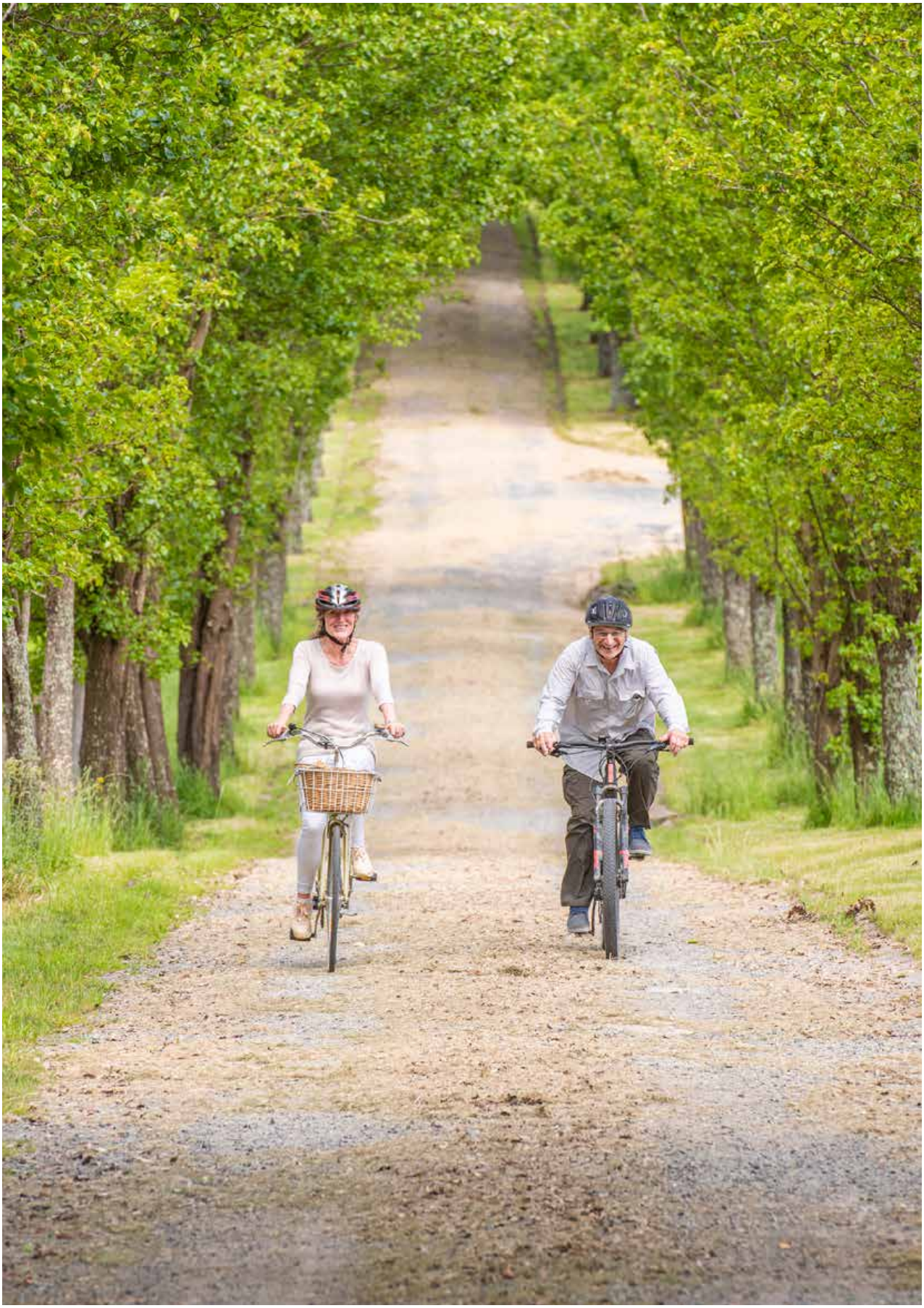


4. Environment



5. Economy





Our Community Vision

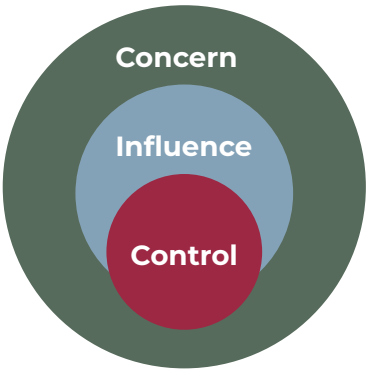
In 2041 we will be...

... a healthy, respectful and productive community, learning and living in harmony, proud of our heritage and nurturing our environment.

What the Community told us

The CSP outcomes continue to be progressed by Council, community and government and non-government agencies.

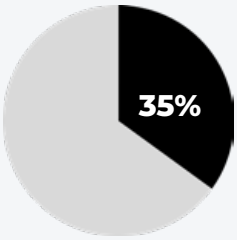
Responsibility for delivering on the CSP requires a whole of community approach and commitment. While Council has control over certain aspects of its delivery, in many areas it can only influence (e.g. State Government policy) or monitor an issue (e.g. cost of living) it is concerned about before making a decision on how best to respond.



The Community Strategic Plan Survey was undertaken as a part of a joint project with the Canberra Region Joint Organisation, a total of 1,999 residents participated in this survey.

When asked where we are on track with delivering the five themes from Community Strategic Plan, the results were as follows:

Leadership



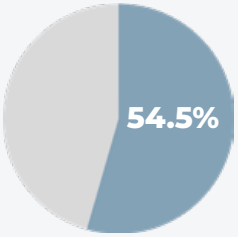
35% of those surveyed believe we are either partly or fully on track.

What did people talk about?

- √ Restoring local democracy after a prolonged period of Administration
- √ Having an elected Council that represents a board range of community matters
- √ Increasing transparency in decision-making and improving accountability
- √ Responsible financial management and long-term sustainability
- √ Attracting and retaining suitably experienced and skilled staff
- √ Improving communications and community engagement

STATUS: Needs Attention

People



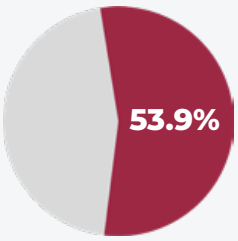
54.5% of those surveyed believe we are either partly or fully on track.

What did people talk about?

- √ Supporting vulnerable communities, including our ageing population
- √ Providing better services for young families
- √ More inclusive communities that bridge the gap between young and old, and new and longer-term residents
- √ Providing sport and recreation opportunities and facilities across the Shire
- √ Supporting young people to stay in the area
- √ Importance of arts, events and entertainment to community wellbeing
- √ General access to community services and infrastructure such as health, sport and recreation (including aquatic), parks and playgrounds

STATUS: Progressing - On track to achieve our CSP Goals

Places



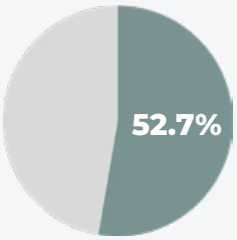
53.9% of those surveyed believe we are either partly or fully on track.

What did people talk about?

- √ Local infrastructure that meets the needs of current and future communities
- √ Managing development without compromising the integrity of the Shire's unique characteristics
- √ Providing affordable and accessible housing e.g. to support young people living in the Shire, older people, key workers
- √ Coordinated planning between all levels of government
- √ Improving transport infrastructure and networks e.g. local roads, footpaths, walking and cycling trails
- √ Maintaining access to green spaces

STATUS: Progressing - On track to achieve our CSP Goals

Environment



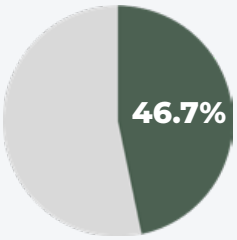
52.7% of those surveyed believe we are either partly or fully on track.

What did people talk about?

- √ Increasing or maintaining tree canopies
- √ Bushfire and disaster planning and preparedness
- √ Maintaining the beautiful natural environment
- √ Caring for and protecting the local flora and fauna
- √ Climate change and adaptation

STATUS: Progressing - On track to achieve our CSP Goals

Economy



46.7% of those surveyed believe we are either partly or fully on track.

What did people talk about?

- √ Increasing or maintaining tree canopies
- √ Bushfire and disaster planning and preparedness
- √ Maintaining the beautiful natural environment
- √ Caring for and protecting the local flora and fauna
- √ Climate change and adaptation

STATUS: Progressing - On track to achieve our CSP Goals

Leadership

WHERE WE WANT TO BE...

We trust the governments that represent us. They work together in the best interests of the community.

They are open, accountable and allocate resources wisely.

We are confident that they are making decisions that support our goals.

Governments listen to the community and involve us in decision-making.

They are knowledgeable but also seek out new ideas and points of view.

They regularly communicate and keep us informed, ensuring we all have opportunities to have a say on what matters to us.

Most of all, our governments show strong leadership and are connected to the communities they serve.

How we are tracking against Key Performance Indicators

↑ Increasing ↓ Decreasing ▬ Stable

Indicator	Aspirational Trend	Source	2024 Result
Overall satisfaction with Council performance	Increasing	Community Research Survey	↓
Overall satisfaction with Council provision of information to residents	Increasing	Community Research Survey	↓
Council's image within the community	Improving	Community Research Survey	↓
Satisfaction with opportunities to participate in decision making.	Increasing	Community Research Survey	↓
Number of subscribers to Weekly eNews	Increasing	Website	↑
Average call wait time (Customer Service Centre)	Maintain or Decreasing	Internal customer service systems	▬


Leadership

Goal 1.1 Ethical and trusted levels of government that work together in the best interest of the Shire

Strategy 1.1.1 Achieve ethical governance and improve decision making, through open, accountable and positive leadership.

Council's role: Leader
Partners: State and Federal Government
Status: On Track

Progress

- √ Increased focus was on restoring trust between the community and Council, by improving levels of transparency in decision-making and how the Council engages.
- √ Improved the way in which information was provided, being more in-depth and relevant that was also easy to understand
- √ Restructured Council's key planning and reporting documents such as the annual Operational Plan and Budget to provide detailed budgets for each Principal Activity (Coordinator Level) carried out by Council, i.e. showing the true cost of each service, how that service is funded and to what extent the service is delivered
- √ Created of an internal ombudsman role (Professional Conduct Coordinator) in 2021 to ensure probity, accountability and ethical conduct. The Professional Conduct Coordinator investigated complaints relating to Council staff, contractors, consultants and volunteers
- √ Appointed four (4) independent members to the Audit, Risk and Improvement Committee for a three (3) year period from 1 September 2021, to provide independent advice and assurance to the General Manager and Council on aspects of Council operations. At the June 2024 Council meeting, the four independent ARIC members were reappointed commencing 1 September 2024 with a staggered term end date. The reappointment of the current Committee members provides stability while the newly elected Council are onboarded and inducted
- √ Reviewed and adopted more than 50 policies seeking community feedback as part of the process. Policies included the Councillor and Staff Interaction Policy, Complaints and Complainants Policy, Code of Meeting Practice and Fraud and Corruption Policy
- √ Commissioned of 12 independent reviews covering areas such as Council finances, planning and development, regulatory services and Council's response to the 2019/20 bushfires to provide independent analysis of a series of complex issues with recommendations for improvement. Substantial progress has been made in implementing 227 recommendations arising from the reviews, of which there are 44 with ongoing actions

Future Focus Areas:

- √ Inducting the incoming councillors and providing ongoing information and professional development (Lead)
- √ Preparing a four-year Delivery Program guiding the new Council's term of office (Lead)
- √ Reporting progress to the community, particularly progress of key strategies and plans including those external to the Council (Lead and Advocate)

Leadership

Strategy 1.1.2 Ensure the long-term sustainability of the Council through effective planning and management of finances, assets, people and systems.

Council's role: Leader
Partners: State and Federal Government
Status: On Track

Progress

The General Manager developed "Our Road Map: Moving Forward as an Organisation", in 2021/22 to reset and refocus Council following COVID-19, a series of natural disaster declarations and issues relating to the suspension of the previous Council and conduct of the Public Inquiry.

- √ Developed an integrated Resourcing Strategy in 2023 which included adjustments to the Council's Long term Financial Plan and Asset Management Strategy
- √ Updated of Asset Management Plans ensuing broader strategy was being informed by more reliable asset data
- √ Developed a 'workplace of choice' approach to address workforce shortages through a focus on continued improvements in workplace culture, learning and development, work-life balance and a competitive salary system
- √ Revised Council's Workforce Management Strategy in 2023 to address key challenges and take advantage of opportunities to build capacity and resilience
- √ Revised Council's Digital Strategy in 2022 and again in 2023 to integrate with the Long Term Financial Plan

Council continued its business transformation program through the delivery of several key projects including:

- √ Upgrades to Council's core technology system, Technology One, to provide a smoother, integrated platform for the community to conduct transactions and engage with Council staff
- √ Investment in Council's Cyber Security infrastructure and reporting systems to ensure information is secure
- √ Investment in Asset Management systems to ensure financial information aligns to asset condition data
- √ Digitising several paper-based processes to modernise and streamline business processes

Future Focus Areas:

- √ Implementing Horizon 2 "Adapting to Agility" in the Organisational Road Map.
- √ Key features include:
  - Organisation-wide accountability
  - Organisational pride and performance
  - Mobile digital options
  - Improved customer experience
  - Delivering outcomes
  - Human Centred Innovation
  - Diversity across the organisation
  - Continuous improvement
  - Problem solving and agile, cross functional teams
- √ Undertaking continuous improvement of Asset Management practices including data collection and analysis to inform the Long-term Financial Plan
- √ Implementing actions in the Workforce Management Strategy to position Council as an employer of choice and address serious skills shortages impacting the organisation and the broader local government sector

Strategy 1.1.3 Improve customer service and achieve value for money services through informed, responsive and efficient service delivery.

Council's role: Leader
Partners: State Government
Status: On Track

Progress

Improved customer experience

- √ Developed the Customer Experience Charter and Customer Service Standards in 2023 which involved the introduction of new metrics to monitor performance against expectations e.g. resolving issues at first contact
- √ Introduced post contact surveys to better understand what is working well, and where improvements need to be made
- √ Enhanced online services to improve the customer experience and introduced new services including online payments and self-service kiosks
- √ Carried out extensive work to transition the organisation away from paper-based forms to better integrate information and processes
- √ Launched the rejuvenated Wingecarribee Shire Council website in November 2023, with a refreshed look and simplified navigation pathways
- √ Upgraded the Customer Request Management system to better monitor and track customer requests and produce instant reports. The system allows people to track the progress of their requests in real time
- √ Adopted the Delivering Better Services Framework in December 2023 to provide Council with a consistent, best-practice modelled approach to planning and reviewing services to the community to ensure they provide best-value
- √ Completed seven (7) Service Reviews:
  - Children's Services
  - Corporate Relations
  - Plant and Fleet
  - Southern Regional Livestock Exchange
  - Tourism and Events
  - Financial Services
  - Water Services
- √ Facilitated two (2) Community Research Surveys in late 2022, and again in 2024, to help inform the incoming Council (September 2024) and establish a baseline for improvement

Future Focus Areas

- √ Determining affordable and acceptable levels of service in discussion with the community
- √ Implementing prioritised Service Reviews in line with the Delivering Better Services Framework and the adopted 4 year service review program
- √ Moving to the next phase of the Customer Experience system improvements in accordance with the Digital Strategy
- √ Utilising the priorities identified in the Community Research Survey through Council's planning and resourcing documents to inform the next iteration Resourcing Strategy, Delivery Program and Operational Plan and Budget

Strategy 1.1.4 Deliver and implement strategy and planning that supports the community's vision and priorities.

Council's role: Leader
Partners: State Government
Status: On Track

Progress

- √ Commissioned a review of the Wingecarribee Community Strategic Plan in late 2022 to ensure the existing strategy was reflective of new and emerging issues
- √ Continued key policy and planning to support implementation of the Local Strategic Planning Statement (LSPS) which outlines the community's aspirations for the Shire's environmental, agricultural, economic, housing, infrastructure, and character qualities
- √ Progressed several significant projects including the Robertson Place Plan and the review and development of new Medium and Low Density Residential Development Controls
- √ Undertook community consultation for the Bowral Town Centre Master Plan
- √ Adopted the Community Heritage Study which is the culmination of a significant body of work undertaken by community volunteers and Council staff dating back to 2012 when Council deferred for further consultation over 200 potential heritage items recommended by the Wingecarribee Heritage Survey 2009
- √ Progressed work on the draft Master Plan and Governance Strategy for the Southern Highlands Innovation Park which was placed on public exhibition in July 2024
- √ Continued implementation of the Wingecarribee Local Housing Strategy, to deliver housing supply and diversity in conjunction with essential infrastructure
- √ Prepared the draft Master Plan and Servicing Strategy for the Bowral South New Living Area, a key action stemming from the Local Housing Strategy, ready for public exhibition in August and September 2024. These new strategies and plans will assist the incoming Council to review its existing land-use planning framework and contributions plans as well as the resourcing strategies required to fund necessary infrastructure
- √ Developed a program of Strategic Outcomes projects in August 2023, which seeks to address several critical issues for the Southern Highlands and broader region including:
  - Unlocking regionally significant employment lands
  - Supporting economic development
  - Increasing housing supply and diversity to meet the needs of the community
  - Ensuring that growing and changing communities are supported by essential infrastructure, delivered in a staged and strategic manner

Future Focus Areas

- √ Completing a review of the Community Strategic Plan by 1 July 2025
- √ Completing key strategic documents to inform a review of the Local Environmental Plan and Developer Contributions Plans
- √ Identifying and costing infrastructure requirements as part of servicing strategies
- √ Advocacy by, and lobbying for, critical infrastructure to support new living areas and ageing communities
- √ Integrating existing strategy and retiring redundant strategies and plans

Goal 1.2 A well-informed, engaged community

Strategy 1.2.1 Provide clear, open and timely information through a mix of accessible communication methods and channels.

Council's role: Leader
Partners: State Government
Status: On Track

Progress

- √ Undertook a Council rebranding exercise and changed the way language is used to make documents and other communications easier to understand.
- √ Trained staff to improve communications both internally and externally and to ensure WSC upholds consistent brand, voice, language, and messaging across all content
- √ Refreshed the Council website in 2023 to make it more user friendly.
- √ Established an interactive Projects Page to assist community members in locating and checking on the progress of capital works projects in their area. The interactive map includes details about specific projects including their location, cost and timeframe for completion
  https://www.wsc.nsw.gov.au/Council/Projects-and-Capital-Works
- √ Continued to share information through many channels to reach a broad audience including media releases, posts on digital (social) media, through the new Place Liaison role, eNewsletter, in person at Village Visits and Local Matters events and other in-person information forums like Careers Day
- √ Continued to grow media coverage and the number of positive news stories.
- √ Commenced podcasting to highlight key activities, projects and provide Council updates to a wider audience

Highland FM have advised

"According to Google Analytics, 486,347 people have engaged with one or more podcasts on the Check in with Council podcast page on the Highland FM website, spanning 52 episodes since September 2023".

- √ Trained key members of staff in Community Engagement to build in-house capacity and skills around not only how Council communicates but how Council facilitates meaningful dialogue between different people with sometimes competing needs and points of view

Future Focus Areas:

- √ Growing Council's audiences through targeted campaigns and information
- √ Developing a Place Portal to provide people with localised information specific to their village or town

Strategy 1.2.2 Enhance opportunities for people to 'have their say' through more genuine, inclusive and accessible community engagement.

Council's role: Leader
Partners: State Government
Status: On Track

Progress

- √ Adopted a Community Engagement Strategy (CES) in April 2023 that defined how, when and who the Council engages with and why. It also includes information about how the community is engaged on planning and development matters
- √ Increased face to face engagement, in an environment where local government relies heavily on the use of digital media to communicate. This enabled personable and in-depth discussions and helps to remove barriers for those people who are unfamiliar or hesitant to engage online
- √ Introduced initiatives including Village Visits, Listening Tours and Local Matters Forums; all of which were designed for the Administrator and senior staff to hear first-hand from the community
- √ Changed the format for Council Meetings to introduce Community Question Time and ensuring briefings to Council were open to the public
- √ Created a new Place Liaison role to act as a conduit between local community groups and Council. Over the past two years, the Place Liaison Officer has built positive relationships within the community and provided support to initiate and progress local projects
- √ Introduced a place-based approach to planning and service delivery, with a focus on providing Village residents with easy access to support and information
- √ Revamped the online community engagement platform, transitioning the former 'Your Say Wingecarribee' pages to a new and improved platform called 'Participate Wingecarribee.' The new consultation platform allows people to provide input towards projects and plans by completing online surveys, providing feedback and making formal submissions
- √ Delivered a successful community engagement program to inform the new Robertson Place Plan as an example of an inclusive and successful community engagement program which was also the recipient of the 2023 NSW Planning Institute of Australia, NSW Awards for Planning Excellence, Stakeholder Engagement Award

Future Focus Areas

- √ Reviewing the Community Engagement Strategy by December 2024
- √ Continuing to build in-house community engagement skills to support better practice

Strategy 1.2.3 Improve community participation in decision-making by reducing barriers for older, younger and disadvantaged people.

Council's role: Leader
Partners: State Government, Community, Education providers
Status: On Track

Progress

- √ Utilising the Place Liaison Officer role to connect residents with Council and help them to take action on behalf of their community. This increased access for members of the community, some of whom are less mobile, to liaise with the Council on local issuesUtilising digital technology to reach families and the median age of the Shire, who use social media as their engagement tool of choice
- √ Increasing in subscribers to Council's eNews over the past 18 months, however with close to 50% of the audience aged, 65 and above, more social media campaigns have been delivered to drive subscriptions from younger people

	Dec 2021*	Jun 2024
Facebook Followers	7,025	10,700

*Meta Statistics only available from late 2021

	Apr 2023*	Jun 2024
Instagram Followers	0	711

*Wingecarribee Shire Council Instagram Page established in April 2023

- √ Hosting the 2024 Wingecarribee Youth Forum, bringing together young minds from across the region to shape our community's future. The Wingecarribee Youth Forum was a unique event that provided secondary students with a platform to express their ideas and experiences, contributing to the development of the next Youth Action Plan
- √ Conducting targeted campaigns for key demographics from recycling campaigns and educational workshops for senior, to Careers events for young people
- √ Providing live streamed and recorded Council, Traffic and Local Planning Panel meetings to enable easy access from anywhere at any time
- √ Engaging with Wingecarribee's Aboriginal Elders, community groups and residents to develop the design by sharing stories that will be integrated into the design of the new David Woods Play Space in East Bowral

Future Focus Areas:

- √ Continuing community led planning activities such as project co-design
- √ Working with the local arts community to design creative and inclusive community engagement activities

Goal 1.3 A leading community

Strategy 1.3.1 Build community capacity through networking, mentoring and skills development.

Council's role: Partner
Partners: Education providers, Non-government Organisations, Business and Industry and Community Groups
Status: On Track

Progress

- √ Introduced a new role of Place Liaison Officer which focussed on the needs of village residents and building relationships between council and village residents, and connecting individuals, local community groups and networks
- √ Built relationships with Yerrinbool residents who wanted to create an incorporated community association and work on community-led plans for their village. Council also connected them with the Hill Top Association and Bundanoon Community Association to mentor them through these processes
- √ Connected Yerrinbool residents with the Exeter Playgroup to assist them in establishing their own playgroup
- √ Delivered the Youth Opportunities Grant Program 2023 – 'Fundamental'. Skills developed as part of this project supported young people to participate in their local community through learning how to interact respectfully and inclusively, including with people with disability, and how to negotiate differences in artistic expression and reach compromises on shared projects
- √ Delivered free skills-based workshops for Youth including:
  - Barista Skills workshop in partnership with Moss Vale TAFE
  - Circus skills workshop
  - Learn to Skate workshops
  - Art based workshops e.g. pottery skills, puppeteering, book binding, Indigenous art workshops, vocal, theatre, photography and videography workshops
- √ Participated in networks to strengthen local capacity and deliver on projects within the CSP including but not limited to:
  - Southern Highlands Child Youth & Family
  - Southern Highlands Domestic Violence Forum
  - Southern Highlands Suicide Prevention Network
  - Community Services Forum (Interagency)
  - South Western Sydney Dementia Network
  - Wingecarribee Aging Forum
  - Social Recovery Sub-committee
  - Disaster Recovery Response Steering Committee
  - South Western Sydney Primary Health Network
  - Wingecarribee Aboriginal Network

Future Focus Areas

- √ Continuing and expanding village-based projects and place planning (also see Places)
- √ Maintaining the Place Liaison role into the future
- √ Reviewing the Community Strategic Plan and further engaging the community on their vision for the Shire

Strategy 1.3.2 Develop collaborative and creative forums that empower the community to advance agreed objectives and actively participate in decision-making.

Council's role: Partner
Partners: Education providers, Non-government Organisations, Business and Industry and Community Groups
Status: On Track

Progress

- √ Collaborated on community events and place-based initiatives with a strong emphasis on bringing opportunities to the local villages
- √ Participated in the 'Resilient Towns Initiative' collaborative forum. The project involved Council, the communities of Balmoral and Wingello, the University of NSW, NSW Reconstruction Authority, and the Australian Red Cross. The first series of workshops focused on conversations about how residents can make their communities safer, while stage two placed those conversations into action through development of a preparedness plan for the two villages. The community input was invaluable to designing actions unique to the needs of the villages. The result was a localised preparedness plan that supports the community's effort to be more resilient and self-reliant
- √ Established Community Reference Panels in 2022 to support Council in reviewing the vision, objectives and goals of the Community Strategic Plan and their translation to the Delivery Program through an active and ongoing community engagement program. Four panels were established reflecting the themes in the Community Strategic Plan:
    1. Climate Change and Environment
    2. Community
    3. Sport, Recreation and Leisure
    4. Economy
- √ Hosted the first InConversation event in June 2024 as the first step in engaging the community around the new Arts and Culture Plan. This event focussed on themes like sustainability in art, the intersection of art and artificial intelligence, resilience through artistic expression, and support for emerging artists, the event aimed to foster a collaborative environment for future creative initiatives

Future Focus Areas:

- √ Continuing focus on community led planning activities such as co-design processes
- √ Working with the local arts community to design creative and inclusive community engagement opportunities through the new Arts and Culture Plan
- √ Reviewing Community Reference Panels


Leadership

People

WHERE WE WANT TO BE...

Everyone is welcome in the Shire.

We celebrate our differences and are open to new ideas. People feel valued, connected and safe and have plenty of opportunities to get involved in the community.

We are a happy, resilient and healthy community. No matter your age or personal circumstances, you can easily access the services that you need.

We have removed the barriers that stop vulnerable or disadvantaged people from leading full and healthy lives.

We are a creative, educated and vibrant community that values the arts. We celebrate our culture, learning from the past to create a better future.

How we are tracking against Key Performance Indicators

↑ Increasing ↓ Decreasing ▬ Stable

Indicator	Aspirational Trend	Source	2024 Result
Satisfaction with local arts and culture	Increasing	WSC Community Survey	▬
Support for the Aboriginal community	Increasing	WSC Community Survey	↑
Satisfaction with festivals and events	Increasing	WSC Community Survey	▬
Satisfaction with the provision and operation of libraries	Increasing	WSC Community Survey	▬
Support for aged persons	Increasing	WSC Community Survey	▬
Support for youth	Increasing	WSC Community Survey	▬
Support for people with a disability	Increasing	WSC Community Survey	▬
Participation in volunteering activities	Increasing	WSC data	↑
Support for arts and culture	Increasing	WSC Community Survey	▬
Satisfaction with the provision and maintenance of sporting facilities	Increasing	WSC Community Survey	↓
Support for child and family	Increasing	WSC Community Survey	▬
Residents feel safe during the day, at night and using public facilities	Increasing	WSC Community Survey	▬


People
Australian Citizenship

Goal 2.1 A happy, healthy, active and resilient community

Strategy 2.1.1 Increase the availability and affordability of local health services

Council's role: Advocate, Partner
Partners: State Government, Non-Government Organisations, Health Care Providers
Status: On Track

Progress

- √ Partnered with local clubs and the NSW Government to facilitate the Wingecarribee ClubGRANTS program which provides funding for specific community welfare and social services, community development, health services and other projects aimed at improving the living standards of low income and disadvantaged people within the Shire
- √ Secured grants to deliver health and wellbeing programs through Stewart House and the PCYC 'Fit 4 Life' program, as well as funding the purchase of some new Full Rescue Defibrillators for South West Community Transport
- √ Continued to participate in the local Community Services forum where advocacy is a key component of discussion
- √ Advocated for health needs through the South Western Sydney Local Health District

Future Focus Areas

- √ Supporting the implementation of priority activities from the South Western Sydney Primary Health Network 'Deep Dive' Report to improve outcomes for seniors.
- √ Continuing to partner with local health providers to advocate for local health services and facilities

Strategy 2.1.2 Address social disadvantage through a collaborative, all of government and community approach to improving social outcomes

Council's role: Leader, Provider, Advocate, Partner
Partners: State and Federal Government, Non-Government Organisations, Community Groups
Status: On Track

Progress

- √ Partnered with Red Cross to deliver a weekly food share program through the Wingecarribee Aboriginal Cultural Centre
- √ Continued to commit to provide social and upskilling opportunities to community through no or low cost activities across Senior, Youth and Arts & Culture opportunities and events
- √ Partnered with organisations in a collaborative effort to improve health and social outcomes for disadvantaged people within the Shire and facilitated the application and assessment process for the ClubGRANTS scheme in NSW. Examples of specific community welfare and social services initiatives that have been funded through the scheme include The Salvation Army's Low Cost Food Market, Wingecarribee Food Services Co-op and Dignity Food Relief program
- √ Developed the Shire Priorities 2023 document to set out key priorities for the 2023 State Election to assist in positioning Wingecarribee for the future and ensure adequate infrastructure and services are available for the community through Government partnerships and advocacy

Future Focus Areas

- √ Continuing to partner with ClubGRANTS to deliver community welfare and social services initiatives in the Shire
- √ Collaborating with local organisations and community groups through the Community Assistance Scheme in future years to deliver positive social outcomes to the community

Strategy 2.1.3 Promote healthy lifestyle choices

Council's role: Leader, Partner
Partners: State Government, Non-Government Organisations, Health Care Providers
Status: On Track

Progress

- √ Delivered the annual Community Assistance Scheme that supports numerous local groups and organisations such as sporting associations, local Men's Sheds, Rotary, community associations and aged care facilities to deliver much needed support to the community, including some of Wingecarribee's most vulnerable people.
- √ Adopted the Playspace Strategy in 2020 and progressed a number of projects to upgrade and reopen a number of playgrounds within the Shire to provide a fun and safe place for children to play and encourage active lifestyles for families and children

Future Focus Areas

- √ Progressing initiatives in the Playspace Renewal Program which includes additional works to be undertaken at various parks and ovals in the Shire over the next 4 years
- √ Developing and maintaining relationships with strategic partners to deliver education programs and infrastructure to support healthy lifestyles for community members

Strategy 2.1.4 Provide a range of sport, recreation and leisure services and facilities across the Shire

Council's role: Leader, Provider, Partner, Advocate
Partners: State Government, Non-Government Organisations, Health Care Providers
Status: On Track

Progress

- √ Adopted the Community and Recreational Facilities Strategy in 2023 which outlines key facilities that require upgrading or areas that require facilities
- √ Developed Masterplans for Lackey Park, Jurd Park and Centennial Park in readiness for grant funding opportunities
- √ Completed upgrade works to Bong Bong Common, a historic local site that features an accessible pathway, cycleway, seating, walking tracks and riverside scenery for the community to spend time being active outdoors, enjoying recreational activities
- √ Engaged with various sporting groups including AFL NSW to bring more formalised sport back to the Shire. This will support young people and families who are seeking more opportunities to participate in sport

Future Focus Areas

- √ Completing planned upgrades to various sport, recreation and leisure facilities throughout the Shire in alignment with the Capital Works Program
- √ Working with strategic partners to deliver activities that support and promote diversity of inclusion in sport and recreation

Strategy 2.1.5 Keep the community safe through effective partnerships, planning and risk management

Council's role: Leader
Partners: NSW Police, State Government
Status: On Track

Progress

- √ Partnered with SafeWork NSW to deliver a range of educational safety presentations and other related activities in the community to promote the importance of safety in the workplace during 2022, 2023 and 2024. The topics of presentations and activities reflected on the safety initiatives identified by SafeWork NSW as part of National Safe Work Month which happens every October
- √ Commenced a review of the Community Safety Plan to reduce opportunities for crime. This includes:
  - A coordinated approach to local issues
  - Encouraging partnerships in addressing issues
  - Involving all sectors of the community
  - Developing strategies to address crime prevention and early intervention
  - Analysis of local data
  - Providing opportunities for local input and ownership

Future Focus Areas

- √ Implementing the adopted Community Safety Plan actions

Strategy 2.1.6 Plan, deliver and advocate for accessible local services that support the needs of a changing and growing community.

Council's role: Leader, Provider, Partner, Advocate
Partners: State Government, Non-Government Organisations, Community Groups
Status: On Track

Progress

- √ Provided affordable and accessible swimming pools in Bowral and Moss Vale. These facilities ensure inclusivity for all community members, including people with disabilities, older adults, and families with young children. Bowral Pool, in particular, serves as a community hub where individuals of all ages and backgrounds can come together, fostering social connections, promoting inclusivity, and enhancing the overall well-being of the community
- √ Completed upgrades to Mittagong's Cook Street and Moss Vale's Church Road Oval playgrounds in 2023. Wheelchair-accessible ramps and sensory play stations are among the new features, along with safe and modern net swings and slides, see-saws, and nature play
- √ Reopened the Bowral Memorial Hall following extensive renovations to provide a state of the art facility
- √ Delivered accessible community projects in partnership with the Department of Regional NSW through its Stronger Country Community Fund Grants Program in 2022/23. These included $232,031 towards the installation of modern accessible toilets in the Southern Highlands Botanic Gardens, $288,120 for the upgrade of the Penrose Tennis Facility including disability access and $118,475 towards the Harbison Memorial Retirement Village outdoor project. The Stronger Country Community Fund Grants also supported inclusive playspace projects at David Wood playground and Bong Bong Common

Future Focus Areas

- √ Upgrading parks and recreation facilities to be more inclusive and accessible

Strategy 2.1.7 Provide lifelong learning and skills development for people of all ages and abilities

Council's role: Leader, Provider, Partner

Partners: Education providers, State and Federal Government, Non-Government Organisations, Community Groups

Status: On Track

Progress

- √ Coordinated activities to achieve skills development and lifelong learning including investing in training and development to support a culture of learning within the organisation; developing Council's work experience, trainee and cadet programs along with the Careers at Council open day to attract young people from the region into local government jobs
- √ Implemented Library Programs targeting literacy and lifelong learning, informed and connected citizens, digital inclusion, and education around personal wellbeing
- √ Delivered 'FUN 'Da' MENTAL', an arts and vocational skills project for young people including those with disability. This program saw young people with and without disability working together on artistic creations and participating in workshops, learning how to communicate respectfully with each other and accommodating various accessibility requirements
- √ Provided learning opportunities during Seniors Festival such as workshops around eco-friendly living, archiving, cybersecurity and scams awareness, dementia, and available community services
- √ Partnered with CTC Robertson to deliver digital skills workshops to the community
- √ Successfully ran school holiday activities and programs with workshops in cooking, arts, music, skateboarding, robotics, resume writing and interview skills in collaboration with a range of local organisations

Future Focus Areas

- √ Implementing the Youth Strategy and Action Plan
- √ Delivering outreach activities to encourage broader participation in Library programs
- √ Continuing to partner with schools and community groups to deliver skills development programs and workshops
- √ Delivering learning and skills development opportunities for all ages and abilities
- √ Supporting a dementia-friendly support group to make Wingecarribee Shire a more inclusive place

Strategy 2.1.8 Work with education providers to improve access to tertiary education, particularly for young people

Council's role: Partner, Advocate

Partners: Education providers, State and Federal Government

Status: On Track

Progress

- √ Partnered with CASH (Careers Advisers Southern Highlands), to build relationships with advisers from local High Schools as well as TAFE, University of Wollongong (UOW) and Education NSW. The purpose of the group is to network and discuss upcoming employment opportunities and possible career paths for students, providing them with access to local tertiary education providers and information about opportunities to study and upskill locally
- √ Partnered with the University of Wollongong (UoW) in 2023 as part of their iAccelerate RISE program which supports new and existing regional businesses with practical workshops, online learning and a network of experts to assist regional businesses with knowledge and skills development to grow and scale

Future Focus Areas

- √ Partnering with tertiary education providers to increase local program offerings
- √ Launching "Empower-ED" initiative for Youth Upskilling & Skills Development Workshops

Goal 2.2 An inclusive community where everyone can participate in community life.

Strategy 2.2.1 Improve community participation by reducing barriers, particularly for older, younger, culturally diverse and disadvantaged people

Council's role: Leader, Provider, Advocate
Partners: State Government, Non-Government Organisations, Community Groups
Status: On Track

Progress

- √ Delivered highly participatory events and forums including Youth Week and the Local Careers Information Evening. Around 80 attendees attended the inaugural careers event, which provided a unique opportunity for local youth and their caregivers to gain valuable insights into various career paths directly from industry experts and local employers
- √ Continued to implement the Positive Aging strategy to support the older demographic of the Shire to remain connected to the community as they age, predominantly through initiatives such as the Seniors Festival, Wingecarribee Ageing Forum and seniors-specific Community Circles events
- √ Continued to support its local volunteers, partnering with many volunteer programs that are available for people to actively participate in community groups and initiatives around the Shire. Local organisation River Road Creative Academy and village associations developed a series of creative drop-in sessions to help stimulate young minds. This was a community-led initiative aimed to connect young members of the community in a way that inspired them to discover new talents through music and art and find a supportive network of friends within some of the more remote villages within the Shire
- √ Collaborated with River Road Creative Academy to facilitate a program to all villages throughout the summer school holidays through their mobile creative arts studio bus. The program improved community participation by reducing barriers particularly for younger, culturally diverse, disadvantaged, and isolated people

Future Focus Areas

- √ Continuing to implement actions from the Positive Aging Strategy to break down barriers to engagement for Wingecarribee's aging population including programs such as the annual Seniors Festival in March which encourages participation and inclusion through a range of events and workshops
- √ Collaborating with organisations such as River Road Creative Academy, Community Circles and Highlands Community Centre to reduce participation barriers for the community

Strategy 2.2.2 Encourage new ideas and nurture understanding through intergenerational and cultural programs and activities

Council's role: Leader, Partner
Partners: Non-Government Organisations, Community Groups, Education providers
Status: On Track

Progress

- √ Developed a place plan for Robertson Village alongside the local community with an intention to address the housing, economic, environmental, social and cultural needs of the Robertson community. Engagement was open to all members of the community and considered the needs of both current and future residents
- √ Encouraging young people to engage in the arts, the Ngununggula Youth Committee is an example of a creative forum designed to develop and host a range of events at Ngununggula (regional gallery). It encourages participation from school students who in turn experience the gallery while also helping to inform future events. The Committee creates opportunities for local teens to mix with their peers from other schools; engaging with the gallery in new ways and learning from one another
- √ Partnered with 'Community Circles' in 2022 to pilot a Wingecarribee based community connector program. Wingecarribee Shire Council was the first council to have backed the Community Circles program and saw the benefit in assisting individuals to find or form groups of like-minded people. The program has enhanced communal bonds and support networks within the local area including cultural community circles and other groups centred around similar interests and values

Future Focus Areas

- √ Delivering an event with the local Nepalese community that supports and celebrates social cohesion
- √ Implementing First Nations programs such as the 'Mob Makers Circle' and women focused 'Yarn Circles' as a way to foster collaboration, connection and new ideas within local indigenous communities.

Strategy 2.2.3 Foster community spirit through volunteering

Council's role: Leader
Partners: Non-Government Organisations, Community Groups
Status: On Track

Progress

- √ Highlighted local Change Makers and their commitment to our community during National Volunteers Week which provided inspiration to the community and promoted volunteering opportunities through both Council and non-Council run services
- √ Partnered with 'Angels in Our Town' since 2022 to bring the community together to celebrate the first responders, emergency volunteers and service personnel in the Shire with an annual family concert and parade in Bowral which has seen great success and community spirit in recent years
- √ Facilitated a number of community volunteering opportunities from bush and river care volunteering, to managing local community facilities through its Section 355 Committees and supporting its animal shelter programs

Future Focus Areas

- √ Supporting and engaging with Section 355 Committee volunteer members within the Shire to ensure positive outcomes for the community and accessible community facilities
- √ Continuing the Bushcare Working Bee program which fosters community spirit for the bushcare volunteers and also has a beneficial impact on the local environment
- √ Partnering with 'Angels in Our Town' for their event in December 2024

Goal 2.3 A creative, diverse and vibrant community

Strategy 2.3.1 Bring people together through local events, festivals and celebrations

Council's role: Leader, Provider, Partner
Partners: Community Groups, Non-Government Organisations, Event Organisers, State Government
Status: On Track

Progress

- √ Supported and delivered a range of festivals and events that promoted the Shire, supported local economy and celebrated the creative community and beautiful natural environment including the Midwinter Festival which celebrated the cultural and social voice of the Southern Highlands and Gundungurra region
- √ Delivered promotional campaigns including the Winter's Wonderful campaign which promotes '100 ways to enjoy 92 days of Winter in the Southern Highlands'. The campaign is aimed at inspiring visitors to stay longer and enjoy more of Wingecarribee's local retail, accommodation and food and wine culture
- √ Delivered Wingecarribee's signature event - Tulip Time - a Festival held every year in Spring to pay homage to the enigmatic tulip. The focus of TulipTime is the spectacular floral display of 75,000 mass planted tulips and food trucks, market stalls and local music
- √ Partnered with 'Community Circles Wingecarribee' which fostered over 500 groups and/or connections into existing groups made during the pilot period. The program has implemented a number of community initiatives such as an Italian family long lunch, a Landcare Gardening Circle, a Nepalese Coffee Group, pub choir and Nannas Who Knit with a focus on social justice to break down barriers to connection and bring people together over mutual interests and values
- √ Advocated to the Department of Regional NSW to supported a number of local events through its Regional Events Acceleration Fund including Midwinter Festival, Borealis Lights Festival and Robertson Potato Festival in 2023

Future Focus Areas

- √ Implementing new and exciting community events within the Shire i.e. the upcoming Kaleidoscope Festival which celebrates local arts and culture in the Highlands
- √ Partnering with the Highlands Community Centre to deliver monthly community cooking events to bring people together over food and culture

Strategy 2.3.2 Acknowledge and respect, listen to and learn, from our First Nations and Torres Strait communities, culture and cultural heritage, and work together to improve outcomes for First Nations Peoples

Council's role: Leader, Partner, Advocate

Partners: First Nations peoples, State and Federal Government, Non-Government Organisations, Community Groups

Status: On Track

Progress

- √ Developed a Reconciliation Action Plan in partnership with First Nations peoples to prioritise and progress reconciliation in the local region to provide tangible and substantive benefits for Aboriginal and Torres Strait Islander peoples, increasing economic equity and supporting First Nations self-determination
- √ Facilitated, planned and delivered cultural burns within Council-managed bushland reserves in collaboration with Gundungurra elders, Illawarra Local Aboriginal Land Council and the local Aboriginal community
- √ Supported the ground-breaking Indigenous Garden project, undertaken by the Aboriginal Corporation, Koori Kulcha, which promoted a return to using indigenous plants for their health and wellbeing benefits
- √ Celebrated NAIDOC Week in July 2023 which holds immense significance in acknowledging and celebrating the contributions and achievements of Aboriginal and Torres Strait Islander peoples

Future Focus Areas

- √ Celebrating National Reconciliation Week with a series of programs, events and workshops
- √ Implementing Council's First Reflect Reconciliation Action Plan priority actions

Strategy 2.3.3 Support and promote our growing creative and cultural sector and community

Council's role: Leader, Partner, Advocate

Partners: State and Federal Government, Creative Industries, Local business, Community Groups

Status: On Track

Progress

- √ Supported Ngununggula Regional Art Gallery since its opening in 2021 and provides an annual contribution of $500,000 per annum to Ngununggula to in turn, provide arts and cultural services to the Shire and support the local creative sector
- √ Promoted various exhibitions, artist-led projects, events, workshops, artist talks and educational activities for local schools each year, many of which involve collaborating with the local community and artists
- √ Partners with The Southern Highlands Arts Trail to support local artists and foster a deep appreciation for the art sector in the local region. The Arts Trail encourages local makers to open their studio doors to the public to showcase their creative process and connect with local residents and visitors to the Shire through creative workshops and events
- √ Participated in gallery events which continues to grow with over 53,000 visitors in the 2022/23 year, including 42,200 local visitors and over 15,000 school students over more than 400 public programs and events

Future Focus Areas

- √ Supporting the 'Southern Highlands Arts Trail' event in November 2024 to showcase the growing local creative sector
- √ Continuing partnership with Ngununggula Regional Art Gallery to deliver arts and cultural services to the Shire
- √ Developing the new Arts and Culture Strategy

Strategy 2.3.4 Embed culture and creativity across all aspects of community life through placemaking, performances, public art, and storytelling.

Council's role: Leader, Provider, Partner
Partners: First Nations peoples, Community Groups, Creative Industries
Status: On Track

Progress

- √ Delivered the re-opening of the much-loved Bowral Memorial Hall following extensive renovations. This was a collaborative effort between community and government and was largely funded by a Federal Government grant. The 135-year-old heritage building has experienced a complete transformation and is now the only venue of its kind in the Shire, suited to musical concerts, theatrical performances, community events, exhibitions and expo's, weddings and private functions
- √ Revitalised the Camellia Beds nestled next to the heritage-listed railway station in Bowral as the community gave extensive feedback that they'd like them preserved.
- √ Showcased local artists and creatives work in The Atrium Gallery in the Civic Centre through rotating exhibitions aimed to reach to a wider local audience
- √ Examples include:
  - The Creating and Thriving Art Exhibition on display in December 2022 to celebrate the creativity and diversity of local makers and artists with disability
  - The 'Wingecarribee Remembers' exhibition which featured a documentary video, a collection of art and memorabilia paying tribute to the experiences of local Vietnam Veterans and the enduring impact of their service.
- √ Completed extensive upgrades to Mittagong's Cook Street and Moss Vale's Church Road Oval playgrounds to provide more inclusive and welcoming play spaces for children

Future Focus Areas

- √ Finalising the updated Arts and Culture Plan
- √ Developing and implementing the newly developed Library Services Plan and expand programming in Libraries
- √ Implementing community led Place Action plans throughout the Shire


People

Places

WHERE WE WANT TO BE...

We feel deeply connected to the places we live, work and play in.

Our towns and villages are vibrant, safe and tranquil, offering a special mix of urban and rural lifestyles.

Our heritage is important to us and that is why our rich history is clearly visible in our public places, art and buildings.

Our towns and villages exist in harmony with our natural environment, and we welcome new places and development that continue this tradition.

It is easy to move around and stay connected to our family and friends. We have plenty of transport options and safe, accessible and linked roads and footpaths. We also have interconnected pathways that encourage us to ride and walk.

It is easy to live here because we have a choice of affordable and accessible housing suitable for all ages - from young people to families and older residents. Our neighbourhoods are close to the facilities and services we need.

How we are tracking against Key Performance Indicators

↑ Increasing ↓ Decreasing ▬ Stable

Indicator	Aspirational Trend	Source	2024 Result
Housing stress (mortgage or rental)	Improve	Roy Morgan	↓
Satisfaction with availability of and access to public transport	Improve	Community Survey	↓
Satisfaction with revitalisation/beautification of town and village centres and surrounding areas	Improve	Community Survey	↓
Satisfaction with protecting heritage values and buildings	Improve	Community Survey	↑
Satisfaction with local traffic management	Improve	Community Survey	↓
Satisfaction with provision and maintenance of local parks and gardens	Improve	Community Survey	↓
Satisfaction with provision and maintenance of community facilities	Improve	Community Survey	▬
Satisfaction with enforcement of development and building regulation	Improve	Community Survey	↓

Places



Goal 3.1 A physically and digitally connected Shire

Strategy 3.1.1 Provide accessible, efficient and interconnected public transport systems and infrastructure within and out of the Shire

Council's role: Advocate
Partners: State Government, Transport providers
Status: On Track

Progress

- √ Developed The Wingecarribee Integrated Transport Strategy in partnership with the Institute for Sensible Transport to guide transportation improvements over the next 20 years in the Wingecarribee region
- √ Advocated to the State Government and relevant agencies for public transport outcomes and inclusion within the potential future High Speed Rail Project through submissions made during to the Draft Regional Transport Plan

Future Focus Areas

- √ Implementation of the new Integrated Transport Strategy
- √ Ongoing advocacy aimed at improving local infrastructure and connectivity

Strategy 3.1.2 Plan and deliver an interconnected and accessible network of cycleways footpaths and walking trails between towns and villages

Council's role: Leader, Provider, Partner
Partners: State Government, Developers
Status: On Track

Progress

- √ Prioritised Pedestrian Access and Footpaths within the new Wingecarribee Integrated Transport Strategy

Since July 2021, Council has delivered 16 new footpath and shared path projects:

√ Wilson Drive, Balmoral Village	√ Church St, Colo Vale	√ Eridge Park Road Shared Path	√ Queen St, Mittagong
√ Ellsmore Road, Bundanoon	√ Mittagong Road, Bowral	√ Madeline St, Hill Top	√ Regent St, Mittagong
√ Erith Street, Bundanoon	√ Emily Cct, Bowral	√ Illawarra Highway, Moss Vale	√ Penrose Rd, Penrose
√ Railway Ave, Colo Vale	√ Ascot St, Bowral	√ Bessemer St & Lee St, Mittagong	√ Caalong St, Robertson

Future Focus Areas

- √ Managing and attracting investment in new and shared footpaths
- √ Managing and attracting investment in asset maintenance to support transport improvements
- √ Review and implementation of a four-year Capital Works program as part of the development of a new Delivery Program 2025-2029
- √ Continue to invest in the provision of new footpaths and shared paths across the Shire, with the 2024/25 to 2027/28 Capital Program featuring an investment of $2.4M across the four years

Strategy 3.1.3 Investigate and implement opportunities to reduce travel time between the Shire and strategic population centres (e.g., Sydney, Canberra and Wollongong)

Council's role: Advocate
Partners: State and Federal Government
Status: On Track

Progress

- √ Developed the Wingecarribee Integrated Transport Strategy with a focus on reducing travel time between the Shire and the Strategic Centres of Sydney
- √ Advocated to the State Government for:
  - More frequent and reliable train services that integrated with the local bus service timetable
  - Inclusion of Southern Highlands Innovation Park within the planning for the Southern Inland Fast Rail
  - Provision of northbound on-ramp and southbound off-ramp at Hume Highway interchange at Welby
  - Support for Moss Vale Bypass
- √ Continued investment in the safety and resilience of the Illawarra Highway
- √ Progressed planning for the Moss Vale Bypass project and secured an additional $10.8m in funding from the NSW Government to complete the detailed design and commence preliminary works

Future Focus Areas

- √ Moss Vale Bypass
- √ Ongoing advocacy to improve movement and travel times between strategic centres

Strategy 3.1.4 Work in partnership to ensure a safe and reliable road and infrastructure network

Council's role: Partner
Partners: State and Federal Government
Status: On Track

Progress

- √ Partnered with the State and Federal Government to deliver road safety outcomes across the Wingecarribee road network
- √ Participated in the Local Traffic Committee (LTC) with Transport for NSW (TfNSW) who supports Council in the traffic management of the local road network
- √ Supported the Local Government Road Safety Program – with the financial support of TfNSW, to have a dedicated Road Safety Officer who delivers road safety education and promotion outcomes across the community
- √ Awarded grant funding to deliver road safety infrastructure improvements across the local road network including School Zone Crossing Upgrades where pedestrian crossings were installed at five schools; Moss Vale Public School, St Thomas Aquinas Catholic Primary School, Bowral High School, Mittagong Public School and Colo Vale Public School

Future Focus Areas

- √ Partnering with Transport for NSW in the proactive implementation of road safety upgrades across both the State and Local road network
- √ Growing the Local Government Road Safety Program to include additional advocacy and awareness building actions
- √ Continuing to seek grant funding opportunities for renewal and upgrade of road network

Strategy 3.1.5 Improve local roads through prioritised and timely upgrade, renewal and maintenance programs

Council's role: Leader
Partners: State and Federal Government
Status: On Track

Progress

Manages a network of 1,200km of roads – comprising 800km sealed, 120km asphalt and 270km unsealed roads. These roads carry a total value of $940M, which is approximately 1/3 of the value of the entire asset base.

- √ Since July 2021, Council has sought to address this by investing well above annual depreciation with an average renewal investment of $22M per year.
- √ Major projects delivered across this period include:
  - Station Street Renewal
  - New Station Street Carpark
  - Old South Road Renewal and Upgrade
  - Range Road Renewal and Upgrade
  - Wombeyan Caves Road Upgrade
  - Wilson Drive Colo Vale
  - Berrima Road Moss Vale
  - Taylor Avenue New Berrima
  - Eridge Park Road Renewal and Upgrade
  - Kirkham Street Road Renewal and Upgrade
  - Sallys Corner Road

Future Focus Areas

- √ Implementation of the Four-Year Capital Works Program to ensure adequate investment in road renewal
- √ Continuing to seek grant funding opportunities for renewal and upgrade of road network

Strategy 3.1.6 Investigate and support initiatives that consider future transport modes and technologies

Council's role: Partner, Advocate
Partners: State and Federal Government, Education providers
Status: On Track

Progress

- √ Partnered with the Institute for Sensible Transport to develop the Wingecarribee Integrated Transport Strategy which provided a roadmap for the next 20 years, guiding how Council invests and improves the transportation network within the Shire

Future Focus Areas

- √ Adoption and implementation of the new Wingecarribee Integrated Transport Strategy
- √ Ongoing advocacy aimed at improving local infrastructure and connectivity

Strategy 3.1.7 Work with service providers to improve digital and telecommunications infrastructure and service delivery

Council's role: Advocate
Partners: Telecommunications service providers
Status: Needs Attention - strategy recommended for review.

Progress

- √ Supported telecommunication service providers in their provision of mobile phone coverage across the Shire through the leasing of Council land and structures for mobile phone transmission towers where required

Future Focus Areas

- √ Review the Community Strategic Plan to confirm Council's role as advocate

Goal 3.2 Unique towns, villages and rural landscapes

Strategy 3.2.1 Maintain and create the green spaces, gardens and rural landscapes between and across towns and villages

Council's role: Leader, Regulator
Partners: State Government
Status: On Track

Progress

Managed a network of over 3,000 hectares of parks and bushland and $38.2M of open spaces infrastructure.

- √ Invested over $5M each year on the maintenance and operations of Council's parks and bushland assets which covers a wide range of activities including mowing, gardening, bushcare and tree management
- √ Invested in the provision of new and upgraded parks and reserves with examples including:
  - Bong Bong Common Upgrade
  - Casburn Park Upgrade
  - Local Playspace Renewals and Upgrades
    - Seymour Park Moss Vale
    - Cook St Mittagong
    - Church Rd Oval Moss Vale
    - Ritchie Park Moss Vale
  - Balmoral Reserve Upgrade
  - Jordans Crossing Dog Park
  - Station Street Camelia Gardens
  - Loseby Park Tennis Court and Lighting Renewal
  - Eridge Park Netball Courts Lighting Renewal

Future Focus Areas

- √ Implementing the outcomes of the Community and Recreation Facilities Strategy
- √ Exploring grant funding opportunities for renewal and upgrade of open space assets
- √ Reviewing the Developer Contributions Plan to ensure benefit of contributions to the community is maximised

Strategy 3.2.2 Identify and protect the unique characteristics of towns and villages to retain a sense of place

Council's role: Leader, Regulator
Partners: State Government, Community Groups
Status: On Track

Progress

- √ Adopted a Village Place Plan Program 2024-2026 to guide the delivery of community-led strategic plans that address the housing, economic, sustainability, social and cultural needs of selected village centres
- √ Developed The Robertson Village Place Plan which was the first Place Plan to be developed using internal resourcing and in partnership with the Robertson community and key stakeholders
- √ Prepared Place Profiles have been prepared for each village centre in the Shire to provide an overview of the demographics, culture and economic drivers that are unique to a particular village centre. The Place profiles are designed to inform the community about the range of local facilities available and highlight assets that exist in each village or town
- √ Committed to the preparation of Masterplans for the three town centres of Moss Vale, Bowral and Mittagong. The Masterplans aim to provide a clear vision and strategic direction for each town centre that celebrates local character. Bowral was the first Masterplan developed with a focus on Mittagong and Moss Vale in FY2024/25

Future Focus Areas

- √ Implementation of Place Profiles on Participate Wingecarribee to foster a sense of place and provide information relevant to each unique village
- √ Developing Master Plans for the Mittagong and Moss Vale town centres
- √ Advocacy to secure funding to implement Town Centre Master Plans

Strategy 3.2.3 Identify, protect and promote places of significant cultural heritage, including First Nations heritage

Council's role: Leader, Regulator
Partners: State Government
Status: On Track

Progress

- √ Committed to protecting and celebrating places of significant cultural heritage across the Shire, including First Nations cultural heritage including:
  - Bong Bong Common – significant upgrade of this heritage listed site to ensure continued protection and celebration of its historical significances
  - David Woods Playing Fields Playspace – detailed design takes inspiration from the story of Gurangatch and Mirrangan and the creation of the Jenolan Caves, Wingecarribee River and Wollondilly River
  - Completion of Aboriginal Cultural Heritage Due Diligence in the scoping and Part 5 assessment when planning and executing all of Council's capital works projects
  - Wingecarribee Community Heritage Study – across the past three years, the Study has investigated 609 individual items and 16 larger areas of potential heritage significance, with the subsequent recommendations then subject to a rigorous community consultation and peer review process

Future Focus Areas

- √ Continuing to realise opportunities to protect and celebrate places of significant cultural heritage

Goal 3.3 Liveable and sustainable communities

Strategy 3.3.1 Work collaboratively to improve and revitalise town and village centres throughout the Shire

Council's role: Leader, Partner, Provider
Partners: State Government, Business and Industry, Community Groups
Status: On Track

Progress

- √ Targeted improvements completed across the Shire through the Capital Works Program, to revitalise the town and village centres Including:
  - Station Street Upgrade and Car Parking – renewal of the deteriorated road network enabled this route to better remove traffic from Bong Bong St. The new carpark also provided a 100 new parking spots within the town centre of Bowral, creating greater amenity for both local residents and tourists
  - Casburn Park Upgrade – with the support of a Bushfire Recovery grant, Council delivered a significant park and playspace upgrade within the Wingello Village centre
  - Balmoral Reserve Upgrade – creation of 3,870m2 of shared green space for Balmoral Village
- √ Funded further village centre revitalisation projects which are on track for delivery within 2024 including:
  - Railway Park Hill Top – with the support of the Hill Top Community Association, and the approval of Transport Asset Holding Entity (TAHE), Council will be delivering a new playspace and supporting park furniture within the green space adjacent to the railway line soon to be reactivated through the Loop Line Upgrade Project
  - Railway Park Colo Vale – Council will be upgrading the existing playspace in the green space adjacent to the railway line, again as part of the Loop Line Upgrade Project. The upgraded play space will provide more active play opportunities through a pump track and other enhancements
  - Yerrinbool Public Toilets – Council completed the design phase of a public amenities for Yerrinbool in 2023/24 and construction is on track for delivery early 2024

Please also refer to 3.2.2 and 3.3.1 for comments re Village Place Plans and Town Centre Masterplans.

Future Focus Areas

- √ Implementing actions from Town Centre Master Plans and Village Place Plans
- √ Exploring grant funding opportunities for implementation of place making projects

Strategy 3.3.2 Create welcoming and accessible community facilities that support opportunities for people to meet and connect with one another

Council's role: Leader, Partner, Provider
Partners: State Government, Business and Industry, Community Groups
Status: On Track

Progress

Managed an extensive buildings portfolio which encompasses a variety of community facilities; including libraries, halls and function spaces.

- √ Progressed and/or completed several major initiatives to achieve improved community outcomes including:
  - Implementation of 'Bookable' – an online booking system that enables community to quickly and easily book a Council hall or sports field
  - Adoption of a revised Section 355 Management Committee Procedures Manual – which brings clarity to the roles, responsibilities and processes associated with the management committees, which will in turn generate community outcomes
  - Bowral Memorial Hall Refurbishment and Upgrade – Community groups can now enjoy a greatly enhanced rehearsal and performance space. The works were designed to broaden the venue's use and appeal for touring ensemble and music festivals, inviting a wide range of cultural experiences to the Shire
  - Mittagong Memorial Hall and Playhouse – The design and Development Application (DA), at a cost of almost $600k, have been completed for the refurbishment and upgrade of the heritage listed facility. The project will address structural integrity, accessibility, fire safety, and asbestos removal well as incorporate modern audio-visual technology to create a unique cultural experience and foster artistic expression, community engagement, and economic growth

Future Focus Areas

- √ Pursue grant funding opportunities for delivery of the Mittagong Memorial Hall and Playhouse Refurbishment Project
- √ Implementing the strategies in the Community and Recreation Facilities Strategy

Strategy 3.3.3 Provide effective, safe and well-maintained local infrastructure and assets that service the needs of current and future generations

Council's role: Leader, Partner, Provider
Partners: State Government, Developers
Status: On Track

Progress

Managed an asset register of six (6) asset classes, consisting of over 157,000 assets with a combined cost of approximately $2.5 billion.

- √ Adopted an Asset Management Framework to ensure the long-term sustainability of the infrastructure network
- √ Adopted a new suite of documents for the Asset Management Framework including:
  - Asset Management Policy - defining Council's overall asset management objectives
  - Asset Management Strategy (AMS) - provides an overall analysis of provision and sustainability of the asset base
  - Asset Management Plans - explores the high-level summary contained in the AMS with detailed analysis of inventory, risk, levels of service and sustainability undertaken
- √ Invested heavily in Network Planning and Project Delivery to deliver some excellent outcomes including:

Network Planning

- Community and Recreation Facilities Strategy
- Integrated Transport Strategy
- Robertson Place Plan
- Road and Footpath Network Condition Audit
- Bridge Network Condition Inspection
- Moss Vale Sewer Reticulation Masterplan
- Bowral Sewer Reticulation Masterplan

Project Delivery

- Bowral Memorial Hall Upgrade
- Bundanoon Soldiers Memorial Hall Roof Renewal
- Road Renewals and Upgrades
- Bridge Renewals
- Bowral Sewage Treatment Plant Upgrade
- Moss Vale Sewage Treatment Plant Upgrade
- Future Focus Areas
- Providing a commitment to annual updates of Asset Management Plans
- Revision of Water and Sewer Fund Models
- Revision of Developer Contribution Plans

Strategy 3.3.4 Enhance the liveability and sustainability of local neighbourhoods through well considered place and precinct planning

Council's role: Leader
Partners: State Government, Community Groups
Status: On Track

Please refer to comments under 3.2.2 and 3.3.1 re Village Place Plans and Town Centre Masterplans.

Goal 3.4 Housing that meets the needs of current and future generations

Strategy 3.4.1 Provide a mixture of housing types that allow residents to meet their housing needs at different stages of their lives

Council's role: Leader, Advocate, Regulator
Partners: State and Federal Government, Housing providers
Status: On Track

Progress

- √ Developed The Wingecarribee Local Housing Strategy which provides a long-term planning framework to meet the housing needs of the community. The Strategy identified six (6) new residential living areas across the Shire – two of which are currently subject to active planning/ development activities
  - Ashbourne Estate, Moss Vale: described as Chelsea Gardens Coomungie and Surrounds in the Local Housing Strategy, this new living area will provide over 1,000 residential lots with supporting parks, reserves and transport upgrades. Stage 1 of the development, delivering over 170 lots, is complete and subsequent stages are now in progress
  - Bowral South New Living Area: Council is preparing a Masterplan and Servicing Strategy for the future residential area with the financial support of the NSW Government. The Master Plan will form the basis of site-specific Development Control Plan (DCP), to ensure that new development is in keeping with community's expectations and respects local character. The Servicing Strategy will identify the necessary infrastructure upgrades as the area develops and a funding mechanism to coordinate the delivery of all infrastructure equitably

Future Focus Areas

- √ Continuing commitment and implementation of the Wingecarribee Local Housing Strategy

Strategy 3.4.2 Support incentives and other initiatives that increase affordable housing options

Council's role: Leader, Advocate, Regulator
Partners: State and Federal Government
Status: On Track

Progress

- √ Received endorsement from the NSW Government on the Wingecarribee Local Housing Strategy in August 2024 aimed to guide decisions made by Council, the private sector and the community to deliver new living areas and diverse housing options in the region into the future
- √ Advocated for funding for critical enabling infrastructure like Moss Vale Bypass and Sewage Treatment Plant Upgrades and innovative planning projects including the Bowral South New Living Area draft Master Plan and extensive strategic work on the Southern Highlands Innovation Park
- √ Championed efforts to encourage housing providers to increase social and affordable housing offerings across the Shire. This includes a mapping exercise to identify social housing stock managed by Community Housing Providers (CHP) across Moss Vale, Bowral and Mittagong that is due for substantial renewal and investment
- √ Contributed an annual $20,000 donation to St Vincent De Paul Local Youth Transitional Housing
- √ Liaised with local affordable housing providers such as Argyle Housing to see opportunities realised within the Shire

Future Focus Areas

- √ Facilitating an Affordable Housing Forum with key agencies and stakeholders

Strategy 3.4.3 Work with housing providers to increase social and community housing, accessible housing for younger people, aged care places, seniors living and adaptable forms of housing

Council's role: Leader, Advocate, Partner
Partners: State and Federal Government, Regional Councils
Status: On Track

Progress

Please refer to 3.4.2 and comments re advocacy and donations

Future Focus Areas

Please refer to 3.4.2 and comments re advocacy and donations

Strategy 3.4.4 Work across all levels of government to ensure planned housing growth protects the natural environment and is supported by local services

Council's role: Leader, Advocate, Regulator
Partners: State and Federal Government, Housing and aged care service providers
Status: On Track

Progress

- √ Delivered The Wingecarribee Local Housing Strategy which commits Council to better planning for infrastructure as part of the strategic planning process, prior to land being rezoned, to ensure that infrastructure is planned for, delivered and funded in the most efficient way possible. This means that as our communities continue to grow, so too does the capacity of its infrastructure networks
- √ Adopted a new infrastructure planning and rezoning process for the Bowral South New Living Area including design, technical due diligence investigations and a commercial analysis to inform where a small village centre, open spaces and new homes can be best sited together, to serve the local and growing community

Future Focus Areas

- √ Continuing commitment and implementation of the Wingecarribee Local Housing Strategy
- √ Implementing actions of the Strategic Outcomes Roadmap

Environment

WHERE WE WANT TO BE...

Our natural world is healthy and flourishing.

Our unique native species, biodiversity and natural environment continues to be protected, enriched and enhanced.

The community is educated about, and actively involved in caring for and protecting our native flora, fauna, and eco systems. We also actively manage and support important wildlife areas, corridors and flyways.

Our air, and waterways, and land are clean and uncontaminated, supporting a healthier community and natural environment. We are a low waste community that reduces, reuses and recycles where we can. We also use renewable energies - like solar energy and wind power - that are kinder to the planet.

We are leaders in sustainable living, acting on climate change and building resilience in the face of natural disasters.

How we are tracking against Key Performance Indicators

↑ Increasing ↓ Decreasing – Stable

Indicator	Aspirational Trend	Source	2024 Result
Greenhouse gas emissions	Decrease	Wingecarribee Shire Council	↓
Electricity and gas consumption	Decrease	Wingecarribee Shire Council	↓
Percentage of domestic waste diverted from landfill	Increase	Wingecarribee Shire Council	–
Commercial and household water usage (litres)	Improve	Wingecarribee Shire Council	–
Illegal dumping (volume)	Decrease	Wingecarribee Shire Council	↑
Number of conservation efforts to protect threatened species	Increase	Wingecarribee Shire Council	↑
Number of Bushcare Volunteer Working bee's held	Maintain	Wingecarribee Shire Council	↑
Number of Biosecurity inspections (weeds and pest species)	Increase	Wingecarribee Shire Council	↑
Restoration of natural bushland	Improve	Wingecarribee Shire Council	↑
Number of threatened species	Monitor	NSW Government	↑

Environment



Goal 4.1 A protected, healthy and diverse natural environment

Strategy 4.1.1 Protect and enhance our native species, biodiversity, habitats and natural areas through a coordinated community, and all of government and approach

Council's role: Leader, Partner, Provider, Advocate, Protector
Partners: State and Federal Government, Business and Industry, Community Groups and Volunteers
Status: On Track

Progress

- √ Implemented koala monitoring, roadkill mitigation actions, habitat restoration projects and extensive community engagement and education through The Southern Highlands Koala Conservation Project
- √ Delivered Koala-specific engagement activities such as guest presentations, podcasts, drone surveys, information kiosks in reserves and parks, Koala Karaoke event at the Empire Cinema and the Wild West Koala Quest in Canyonleigh
- √ Facilitated bush care working bees every month to protect habitat of threatened species including multiple Koala habitat restoration projects on privately owned property; koala and platypus monitoring, Eastern Long-necked Turtle tours and education and restoration of the Robertson Rainforest
- √ Partnered with The Southern Highlands Platypus Conservation Project to support bi-annual community citizen science surveys and eDNA sampling
- √ Prepared The Plans of Management for Mount Gibraltar Heritage Reserve and Natural Areas (Bushland and Watercourse) to guide management actions in Council owned or managed bushland reserves for the next ten years
- √ Delivered programs to ensure Vertebrate pests have been monitored and controlled in bushland reserves containing Threatened Ecological Communities (TECs)
- √ Partnered with the National Parks and Wildlife Service (NPWS) to enable aerial monitoring of vertebrate pests including deer, pigs and goats, in Greater Mount Alexandra Reserve
- √ Supported volunteer programs for Bushcare volunteers continue to support the Bushland Services team to restore natural areas in bushland reserves
- √ Grew Land for Wildlife membership and participation in the bi-annual tree giveaway with support from Southern Highlands Landcare Network Helping Hands Program
- √ Successfully implemented three cultural burns in Gibbergunyah Reserve near Mittagong through the Aboriginal Cultural Burning Project. This community-led approach is improving biodiversity and hazard reduction objectives while re-introducing cultural practices in local bushland
- √ Conducted the first micro-bat survey in Gibbergunyah Reserve measuring 13 bat species across 10 sites including four threatened species

Future Focus Areas

- √ Implementing key actions from the NSW Koala Strategy Regional Partnership and Koala Habitat Mapping Project
- √ Investigating a model for expanding the bush care program including increasing volunteer numbers and upskilling volunteers to increase capacity
- √ Partnering with State agencies and community organisations on various environmental initiatives to support the preservation of natural species and biodiversity in the region

Strategy 4.1.2 Work collaboratively to reduce pollution, manage biosecurity risks, and the impact on our environment

Council's role: Leader, Partner, Provider, Regulator, Protector
Partners: State and Federal Government, Business and Industry, Community Groups and Volunteers
Status: On Track

Progress

- √ Commenced substantial upgrades to existing sewage treatment plants, prioritising Bowral and Moss Vale Sewerage treatment Plants (STPs). This will significantly improve the environmental impact on the Wingecarribee River and Whytes Creek
- √ Develop a Backyard Burning Mapping application to support landholders through an easy-to-use online tool to help them determine if they are allowed to burn piles of dead or dry vegetation on their properties
- √ Progressed an initative on the importance of managing wood heaters appropriately, using dry wood only to reduce smoke pollution
- √ Undertook thousands of inspections on private property, in bushland reserves, along roadsides and other high-risk pathways and at high-risk sites including nurseries and stockpiles to prevent new invasive weeds from becoming established in Wingecarribee Shire
- √ Prepared The Local Weed Management Program for public exhibition in 2024

Future Focus Areas

- √ Delivering biodiversity education and support to the community through school-based programs and local events
- √ Undertaking biosecurity weed inspections along high risk pathways and sites
- √ Continuing focus on weed control programs in high environmental value bushland reserves

Strategy 4.1.3 Conserve the key natural resources of the Shire and minimise the impact from development

Council's role: Leader, Partner, Provider, Regulator, Protector
Partners: State and Federal Government, Developers
Status: On Track

Progress

- √ Progressed substantial upgrades to existing sewage treatment plants as part of the Local Housing Strategy with input from the NSW Government
- √ Collaborated with the State government to reduce impacts of stormwater runoff and flooding from new housing estates (Retford Park Stormwater Detention Basin), and through capital works projects to minimise erosion and sedimentation in local waterways (Mittagong Creek, Bowral)
- √ Provided comprehensive environmental assessment advice on several State Significant Development applications, including a proposed new coal mine near Medway and a proposed sand quarry near Sutton Forest. There is increasing pressure on the Southern Highlands for natural resources, including water and sand resources. Development must be balanced with the priority of maintaining supply and quality drinking water and protecting high environmental value land. The Southern Highlands is a biodiversity hotspot, with the Shire supporting the largest koala population in southern NSW
- √ Undertook a comprehensive stormwater asset audit and maintenance schedule process with support from WaterNSW
- √ Monitored drinking water quality using NSW Health guidelines and undertakes Waterwatch testing in several of its urban waterways in addition to the water monitoring program undertaken by WaterNSW
- √ Managed and minimised impacts to flora and fauna conservation from recreational users in bushland reserves including recently funding and implementing a program to decommission unauthorised mountain bike tracks in sensitive environments and is working with the community to find alternative sites for this recreation activity

Future Focus Areas

- √ Implementing conservation actions for the Southern Highlands Shale Woodland (SHSW) including rehabilitation and new plantings
- √ Partnering with key agencies to conserve the natural resources of the Shire

Strategy 4.1.4 Sustainably manage natural resources, such as water, for the benefit of all life

Council's role: Leader, Partner, Provider, Regulator, Protector
Partners: State and Federal Government, Business and Industry, Community Groups
Status: On Track

Progress

- √ Actively engaged with the community through its sustainable living initiatives Sustainable Us and Earth Flix: Cinema 4 Change program - a free monthly movie and panel discussion. Since the program began, 1,156 bookings have been received to attend these sessions
- √ Collaborated with local schools to provide education and practical activities for students including seed collection, propagation, weeding and tree planting in addition to waterbug surveys, and education about koalas
- √ Partnered with WaterNSW to share information and look at the potential to gain efficiencies in sharing resourcing opportunities.
- √ Provided WaterWise information resources to the community to reduce demands on water supply
- √ Responded to reports of burst water mains to minimise water losses as the re. Council has taken up the offer of an initiative from Department of Climate Change, Energy, the Environment and Water (DCCEEW) in an Active Leak Detection Program across 719km of water mains network, to reduce hidden losses of this precious resource

Future Focus Areas

- √ Partnering with state agencies to educate the community about water conservation

Strategy 4.1.5 Work together to reduce bushfire risk and better protect the Shire from natural disasters.

Council's role: Leader, Partner, Advocate
Partners: State Government, Community
Status: On Track

Progress

- √ Undertook hazard reduction and three Aboriginal Cultural burns were conducted during this period – at Greylaydes Lane on Mount Gibraltar, Medway Dam Reserve, Medway and Gibbergunyah Reserve (3) near Mittagong
- √ Maintained and upgraded fire trails
- √ Worked with the NSW RFS to prepare the next generation Bush Fire Risk Management Plan which will be used and referred to in the preparation of reserve fire management plans
- √ Supported our community through multiple natural disasters including the 2019-2020 Black Summer Bushfires, flooding and storm events
- √ Worked closely with the community to improve resilience following natural disasters
- √ Commissioned an Independent Review of the Council's response to the Black Summer Bushfires. The review can be found on Council's website

  https://www.wsc.nsw.gov.au/files/assets/public/v/1/council/candidate-information/bushfire-response-and-recovery-review-2021_redacted.pdf

- √ Implemented recommendations from the Review of Council's response to the 2019/20 Black Summer Fires
- √ Secured funding to match Council's contribution to create a state of the art Emergency Operations Centre (EOC) at the Council Civic Centre in Moss Vale in May 2024 to support a coordinated response to emergencies across agencies

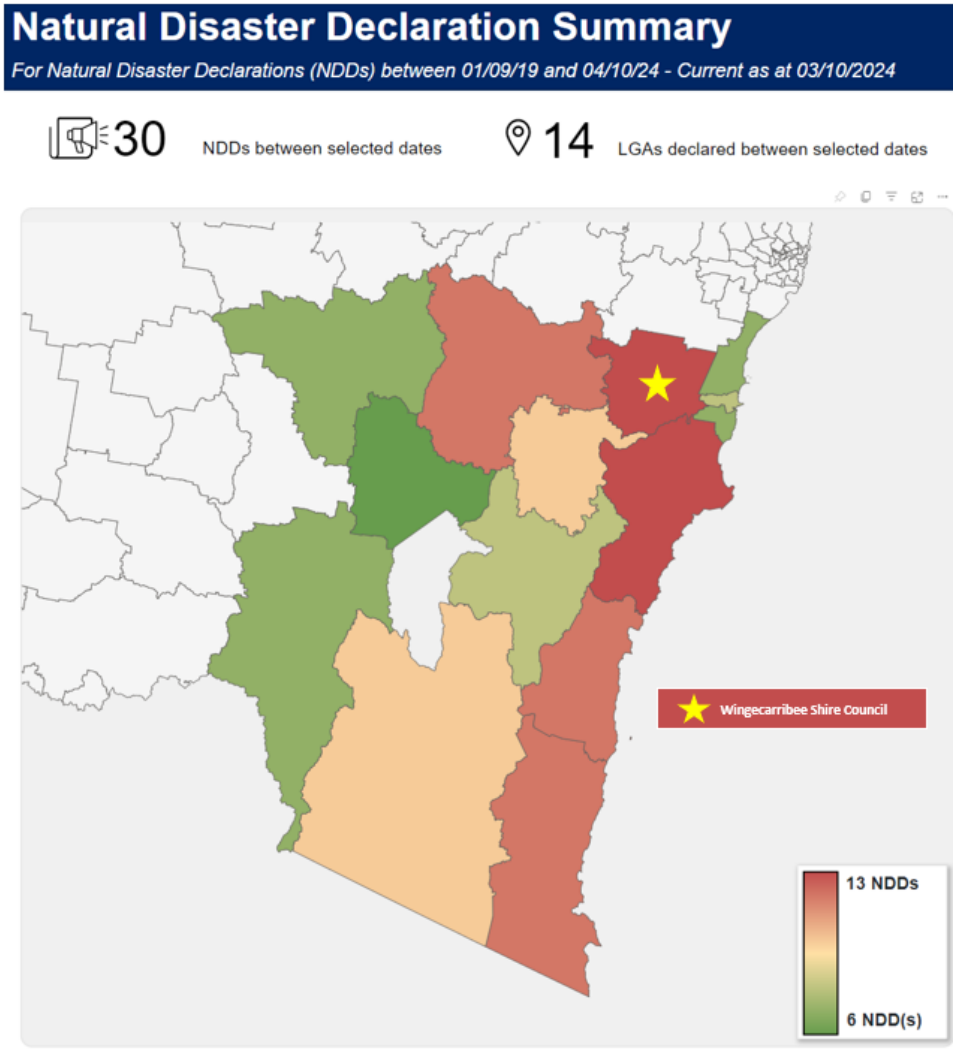


Figure 1: Natural Disaster Declarations by LGA (Source: NSW Reconstruction Authority)

Future Focus Areas

- √ Implementing priority actions from the Bushfire Risk Management Plan to keep the Shire safe and preserve the natural environment
- √ Developing a Regional Drought Resilience Plan in collaboration with other key stakeholders in the local region including Goulburn Mulwaree Council

Goal 4.2 A community that lives sustainably for the betterment of the planet

Strategy 4.2.1 Develop partnerships and implement community awareness education programs that enable people to live alongside wildlife and environmentally sensitive areas without contributing to degradation of these areas, loss of species or destruction of habitat

Council's role: Leader, Partner
Partners: State and Federal Government, Non-Government Organisations, Community Groups
Status: On Track

Progress

Council has participated in and led several awareness initiatives including:

- √ Three (3) School Environment Day events were successfully held at High Range, providing enriching learning experiences for stage three primary students on sustainability, healthy waterways and biodiversity
- √ Incursions at several local schools have provided learning opportunities on the environment, biodiversity and koalas
- √ Young REPS at Robertson Public School were supported with excursions to Robertson Rainforest at the Robertson Nature Park and Robertson Cemetery, to undertake seed collection and propagation activities
- √ Two (2) podcasts were produced for the Check in with Council weekly podcasts on the Environment and Climate Change Strategy, sustainability plans and actions in addition to bushcare, biosecurity and private land conservation
- √ A National Eucalyptus Day was celebrated in March 2024 through a local photo competition, talk and book launch by esteemed researcher, Professor David Lindenmayer, timed to coincide with the screening of The Giants at the Earthflix Cinema 4 Change event at Empire Cinema in Bowral.
- √ Biodiversity month has been celebrated each September through engaging installations and displays in the Civic Centre
- √ The Southern Highlands Koala Conservation Project has held many community events over this period including information kiosks, spotlighting evenings, workshops, Kitty with Claws podcasts, The Bell podcast at Exeter Public School, and information sessions at workshops
- √ The Land for Wildlife biannual tree giveaway, saw nearly 6,000 trees planted and supported by the Southern Highlands Landcare Helping Hands, building capacity in private land and koala conservation

Future Focus Areas

- √ Partner with Habitat for Wildlife landholders and leverage off this network to increase community awareness and conservation of habitat
- √ Implement biodiversity actions from Plans of Management to protect natural habitats

Strategy 4.2.2 Promote building practices and the types of developments that improve resource efficiency

Council's role: Leader, Provider, Regulator
Partners: State and Federal Government, Developers, Building Industry
Status: On Track

Progress

- √ Facilitated three (3) energy efficiency workshops for the community and screened one free film about sustainable building practices (April 2024) as part of the Earth Flix: Cinema 4 Change film series
- √ Participated in and promoted the 'Sustainable House Day' event and the webinar series that followed through April and May 2024
- √ Collaborated with WinZero and hosted the inaugural Southern Highlands Future Forum which focused on the energy industry with energy industry experts that spoke about energy efficiency, renewable energy, electrification of the home and our local and state grid future to 125 people in attendance
- √ Worked with the NSW Water Night Council who runs a tour of the Water Treatment Plant (WTP) each year and when possible, a tour of a Sewage Treatment Plant. Four tours occurred during 2021-2024 period with 67 people registered to attend. In addition, there has been 5 groups through including schools and community groups. Facilities like the WTP are a great resource to help educate our community on the processes, cost and energy use needed to supply clean water to our community
- √ Developed and adopted a Community Emissions Action Plan (CEAP) which includes Council actions to:
  - Advocate and engage with local builders and property developers to maximise energy efficiency of new homes
  - Advocate to State government to increase the Building Sustainability Index (BASIX) and State Environmental Planning Policy (SEPP) requirements and to introduce voluntary Environmentally Sustainable Design (ESD) principles
  - Explore a mechanism to prohibit new gas installations

Future Focus Areas

- √ Implementing key priorities of the Community Emissions Action Plan (CEAP)
- √ Advocating with local industry on sustainable building practices that promote energy efficiency and eco-friendly development

Strategy 4.2.3 Encourage residents and businesses to source and produce goods locally

Council's role: Advocate
Partners: State and Federal Government, Business and Industry, Community Groups
Status: On Track

Progress

- √ Partnered with Empire Cinema Bowral to screen an episode of War on Waste from ABC about food waste and fashion in December 2023, with 159 people in attendance. The event's special guest was ABC radio host, environment advocate, comedian and Southern Highlands local Craig Reucassel who motivated and inspired participants to take action reducing their food waste and fashion consumption
- √ Developed and adopted a Community Emissions Action Plan (CEAP) which includes actions to:
  - Revise planning controls to require an active transport focus where people can walk to shops and work as well as investigate feasibility of a car sharing system in the LGA
  - Encourage food and grocery outlets to increase their proportion of locally and sustainably grown produce
  - Encourage rural producers to explore agrivoltaics to increase the productivity of acreage

Future Focus Areas

- √ Continuing the 'Sustainable Us' initiative which includes the Cinema 4 Change program and community workshops
- √ Engaging with the Southern Highlands Local Business Awards in a sponsorship capacity to promote small business and local goods and services
- √ Implementing the Small Business Commissioners recommendations from the Small Business Consultation Report

Goal 4.3 A low-waste community

Strategy 4.3.1 Minimise waste through education, promotion of alternatives and prosecution of illegal dumpers

Council's role: Leader, Provider, Partner, Regulator
Partners: State and Federal Government, Community Groups
Status: On Track

Progress

- √ Continued to educate the community and local businesses through ongoing and regular communications and events

  Community based examples include:
  - Workshops were held for the community to make their own Christmas gifts using recycled materials. Materials were sourced from the Moss Vale Reviva Centre; a reuse shop which sells quality second hand goods. Children and adults were given the opportunity to make Christmas gifts and bags with the resources available to them. Attendees were encouraged to look around the shop and get creative; with a clear message that all resources have a use.
  - Christmas tree campaign was promoted in e-news and social media posts were created to show the alternatives to plastic or freshly cut Christmas trees. The campaign showcased a unique and beautiful Christmas tree made of sticks found in the local reserve. People looking to create their own tree were then asked to return the sticks to the same reserve in which they were found.

Future Focus Areas

- √ Implement actions from the Waste Educational Plan at key community events to encourage waste minimisation

Strategy 4.3.2 Maximise the recovery of resources from the waste stream

Council's role: Leader, Provider, Partner, Regulator
Partners: State and Federal Government
Status: On Track

Progress

- √ Maximised resource recovery from the waste stream through collaborative efforts and strategic initiatives such as:
  - New Disposal Contract: bulky waste is direct delivered to the Resource Recovery Centre (RRC). Mattresses are sorted for recycling; metal is also recycled as scrap and other bulky household items are responsibly processed. Approximately 50% of these items are successfully recovered, mitigating the burden on landfills
  - Upcycle Centre: Transitioning from Reviva, the Upcycle Centre has become a cornerstone in diverting waste from landfills. Through innovative approaches, Council continuously repurposes materials, contributing to a circular economy and minimising environmental impact
  - Expansion of Recycling Streams: Council introduced multiple free recycling streams, both at RRC and through Mobile Community Recycling Centre units. Residents now have access to recycling options for a wide array of items, including X-ray films, mobile phones, e-waste, gas bottles, paint, aerosols, agricultural and veterinary products (DRUM Muster), soft plastics, cardboard and paper, fluorescent globes, tubes, and polystyrene
  - Continued to collect soft plastics with approximately 3 tonnes collected since April 2024 alone

Future Focus Areas

- √ Continuing focus on resource recovery initiatives through the Resource Recovery Centre (RRC) such as partnering with the NSW Government to trial a new program to collect and recycle embedded batteries
- √ Identifying opportunities to increase the % of waste diverted from landfill
- √ Exploring resale opportunities and processing partners for recovered material to increase profitability and maximise recovery

Strategy 4.3.3 Support circular economy initiatives that minimise both resource production and consumption

Council's role: Advocate, Partner
Partners: State and Federal Government, Business and Industry, Community Groups
Status: On Track

Progress

- √ Collaborated with Revolutionary Apps Pty Ltd to deliver Compost Revolution, a long-term project offering financial assistance through discounted rates on composting products and food waste management solutions, as well as providing educational resources, ongoing on-call support, and webinars. This project has garnered significant support amongst residents and empowered residents to take charge of their organic waste
- √ Offered a range of secondary products for sale through the Resource Recovery Centre (RRC), including soil conditioner and bagged manure sourced from the saleyards and blended with premium soil conditioner. These products provide valuable resources for residents and gardeners seeking sustainable solutions for soil enrichment. The soil conditioner, enriched with organic matter and essential nutrients, is derived from the organic matter dropped off at the RRC and the green bin kerbside collection service

Future Focus Areas

- √ Continuing focus on the Compost Revolution project
- √ Identify and review potential additional waste facility locations within the Shire for both collections and community drop-offs

Goal 4.4 A resilient Shire that takes action on climate change

Strategy 4.4.1 Manage resource consumption, with significant increases in efficiency and adoption of renewable energy

Council's role: Leader
Partners: State and Federal Government, Regional councils
Status: On Track

Progress

- √ Implemented a Power Purchasing Agreement (PPA) in 2023 which means all electricity used at Council's large sites and most of its small sites are using renewable energy
- √ Progressed the creation a Fleet Transition Plan. This plan will outline the most cost effective and efficient way for Council's fleet to transition to Electric Vehicles (EVs)
- √ Applied for grant funding to fund 50% of the cost to install heat pumps at the Moss Vale Aquatic Centre (MVAC) reducing Council's Green House Gas emissions from gas consumption by 80% - the outcome of this application is still pending

Future Focus Areas

- √ Planning is also underway to implement an internal Net Zero Steering Group to investigate Council's procurement and use of materials and resources with a view to making Council's day to day operations more sustainable
- √ Implementing the Net Zero Steering Group
- √ Ongoing focus on the implementation of the Community Emissions Action Plan (CEAP) initiatives

Strategy 4.4.2 Build community capacity to reduce greenhouse gas emissions and minimise the impacts of climate change

Council's role: Partner, Advocate
Partners: State and Federal Government, Community Groups
Status: On Track

Progress

- √ Increased the number of energy efficiency community workshops designed to help people better understand energy bills and reduce energy consumption
- √ Provided community events including the successful April 2024 Earth Flix film screening which was followed by a panel discussion on sustainable building practices with local architects, builders and homeowners participating. The discussion raised important facts about climate change, building regulations (including how Council might make improvements to its own policies and planning) as well as ways in which individuals can take their own steps to make homes more resilient
- √ Proactively promoted resources including use of the SunSpot tool which helps people plan and size solar power for their homes

Future Focus Areas

- √ Implementing the recommended interventions within the Community Emissions Action Plan (CEAP) to build community capability to reduce emissions
- √ Continuing to promote the 'Sustainable Us' program which includes a number of events, initiatives and programs designed to increase awareness and education throughout the community

Strategy 4.4.3 Plan for predicted impacts of climate change

Council's role: Leader, Partner, Advocate
Partners: State and Federal Government, Regional councils, Business and Industry, Community Groups
Status: On Track

Progress

- √ Developed the Sustainable Us page on Councils website which includes information available to the community on how to increase the resilience of resident's gardens. The website also includes important Information about how people can grow food or choose to buy produce locally
- √ Participated in the development of a drought resilience plan for Goulburn Mulwaree and Wingecarribee regions in partnership with Goulburn Mulwaree Council
- √ Partnered with the local indigenous community and the Rural Fire Service to carry out cultural burns and hazard reduction burns in some of the local nature reserves
- √ Cooperated with the Canberra Region Joint Organisation (CRJO) to create the blueprint for a resilient southeast region named "The Resilience Blueprint Project" which will embed resilience into decision making regarding natural disaster prevention, response and recovery

Future Focus Areas

- √ Development of a Regional Drought Resilience Plan in collaboration with other key stakeholders in the local region such as Goulburn Mulwaree Council
- √ Partner with the NSW Government and other state agencies on strategic and resilience planning initiatives
- √ Increased focus on sustainable development practises and future-fit infrastructure to withstand changing weather and climate conditions within Council's available resources

Strategy 4.4.4 Monitor and report on community and government progress to achieving net zero emissions.

Council's role: Leader, Advocate
Partners: State and Federal Government, Business and Industry, Universities
Status: On Track

Progress

- √ Undertook energy efficiency projects
- √ Produced and published an annual report on Council's greenhouse gas emissions (GHG) The results of the report are used to assess the pathway to net zero and demonstrate how the projects and actions that are implemented affect Council's net emissions.
- √ Decreased emissions by 50% from 2021/2022 Council levels
- √ Improved monitoring of wastewater quality has provided more accurate emission data for the fugitive emissions from sewerage treatment plants
- √ Commenced a contract with Red Energy to supply 100% renewable electricity to the majority of Council sites. This means that for half of the year Council sites under this supply arrangement created zero emissions from its electricity consumption

Future focus areas

- √ Continuing emphasis on Annual Reporting on Council's emissions in the Greenhouse Gas Report
- √ Prioritising the emissions reduction actions outlined within the Community Emissions Action Plan (CEAP)

Strategy 4.4.5 Work collaboratively across all levels of government, business and industry to reduce carbon emissions and address climate change

Council's role: Partner, Advocate
Partners: State and Federal Government, Business and Industry, Community Groups, Universities
Status: On Track

Progress

- √ Continued to work collaboratively with the CRJO and Sustainability Advantage to reduce emissions through multiple projects
- √ Conducted an energy audit on a sample of Councils assets, including the Moss Vale Aquatic Centre (MVAC)
- √ Partnered with Sustainable Councils, to progress moving Council's final small sites over onto the Power Purchase agreement (PPA) to ensure 100% of Council electricity is renewable

Future Focus Areas

- √ Partnering with NSW Government and State Agencies to implement emissions reduction programs and seek funding opportunities
- √ Collaborating with local emergency response agencies on resilience projects

Strategy 4.4.6 Support the community to survive, adapt and thrive in the face of extreme weather events and other crises

Council's role: Leader, Partner
Partners: State and Federal Government, Community Organisations, Universities
Status: On Track

Progress

- √ Delivered the 'Resilient Towns Initiative' in both Balmoral Village and Wingello in partnership with University of NSW, NSW Reconstruction Authority and the Australian Red Cross

Future Focus Areas

- √ Continued collaboration with local emergency response organisations to ensure a coordinated response to extreme weather events and other crises and utilisation of the Emergency Operations Centre (EOC)

Strategy 4.4.7 Actively promote energy efficiency measures and the uptake of renewable energy usage throughout the Shire

Council's role: Advocate
Partners: Community Organisations, Education providers
Status: On Track

Progress

- √ Continued to drive the uptake of renewable energies and lead by example.
- √ Community education on renewable energy and energy efficiency through promotion of the SunSpot tool
- √ Developed a Community Emissions Action Plan (currently under development) that identifies strategies and actions the community can undertake to increase energy efficiency in their homes and understand the options available to integrate renewable energy into households through upgrades to heating and cooling equipment, cooking appliances and hot water provision
- √ Developed the Sustainable Us series of videos, available to view on Council's website. These videos contain cover a variety of efficiency and renewable energy themes that promote household uptake
- √ Delivered the Greener Footprint Fair. Held for the first time in 2022, the event showcases sustainable businesses, foods and products
- √ Assisted Moss Vale High School to apply for grants in 2022 to install a solar system at the school
- √ Held Schools Environment Day each year whereby students participate in various activities including water conservation activities, using and creating homemade sustainable products, and understanding the importance of water sharing with the environment
- √ Partnered with Local Land Services at two Rivers of Carbon field workshops for rural landholders
- √ Collaborated with WinZero to identify opportunities to create trial Net Zero Homes, providing assistance for residents to retrofit their homes for energy efficiency
- √ Delivered energy efficiency workshops and information sessions for the community and business owners

Future Focus Areas

- √ Continued work on climate change and renewable energy initiatives and education through the Sustainable Us program which includes workshops, events, videos and awareness programs throughout the Shire

Economy

WHERE WE WANT TO BE...

Our local economy is thriving, and people want to live and work here.

We have built on the unique strengths of the Shire, such as our close proximity to major centres like Sydney and Canberra and our rich agricultural lands.

We are home to leading primary industries that work in harmony with the local environment.

There are local jobs available, allowing people to work within a variety of fields and sectors.

We have plenty of education, training and development opportunities. This helps us to build our local skills and knowledge and create workforces suitable for both current and future employers.

Local business, industry and other organisations have embraced new technologies allowing them to grow and prosper while also supporting the health of the planet.

We have become known for our variety of creative industries and are home to many artists, , writers, performers, filmmakers, designers, musicians and makers.

How we are tracking against Key Performance Indicators

↑ Increasing ↓ Decreasing — Stable

Indicator	Aspirational Trend	Source	2024 Result
Gross value of agricultural production	Maintain	ABS	↑
Gross regional product	Increase	NIEIR	↑
Level of unemployment (%)	Maintain	NIEIR	↓
Number of local Employment / Jobs	Monitor	NIEIR	↑
Level of education of residents (Year 12 and beyond)	Maintain	ABS	↑
Percentage residents that travel outside the Shire for work	Decrease	ABS	—
Community support for tourism	Maintain	Community Survey	—
Support for local business and employment	Improve	Community Survey	—
Number of tourism related jobs	Increase	NIEIR	↑
Visitation numbers to the Shire	Increase	TRA	—
Spend by service or business category e.g., food services, accommodation	Not applicable - Monitor	NIEIR	↑


Economy

Goal 5.1 People want to visit, work and invest in the Shire

Strategy 5.1.1 Broaden and promote the diversity of business and industry sectors and investment opportunities

Council's role: Promoter, Advocate, Regulator
Partners: State Government, Business and Industry, Regional councils
Status: On Track

Progress

- √ Since 2021, Wingecarribee has experienced a net increase of 441 local businesses, with notable growth in Construction (18.4%), Professional, Scientific, and Technical Services (15%), Rental, Hiring, and Real Estate (11.3%), and Agriculture (9.0%) sectors. This rise signifies a broadening of industry diversity and investment prospects
- √ Facilitated diversification through ongoing engagement with Business Forums and Chambers, the finalisation of a Visitor Servicing Report, the establishment of an Economy Community Reference Panel, and sustained collaboration with industries beyond the region

Future Focus Areas

- √ Promote the Southern Highlands Innovation Park (SHIP) to ensure the creation of future employment opportunities in industries such as education, construction, technology and equine and agribusiness
- √ Continue to liaise with local business chambers to promote diversity of local businesses
- √ Continue to collaborate with state agencies to attract international investment in strategically identified precincts such as the Southern Highlands Innovation Park (SHIP) and key Town Centres

Strategy 5.1.2 Work across all sectors to improve access to local employment for people of all abilities, cultural backgrounds and ages

Council's role: Advocate
Partners: State Government, Business and Industry, Regional councils
Status: On Track

Progress

- √ Continued to advertise as an Equal Opportunity Employer that provides an inclusive workplace and embraces diversity of talent
- √ The Wingecarribee unemployment rate decreased significantly from 3.4% in June Quarter 2021 to 1.1% in September Quarter 2023, surpassing the regional average of 2.9%. While market dynamics primarily drove this decline, local initiatives like the Wingecarribee Local Jobs Programs and engagement with the Aboriginal Yarn Forum have played a part in enhancing employment opportunities
- √ Collaborated with educational institutions to enhance workforce development and promote access and opportunities for people of all ages. Particular focushas been given in recent years to promoting local government jobs at events such as Careers Day; delivered in partnership with TAFE NSW the event aims to inspire young people to pursue careers that contribute to the local community while learning key skills. In addition, Council actively recruits and employs cadets and early career professionals
- √ Commenced the development of a Diversity Inclusion Action Plan and disability awareness training will continue to be rolled out both internally to all front line staff as well as externally, to local businesses

Future Focus Areas

- √ Collaborate with local high schools, TAFE and universities to attract cadets and trainees for succession planning and workforce pipeline
- √ Continue to promote disability awareness training for local business owners and employers
- √ Implementing the Small Business Commissioners recommendations from the Small business consultation report

Strategy 5.1.4 Promote slow and sustainable tourism that balances economic benefits with impacts on our environment and community

Council's role: Promoter, Advocate
Partners: State Government, Business and Industry, Regional councils
Status: On Track

Progress

- √ Continued working with Destination Southern Sydney and Surrounds (DSSS) and Destination NSW to host tourism focused forums and secure grant funding including a triennial grant for Tulip Time
- √ Continued to collaborate with groups and organisations such as Grow Southern Highlands, Business Southern Highlands and Robertson Business Chamber to promote events, wine, and produce to a broader audience. This has included trade shows, the Gourmet Village Trail, and media campaigns

Future Focus areas

- √ Engaging the Visitor Economic Advisory Panel (VEAP) for expert advice on tourism and events within the Shire
- √ Developing and implementing of the Visitor Economy Action Plan that aligns with the goals of the Destination Strategy 2020-2030

Strategy 5.1.5 Develop and promote the Southern Highland's unique brand identity

Council's role: Promoter, Advocate
Partners: State Government, Business and Industry
Status: On Track

Progress

- √ Increased visitation to the Southern Highlands Visitor Information Centre post-COVID and bushfires. The Visitor Information Centre also showcases local Southern Highlands produce and handcrafted products within its in-house store to promote brands and products that are unique to the region
- √ Increased Destination Southern Highlands website visitation which has surpassed pre-COVID numbers by 12% and Destination Southern Highlands social media channels
- √ Released the new edition of the Southern Highlands Escape tourism brochure with distribution to local businesses, operators, and visitors at no cost to ratepayers
- √ Delivered the Tulip Time annual event which is inherent to the unique brand identity of the Southern Highlands. The event showcased the vibrancy of the Shire to locals and visitors alike through floral displays and festivities.
- √ Worked with Netflix to bring Bridgerton in Bowral which delivered an economic benefit of $2.4m to the region and promoted Wingecarribee's unique and charming landscape. Council helped to attract the event to the region and worked as conduit between the Bridgerton team and local businesses to ensure the event was a success.

The 2023 Tulip Time Event delivered an economic benefit of $2.63 million to the local region

Future Focus Areas

- √ Collaborating with local businesses and corporate partners through the Destination Southern Highlands Industry Hub to highlight local tourism opportunities
- √ Promoting local agribusiness products and experiences to the visitor economy to strengthen the Shire's unique local brand identity and offerings to visitors
- √ Developing an Implementation Report to compliment the Southern Highlands Destination Strategy 2020-2030

Strategy 5.1.6 Capitalise on our proximity to Sydney, Canberra and the Western Sydney Aerotropolis to attract economic opportunities and investment

Council's role: Promoter, Advocate
Partners: State Government, Business and Industry
Status: On Track

Progress

- √ Progressed the Southern Highlands Innovation Park Master Plan and Governance Strategy. Upon completion, these assets will be utilised to attract economic opportunities and investment, taking advantage of the region's proximity to Sydney, Canberra, and the Western Sydney Aerotropolis, which is due for completion in 2026
- √ Implemented marketing campaigns to increase domestic overnight visitation in the Southern Highlands to a new record of 676,000, being 45% above the average pre–COVID figure for the period 2014 – 2019

Future Focus Areas

- √ Continuing to advocate for State Government infrastructure funding
- √ Leveraging off Sydney Aerotropolis investments to attract appropriate industries to the Southern Highlands Innovation Park (SHIP) due to proximity of neighbouring growth areas

Goal 5.2 Sustainable business and industry work in harmony with local community and environment

Strategy 5.2.1 Promote business and industry development opportunities suited to our distinct region

Council's role: Promoter
Partners: State Government, Business and Industry
Status: On Track

Progress

- √ Continued infrastructure and compliance enhancements for the Southern Regional Livestock Exchange (SRLX) located in Moss Vale, which is one of the top ten cattle saleyards in the state of New South Wales
- √ Progressed the Southern Highlands Innovation Park Master Plan and Governance Strategy. Upon completion, these assets will be utilised to attract economic opportunities and investment

Future Focus Areas

- √ Attracting investment into the Town Centres to enhance the visitor economy and small businesses whilst retaining the unique charm of the Shire
- √ Advocacy for the Southern Highlands Innovation Park (SHIP) which will in turn, grow local industry

Strategy 5.2.2 Encourage and showcase leading edge, clean, green industries

Council's role: Promoter, Partner Advocate
Partners: State and Federal Government, Business and Industry
Status: On Track

Progress

- √ Adopted the Environment and Climate Change Strategy which built on the previous Environment Strategy 2012-2017 and the ongoing work of Council and the community to protect, restore, and enhance the local environment and adapt to the challenges of a changing climate
- √ Progressed the transition of Council fleet to electric vehicles
- √ Adopted the Resource & Waste Management Strategy 2023-2032 which positions Wingecarribee Shire Council as a leader in local government waste management

Future Focus Areas

- √ Implementation of high priority Council-led actions from the Community Emissions Action Plan (CEAP) that have a focus on green energy and renewables
- √ Developing Town Centre Masterplans to incorporate EV charging stations and wayfinding signage to better manage congestion and parking

Strategy 5.2.3 Encourage research and innovation that enhances the local and regional economy

Council's role: Promoter, Partner, Advocate
Partners: State and Federal Government, Business and Industry
Status: Needs Attention

Progress

- √ Commissioned two studies concurrently in 2022 – an Agribusiness & Equine Industry and Facilities Study; and the Southern Highlands Produce Hub Feasibility Study – which facilitated collaboration on key common elements
- √ Partnered with the University of Wollongong (UoW) in 2023 as part of their iAccelerate RISE program which supports new and existing regional businesses with practical workshops, online learning and a network of experts to assist regional businesses with knowledge and skills development to grow and scale

Future Focus Areas

- √ Advocate for the Southern Highlands Innovation Park (SHIP) which will encourage innovation and industry to the region
- √ Implementing the Small Business Commissioners recommendations from the Small business consultation report

Strategy 5.2.4 Promote and enhance our creative industries

Council's role: Promoter, Partner, Advocate
Partners: State and Federal Government, Regional Councils, Creative Industries
Status: On Track

Progress

- √ Promoted and enhanced creative industries through ongoing support to the Ngununggula Regional Art Gallery as well as through annual promotion of the Southern Highlands Art Trail. The Arts Trail is well known for offering visitors the opportunity to step into the studios and workspaces of local artists and artisans skilled in a range of crafts from printmaking to pottery, painting to textiles and watercolour to woodwork
- √ Implemented marketing campaigns to increase domestic overnight visitation in the Southern Highlands to a record levels. (Also see Strategy 5.1.6)
- √ Partnered with State and Federal Government to renovate the Bowral Memorial Hall. The complete re-design of Bowral Memorial Hall, along with its heritage value made this a very involved and complicated build but with outstanding outcomes for the local arts and cultural scene

Future Focus Areas

- √ Continue ongoing support of creative arts programs within the Shire including Ngununggula Regional Art Gallery and the Southern Highlands Art Trail which gives local creatives a forum to showcase their businesses
- √ Implementation of actions from the Wingecarribee Regional Economic Development Strategy

Goal 5.3 A thriving and diverse agricultural industry

Strategy 5.3.1 Develop and implement initiatives which allow rural industries to innovate, adapt and prosper

Council's role: Promoter, Partner, Advocate
Partners: State and Federal Government, Agricultural Industries
Status: On Track

Progress

- √ Progressed the Southern Highlands Innovation Park (SHIP) as a regionally significant employment precinct comprising some 1,053 hectares of industrial zoned land between Moss Vale and Berrima. This precinct provides a unique opportunity to attract sustainable and innovative industries and become a major employer and economic driver for the Shire and the broader region
- √ Engaged consultants - Architectus, Astrolabe and SGS Economics and Planning - to prepare a Master Plan and Governance Strategy for the SHIP to guide land uses and built form within the precinct, and to plan for new employment opportunities with a focus on innovation

Future Focus Areas

- √ Promote the Southern Highlands Innovation Park (SHIP) to ensure the creation of future employment opportunities in rural industries

Strategy 5.3.2 Manage development to ensure it does not impact on viable primary production and food security

Council's role: Leader, Regulator
Partners: State Government, Agricultural Industries
Status: On Track

Progress

- √ Amended the Local Housing Strategy in 2021. The Strategy, 'Housing our Community', provides a long-term planning framework to meet the housing needs of the local community. The Strategy guides the decisions that Council, the private sector and the community will make to deliver new living areas and a greater diversity of housing types to accommodate a growing population and changing demographics in balance with primary production and food security
- √ In August 2024, the NSW Government Department of Planning, Housing and Infrastructure formally endorsed the Wingecarribee Local Housing Strategy 2021 which recognises the collaborative effort in fostering sustainable growth and development in the region by key stakeholders. The Strategy takes into account the State and regional planning framework, as well as the communities needs and expectations to provide a long-term plan for housing in the Wingecarribee and minimise impact on primary production land

Future Focus Areas

- √ Preparation of a comprehensive Development Control Plan to guide development across the Shire
- √ Continued collaboration with key State Agencies on development planning proposals

Strategy 5.3.3 Promote rural tourism and opportunities that showcase local produce and agricultural industries

Council's role: Partner, Promoter
Partners: State Government, Business and Industry, Regional councils
Status: On Track

Progress

- √ Conducted two studies by Destination Sydney Surrounds South (DSSS) in consultation with Council and the Southern Highlands Key Stakeholder Group for the Agribusiness Equine Facilities Summary Plan for the Future and the Agribusiness Equine Industries Summary Plan for the Future. These reports, serve as informing studies for strategies aimed at growing the agribusiness sector
- √ Secured funding for the Southern Highlands Produce Hub Feasibility Study, which explored the potential for a centralised marketplace for local agricultural products. While the hub was deemed unfeasible, the study revealed an emerging opportunity to establish a Southern Highlands Produce brand
- √ Progressed amendments to the Local Environmental Plan (LEP) to reduce regulatory requirements for hosting events on Council land and to enable agri-tourism, helping diversify income streams for the agricultural sectorHosted the Agri-Tourism Summit alongside the Agrishow Field Day in Moss Vale, supporting the growth of this vital industry.

Future Focus Areas

- √ Investigate development of a local produce brand to promote Southern highlands producers
- √ Continue implementation of findings from the Destination Southern Highlands Servicing Review

Strategy 5.4.1 Implement programs that support and strengthen business development

Council's role: Partner, Promoter
Partners: State Government, Business and Industry, Regional councils
Status: On Track

Progress

- √ Partnered with the local community, university, and State and Federal governments to deliver programs that support and strengthen businesses. Key initiatives include collaborating on the University of Wollongong's RiSE program, which provides practical workshops to assist new and existing regional businesses
- √ Implemented actions from the Small Business Consultation, such as improving the procurement process and feedback mechanisms to better support local businesses, increasing transparency around tender opportunities, and working with community groups and businesses to advocate for State and Federal funding in our Shire
- √ Strengthened the business environment by collaborating with community groups and State and Federal partners to mitigate the growing risk of natural disasters through community programs and infrastructure upgrades
- √ Commenced preparations to promote and secure funding for the development of the Southern Highlands Innovation Park. This project is key to attracting and supporting innovative businesses and helping them scale while retaining their presence in the region.

Future Focus Areas

- √ Revitalising the Economic Development Strategy
- √ Continued work progressing the Southern Highlands Innovation Park (SHIP)

Strategy 5.4.2 Promote mentoring and development opportunities to build a connected business community

Council's role: Promoter, Partner, Advocate
Partners: State Government, Business and Industry, Regional councils
Status: On Track

Progress

- √ Consulted with local Business Chambers to gather input for decision-making on projects like Christmas 2022
- √ Presented business support information at events hosted by Chambers such as Robertson Chamber and Business Southern Highlands
- √ Attended networking events to inform business owners about available support and resources
- √ Collaborated with State and Federal Governments and regional councils to coordinate input into regional economic development strategies
- √ Participated in Business Chamber meetings to contribute to relationship-building and collaboration with industry stakeholders
- √ Engaged in targeted consultation with Business Chambers on key projects to ensure industry perspectives were considered in strategic plans like the Bowral Town Centre Master Plan and Robertson Place Plan
- √ Delivered smaller events and localised activities including Small Business Month activities

Future Focus Areas

- √ Implementing the Small Business Commissioners recommendations from the Small Business Consultation report
- √ Liaising with local business chambers to promote a connected local business community and opportunities for collaboration

Strategy 5.4.3 Develop partnerships within and outside of the Shire to strengthen the economy

Council's role: Leader, Partner, Advocate
Partners: State Government, Business and Industry, Regional councils
Status: On Track

Progress

- √ Continued to develop and strengthen partnerships within and outside the Shire
- √ Maintained membership of the Canberra Region Joint Organisation (CRJO), along with other regional Councils. The CRJO is a government body that provides regional leadership to connect communities within the Southeast region, collaborating with all levels of government, industry and community to provide a vibrant regional vision and deliver important, key outcomes
- √ Implemented local community reference panels and a visitor economy advisory panel. These panels facilitate active community involvement in high level strategic policy development and facilitates discussion and the exchange of ideas between Council and the community

Future Focus Areas

- √ Advocacy for the Southern Highlands Innovation Park (SHIP) which will encourage innovation and industry to the region
- √ Continuing participation in Canberra Region Joint Organisation (CRJO) initiatives to strength regional partnerships and the local economy

Disclaimer

This State of our Shire Report has been prepared in accordance with the Local Government Act 1993. Every effort has been made to ensure the accuracy and reliability of the data; however, Council makes no representation or warranties that the information is without error.



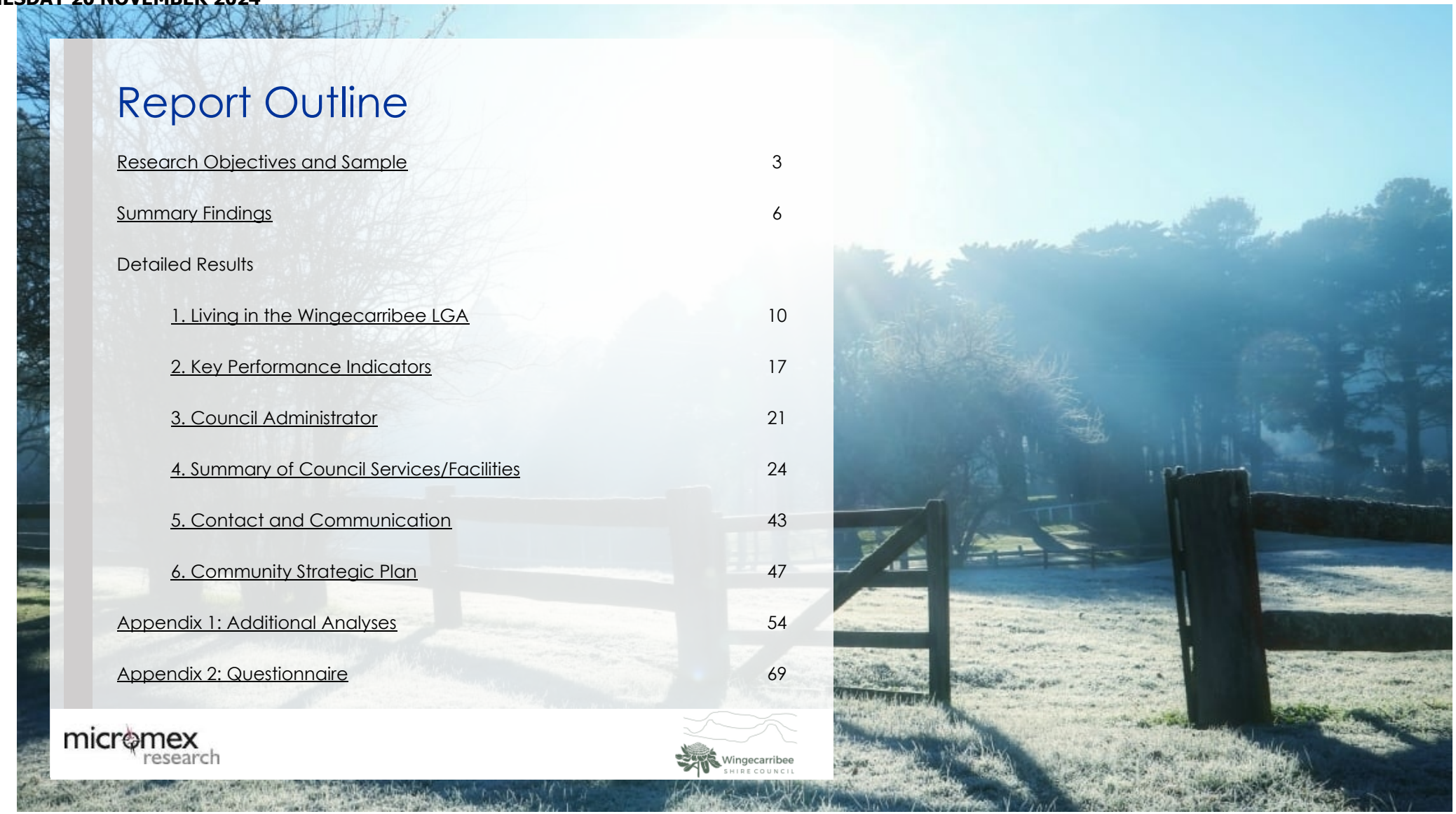
Wingecarribee
SHIRE COUNCIL
We're with you

wsc.nsw.gov.au 02 4868 0888



Community Research

Prepared by: Micromex Research
Date: July 2024

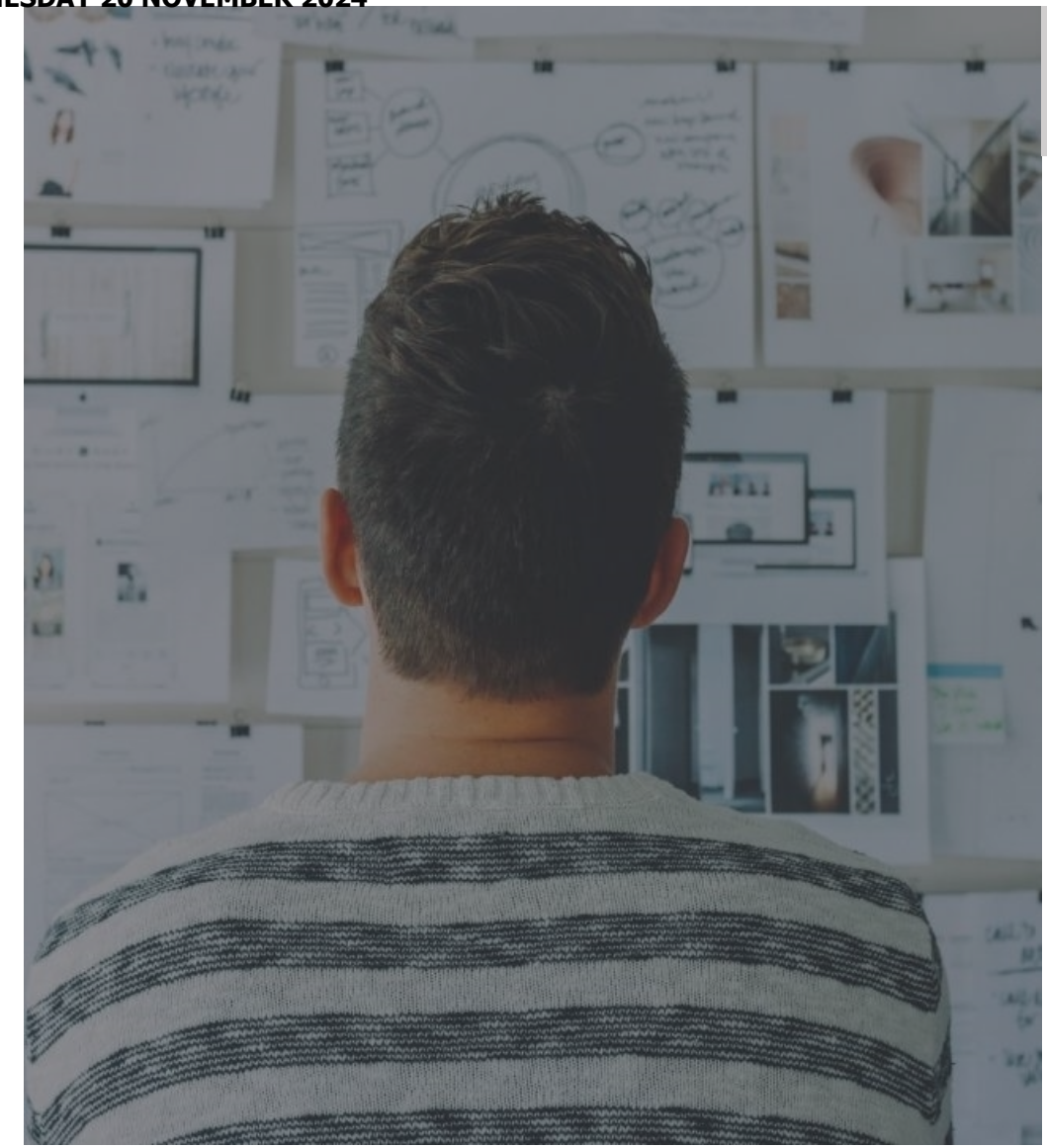


Report Outline

Research Objectives and Sample	3
Summary Findings	6
Detailed Results	
1. Living in the Wingecarribee LGA	10
2. Key Performance Indicators	17
3. Council Administrator	21
4. Summary of Council Services/Facilities	24
5. Contact and Communication	43
6. Community Strategic Plan	47
Appendix 1: Additional Analyses	54
Appendix 2: Questionnaire	69

micromex research

Wingecarribee SHIRE COUNCIL



Research Objectives

Wingecarribee Shire Council commissioned Micromex Research to conduct a random telephone survey with residents living in the Wingecarribee local government area (LGA).

Objectives (Why?)

- Understand and identify community priorities for the Wingecarribee Shire Council LGA
- Identify the community's overall level of satisfaction with Council's performance
- Explore and understand resident experiences contacting Council
- Identify the community's level of agreement with the Community Strategic Plan
- Identify the community's awareness of, and satisfaction with, the current administrator

Sample (How?)

- Telephone survey (landline N=55 and mobile N=345) to N=400 residents
- We use a 5-point scale (e.g. 1 = not at all satisfied, 5 = very satisfied)
- Greatest margin of error +/- 4.9%

Timing (When?)

- Implementation 21st June – 2nd July 2024

Methodology and Sample

Sample selection and error

A total of 400 resident interviews were completed. Respondents were selected by means of a computer based random selection process using Australian marketing lists and List Brokers.

A sample size of 400 residents provides a maximum sampling error of plus or minus 4.9% at 95% confidence. This means that if the survey was replicated with a new universe of N=400 residents, 19 times out of 20 we would expect to see the same results, i.e. +/- 4.9%. For example, that an answer such as 'yes' (50%) to a question could vary from 45% to 55%.

Interviewing

Interviewing was conducted in accordance with The Research Society Code of Professional Behaviour.

Data analysis

The data within this report was analysed using Q Professional.

Within the report, blue and red font colours are used to identify statistically significant differences between groups, i.e., gender, age, etc.

Significance difference testing is a statistical test performed to evaluate the difference between two measurements. To identify the statistically significant differences between the groups of means, 'One-Way Anova tests' and 'Independent Samples T-tests' were used. 'Z Tests' were also used to determine statistically significant differences between column percentages.

Note: All percentages are calculated to the nearest whole number and therefore the total may not exactly equal 100%.

Ratings questions

The Unipolar Scale of 1 to 5 was used in all rating questions, where 1 was the lowest importance or satisfaction and 5 the highest importance or satisfaction.

This scale allowed us to identify different levels of importance and satisfaction across respondents.

Top 2 (T2) Box: refers to the aggregate percentage (%) score of the top two scores for importance. (i.e. important & very important)

Note: Only respondents who rated services/facilities a 4 or 5 in importance were asked to rate their satisfaction with that service/facility.

Top 3 (T3) Box: refers to the aggregate percentage (%) score of the top three scores for satisfaction or support. (i.e. somewhat satisfied, satisfied & very satisfied)

We refer to T3 Box Satisfaction in order to express moderate to high levels of satisfaction in a non-discretionary category. We only report T2 Box Importance in order to provide differentiation and allow us to demonstrate the hierarchy of community priorities.

Micromex LGA Benchmark

Micromex has developed Community Satisfaction Benchmarks using normative data from over 80 unique councils, more than 200 surveys and over 100,000 interviews since 2012.

Sample Profile

The sample was weighted by age and gender to reflect the 2021 ABS Census data for Wingecarribee Shire Council LGA.

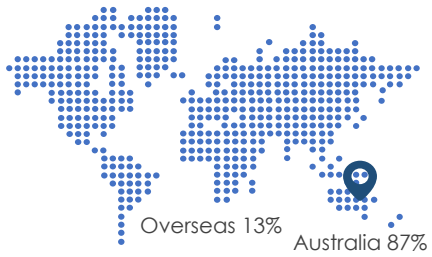
Gender



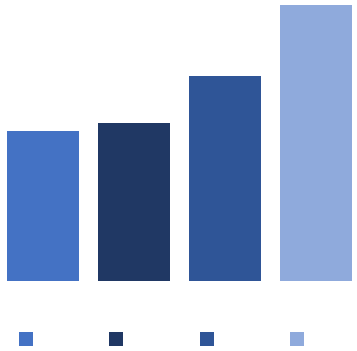
Ratepayer status



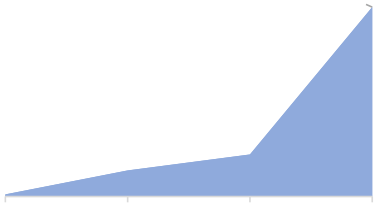
Country of birth



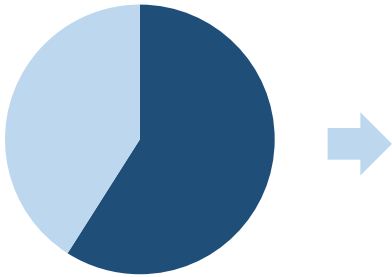
Age



Time lived in the area



Town/village



Location

Specific Location	Total %
Bowral	21%
Moss Vale	21%
Mittagong	17%
Hill Top	6%
Colo Vale	5%
Bundanoon	4%
Robertson	4%
Burradoo	3%
Renwick	3%
Yerrinbool	2%
Exeter	2%
Willow Vale	2%
Welby	1%
Berrima	1%
Sutton Forest	1%
New Berrima	1%
Braemar	1%
Wingello	1%
Balmoral	1%
High Range	1%
Kangaloon	1%
Wildes Meadow	1%
Aylmerton	<1%
Fitzroy Falls	<1%
Burrawang	<1%
Canyonleigh	<1%
Penrose	<1%
Other	1%

Base: N = 400

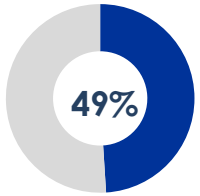
Summary Findings



micromex research

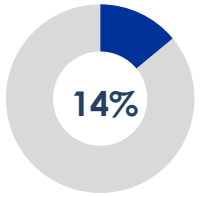
Wingecarribee SHIRE COUNCIL

Where are we now?



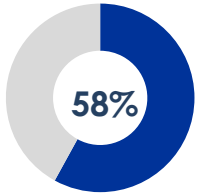
Overall Satisfaction

Of Wingecarribee Shire residents are at least somewhat satisfied with the performance of Council over the last 12 months (-12% from 2022)



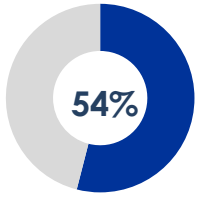
Council's Image

Of residents rated Council's image as 'good' to 'excellent' (-4% from 2022)



Communication

Of residents are at least somewhat satisfied with the communication from Council (-3% from 2022)



Contact

Of residents who contacted Council in the last 12 months are at least somewhat satisfied with the way their contact was handled (-5% from 2022)

Satisfaction with the Council Administrator

- **55%** of residents are at least somewhat satisfied with the performance of Council Administrator (-15% from 2022)
- **57%** of residents are at least somewhat satisfied with that the Administrator is 'representing a broad range of community matters fairly' (-14% from 2022)
- **51%** of residents are at least somewhat satisfied with that the Administrator is providing 'effective leadership and guidance of the community' (-18% from 2022)



Best things about living here:

- Natural environment/ open spaces
- Friendly community
- Country lifestyle
- Peace and quiet



Top priorities:

- Improving/ maintaining roads
- Controlling development/ less houses
- Better Council management
- Infrastructure development

Moving Forward…

Based on the survey results, residents' overall satisfaction has further softened since 2022. Based on our expanded regression model, satisfaction with the Council Administrator is the most important key driver of overall satisfaction. This indicates that the NSW Government having placed Council under administration in 2021 has significantly impacted community perceptions, and the outcomes of this research may not solely be a reflection on Council's delivery. However, aside from the impact of Council Administration, communication and engagement, development, and roads may be priorities that need further focus.

Communication and engagement:

- Opportunities to participate in Council decision making and Council's provision of information to residents are top drivers of overall satisfaction in the original regression model, however, they received large performance gaps (high importance, low satisfaction).
- Meanwhile, satisfaction with communication from Council is the largest key driver of overall satisfaction in the final regression model.

This is not surprising given the impact of softening satisfaction with Council Administration. Residents may feel they do not have a say in the management of the Council LGA. However, aside from this, to enhance the communication and engagement with residents, Council could:

- Strengthen the provision of information to residents and increase their involvement in the decision-making process to positively impact satisfaction. This can include consultation meetings and surveys regarding top priority issues and decisions.
- Provide opportunities for community input and feedback to further understand residents' expectations around the general management, development and road maintenance.

Development:

- Managing development and growth is the third largest driver of overall satisfaction in the original regression model.
- Based on an open-ended question asking future priorities facing the Wingecarribee LGA, 13% mentioned controlling development/ fewer houses.

Given the overdevelopment and overpopulation spreading from Sydney recently, concerns about long-term planning and development management are very common across most areas in NSW. To address this, Council may benefit from greater communication/ engagement with residents surrounding efforts made in this capacity.

Road maintenance:

- Condition of local road has a relatively large impact on overall satisfaction, while it received the largest performance gap (75%).
- 40% of residents mentioned improving/ maintaining roads is the top priority for the Wingecarribee.

This is also not surprising given the impact of consecutive precipitation over the last two years. Council could promote their initiatives in road maintenance and upgrades and continue to collect suggestions regarding important roads and segments from residents' perspectives.

Satisfaction Scorecard

16 out of 43 services/ facilities provided by Council received 'good performance' satisfaction scores (with at least 80% stating they are at least somewhat satisfied)

Improvement needs to be made peculiarly for 'Communication and Engagement', 'Assets' and 'Planning Development and Regulatory Services'

Good performance
(T3B sat score ≥80%)

Monitor
(T3B sat score 60%-79%)

Needs improvement
(T3B sat score <60%)

Shire Presentation	Assets	Planning Development and Regulatory Services
Revitalisation/beautification of town and village centres as well as the surrounding areas	Availability of car parking in the town and village centres	Dog control
Provision and maintenance of local parks and gardens	Cycle paths and walking tracks	Managing development and growth
Cleanliness and functionality of public toilets	Local traffic management	Enforcement of development and building regulations
Condition of local roads	Availability of, and access to, public transport	Litter control and rubbish dumping
Provision and maintenance of swimming pools	Providing adequate drainage	**Community Life**
Strategic Outcomes	Provision and quality of footpaths	Community safety/crime prevention
Protecting heritage values and buildings	Provision and maintenance of playgrounds	Support for aged persons
Support for local business and employment	Provision and maintenance of sporting facilities	Support for people with a disability
Tourism and Events	Provision and maintenance of community halls/facilities	Support for youth
Festivals and events	**Waste and Resource Management**	Support for the Aboriginal community
Support for tourism	Green waste collection	Support for arts and culture
Water Services	The Resource Recovery Centre (RCC/local tip)	Provision and operation of libraries
Town drinking water quality	Domestic garbage collection	Support for child and family (i.e. services)
Reliability of town water	Encouraging recycling	**Environment and Sustainability**
Overall sewerage system performance	Encouraging waste reduction initiatives	Support for community environmental initiatives
	Communication and Engagement	Restoration of natural bushland
	Opportunities to participate in Council decision making	Healthy, natural urban streams and creeks but not rivers
	Council provision of information to residents	

9



Section One

Living in the Wingecarribee LGA

This section explores community priorities and residents' attitudes toward some statements regarding living in the Wingecarribee LGA.



Summary: Living in the Wingecarribee LGA

- Best Things about living in the Wingecarribee Shire LGA:
  - Natural environment/ open spaces
  - Friendly community
  - Country lifestyle
  - Peace and quiet

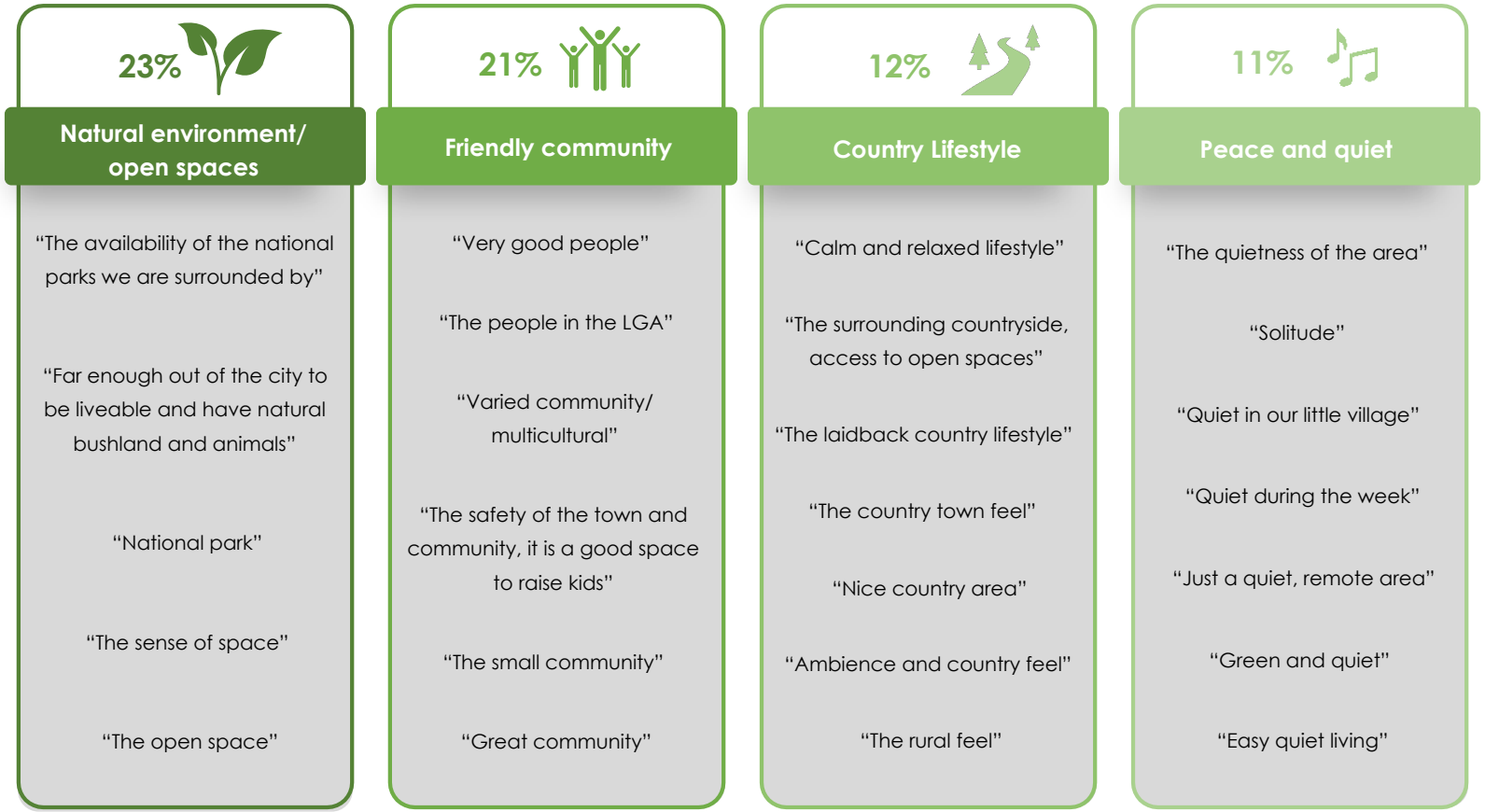
- Top priorities for the next 4 years:
  - Improving/ maintaining roads
  - Controlling development/ fewer houses
  - Better Council management
  - Infrastructure development

- Safety is one of the privileges of living in Wingecarribee, 94% agree that they feel safe during the daytime, and significantly more residents agree that they feel safe during the night and when using public facilities compared to our Regional Benchmark.

Best Things about Living in the LGA: Top 4 Mentions

When asked what are the best things about living in the Wingecarribee Shire area, 23% stated the natural environment and open spaces. Other frequently mentioned areas include friendly community, country lifestyle and the peace and quietness.

The following slide shows the complete list of responses compared to 2022 results.



Base: N = 400

Q6a. Thinking generally about living in the Wingecarribee area, what do you feel is the best thing about living here?

Best Things about Living in the LGA

Compared to 2022, mention of friendly community as the best thing about living in the area significantly increased, while significantly fewer residents stated the 'overall atmosphere'. This indicates that the community bonding has strengthened under the management of Council and their valued aspects about living in Wingecarribee have become more specific.

Best things about living in the LGA	2024 (N=400)	2022 (N=402)	Best things about living in the LGA	2024 (N=400)	2022 (N=402)	Best things about living in the LGA	2024 (N=400)	2022 (N=402)
Natural environment/open space	23%	21%	Close to family	2%	1%	Good place for families	1%	2%
Friendly community	21%	11%	Safety	2%	2%	Good schooling	<1%	<1%
Country lifestyle	12%	12%	Cleanliness	1%	1%	Less traffic	<1%	<1%
Peace and quiet	11%	10%	Good place to live	1%	1%	Council runs the area well	<1%	<1%
Central location/proximity to Sydney	10%	11%	It's home	1%	1%	Local demographics	<1%	<1%
Climate/weather	6%	6%	History of the area	1%	1%	Everything	<1%	1%
Fresh/clean air	5%	2%	Employment opportunities	1%	1%	Healthcare systems	<1%	<1%
Away from the city	3%	2%	Overall atmosphere	1%	7%	Nothing/don't know	2%	1%
Access to services/facilities	3%	4%	Quality of life	1%	<1%			
Not overcrowded/busy	3%	6%	Area is growing	1%	1%			

Q6a. Thinking generally about living in the Wingecarribee area, what do you feel is the best thing about living here?

A significantly higher/lower percentage (by year)

Top Priority for Council to Focus on: Top 4 Mentions

When asked what are the priority areas facing the Wingecarribee Shire area over the next four years, 40% stated improving/ maintaining roads. Other frequently mentioned priority areas include controlling development/ fewer houses, better Council management/improving Council overall and infrastructure development.

The following slide shows the complete list of responses compared to 2022 results.

40% Improving/ maintaining roads

"The road maintenance"

"Road repairs and traffic management"

"Fixing the potholes"

"Road quality, specifically potholes"

"Road maintenance and infrastructure"

13% Controlling development/ fewer houses

"Releasing larger blocks of land so there is less congestion in the town centre"

"Managing growth without destroying the area's ambience"

"Reducing development in the area"

"Planning developments"

"Population growth in regard to the development"

9% Better Council management/ improving Council overall

"Introduction of a proper council with councillors"

"Introduce a council instead of an administrator"

"Ensure efficient council operation"

"Improve the management of Council"

"Getting people to trust Council again"

6% Infrastructure development

"Provision of infrastructure for new development"

"Infrastructure, over development, traffic being slow, provide more public transports"

"Infrastructure - more development, peak hour traffic development. Bigger playgrounds"

"Infrastructure planning"

Base: N = 400

Q6b. Thinking about the next four years, what do you think is the top priority for Council to focus on?

Top Priority for Council to Focus on

There has been a significant increase in the proportion of residents stating that controlling development/less houses and better Council management will be the highest priority issue for area in the next 4 years. Although still a considerable amount, the priority on infrastructure development has lessoned from 2022.

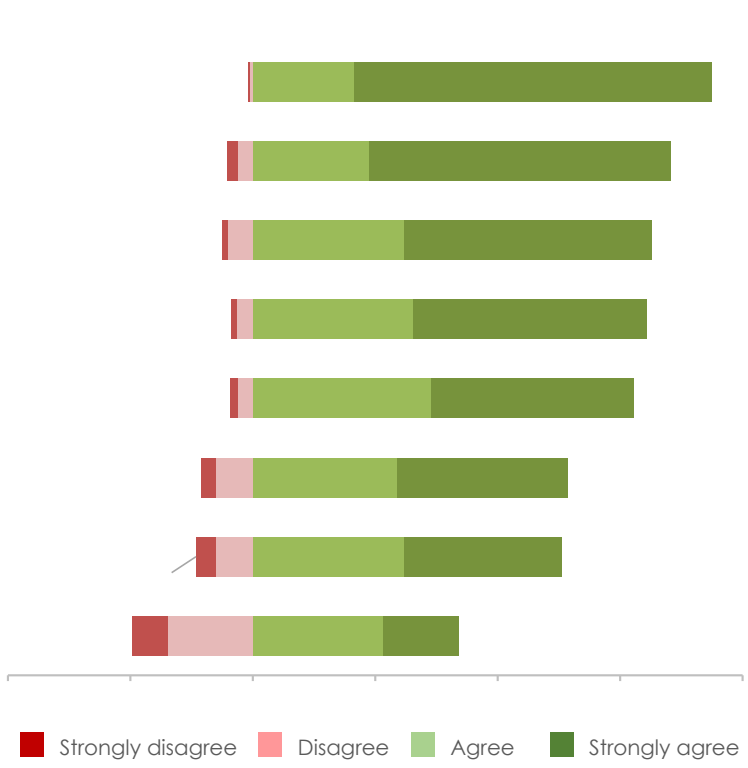
Priority areas	2024 (N=400)	2022 (N=402)	Priority areas	2024 (N=400)	2022 (N=402)
Improving/maintaining roads	40%	41%	Support for the elderly	1%	1%
Controlling development/less houses	13%	8%	Healthcare	1%	<1%
Better Council management/improving Council overall	9%	7%	Keeping area the same	1%	1%
Infrastructure development	6%	13%	Increasing number of schools	1%	2%
Traffic management	5%	4%	Childcare	1%	0%
Protecting/maintaining the environment	4%	3%	Update/beautify area	1%	1%
More facilities	2%	2%	More residential development	<1%	1%
More car parking	2%	2%	Making decisions on major issues quickly	<1%	<1%
Affordable housing	2%	1%	Amenities	<1%	<1%
Services/facilities for youth	2%	4%	Equal distribution of resources	<1%	<1%
Public transport	1%	1%	Preserving the history	<1%	1%
Population growth	1%	6%	Employment opportunities	<1%	0%
Planning/growth of the area	1%	<1%	Support for local business	<1%	1%
Tourism (accommodation for tourists)	1%	0%	Waste management	<1%	1%
Arts/entertainment	1%	0%	Moss Vale bypass	<1%	<1%
Communicate/listen to the community	1%	2%	Preventing fire hazards	<1%	<1%
Improving/maintaining footpaths/cycleways	2%	2%	Provision of facilities for the disabled	<1%	1%
Looking after the community	1%	<1%	Other	1%	<1%
Water and sewerage	1%	0%	Nothing/don't know	1%	2%
Better drainage	1%	0%			

Q6b. Thinking about the next four years, what do you think is the top priority for Council to focus on?

A significantly higher/lower percentage (by year)

Agreement Statements

94% of residents stated that they feel safe during the day living in Wingecarribee Shire LGA, making it the top-rated measure. Safety is one of the privileges of living in Wingecarribee, as significantly more residents agree that they feel safe during the night and when using public facilities compared to our Regional Benchmark. Also, more residents agree that they have enough opportunities to participate in sports and arts compared to benchmark.

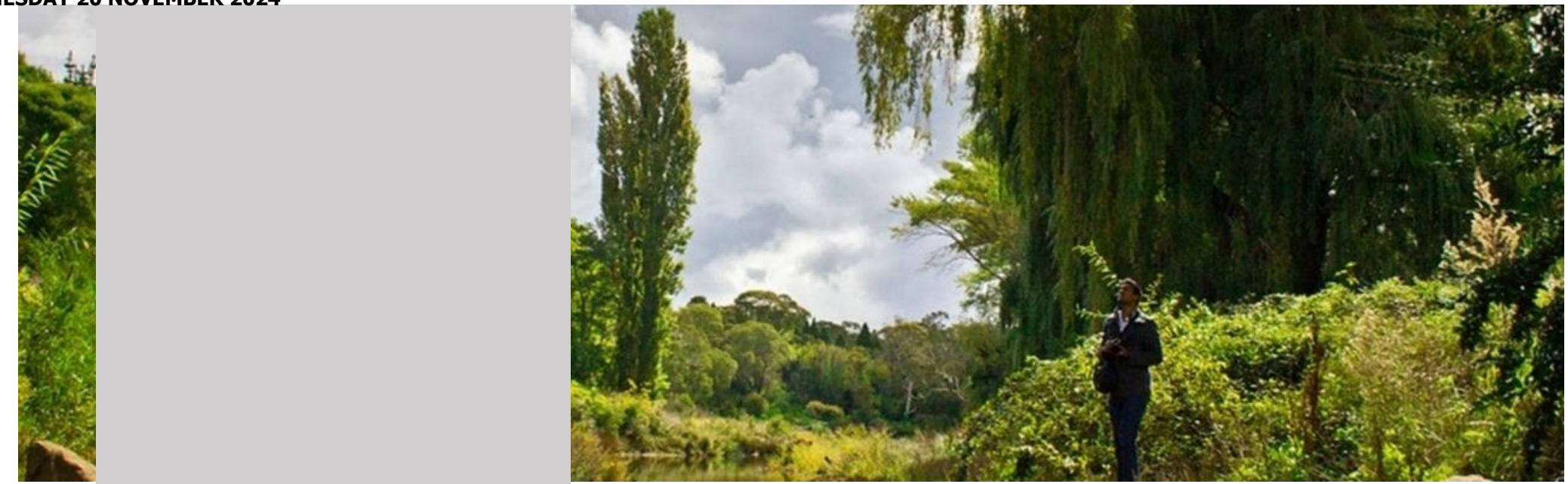


Top 2 Box

	2024	2022	2021	Regional Benchmark
I feel safe during the day	94%	94%	94%	85%
I feel there are benefits to living in a community with people of diverse ages, backgrounds and cultures	85%	89%	87%	NA
I feel safe during the night	81%↑	87%	87%	69%
I feel safe using public facilities	80%↑	77%	76%	68%
I feel that living in the Shire you have the opportunity to participate in recreational and sporting activities	78%↑	72%	79%	63%
I feel that living in the Shire you have the opportunity to participate in arts and related activities	64%↑	64%	64%	52%
I feel a part of my local community	63%	57%	64%	68%
I feel there are adequate support networks available to me if I need them	42%↓	43%	47%	58%

Base: N = 400
Note: Data labels of <3% have not been shown above
Q9. On a scale of 1 to 5, where 1 is strongly disagree and 5 is strongly agree, how strongly do you agree or disagree with the following statements?

Please see Appendix 1 for results by demographics
Note: Benchmark differences are based on assumed variants of +/- 10%, with variants beyond +/- 10% more likely to be significant
↑↓ = positive/negative difference equal to/greater than 10% from Benchmark.



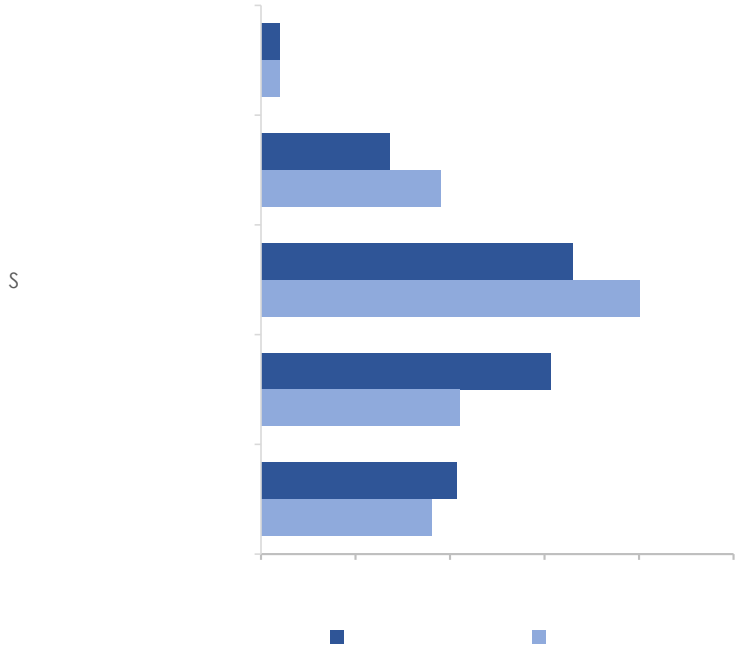
Section Two

Key Performance Indicators

This section explores residents' overall satisfaction with Council, their perception of the Council's image and their levels of satisfaction with communication from Council.

Overall Satisfaction

49% of residents are at least somewhat satisfied with the performance of Council for the last 12 months, which is significantly lower compared to previous years and our Regional Benchmark. Meanwhile, there is a clear trend that residents' overall satisfaction has declined continuously since 2019.





Mean rating	3.45	3.14	3.22	3.12	3.10	2.84	2.68	2.46↓	3.31

↑↓ = A significantly higher/lower percentage/rating (compared to the benchmark)

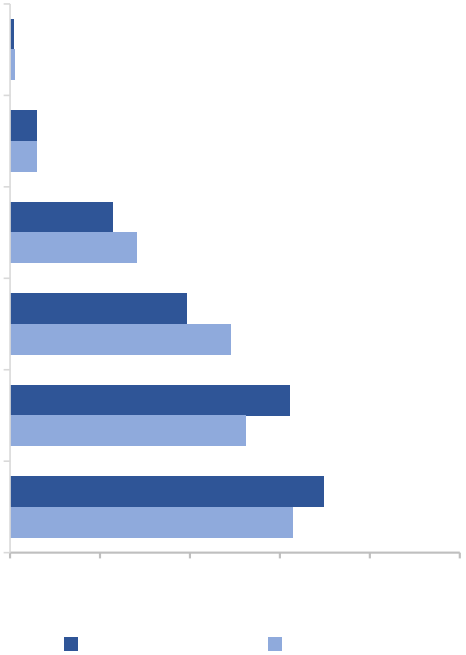
	Overall	Male	Female	18-34	35-49	50-64	65+	Town	Village
Top 3 Box %	49%	43%	54%	45%	43%	46%	55%	50%	46%
Mean rating	2.46	2.33	2.57	2.49	2.30	2.43	2.55	2.45	2.47
Base	400	190	210	76	82	102	140	235	165

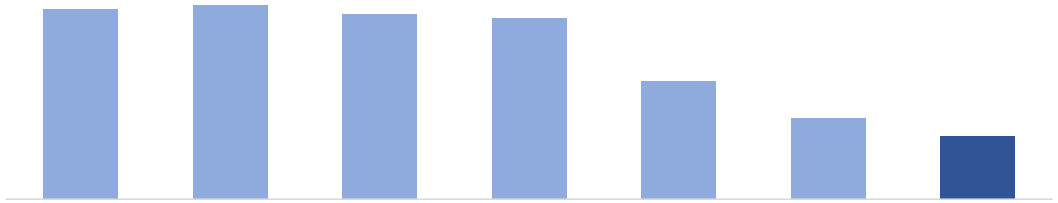
Q7a. Overall, for the last 12 months, how satisfied are you with the performance of Council, not just on one or two issues, but across all responsibility areas?

Scale: 1 = not at all satisfied, 5 = very satisfied
A significantly higher/lower level of satisfaction (compared to 2022)

Council's Image

14% of residents rated Council's image within the community as 'good' to 'excellent', which is on par with 2022. However, there was a significant decline across 2019 and 2021. This is possibly due to the impact of the introduction of the Administration in 2021.





Mean rating	3.16	3.24	3.18	3.02	2.59	2.33	2.17		

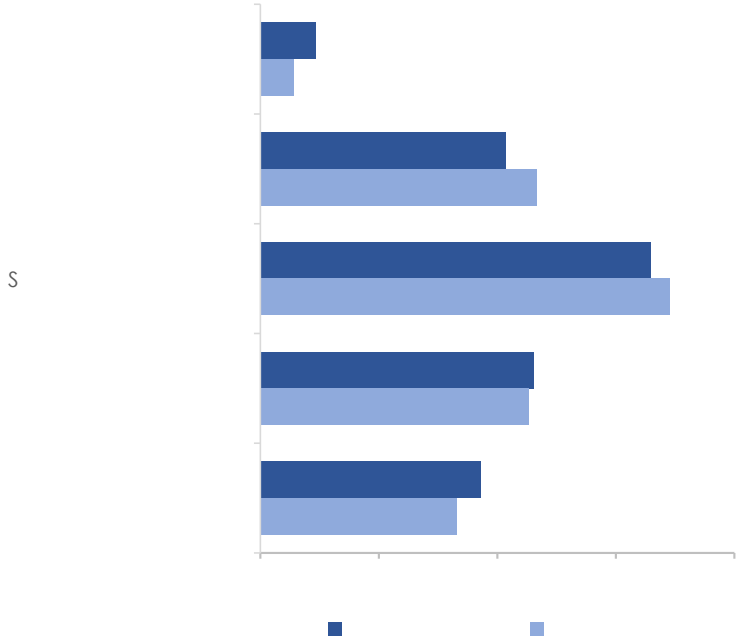
	Overall	Male	Female	18-34	35-49	50-64	65+	Town	Village
Top 3 Box %	14%	12%	17%	14%	13%	12%	17%	15%	14%
Mean rating	2.17	2.10	2.23	2.14	1.98	2.10	2.34	2.15	2.19
Base	400	190	210	76	82	102	140	235	165

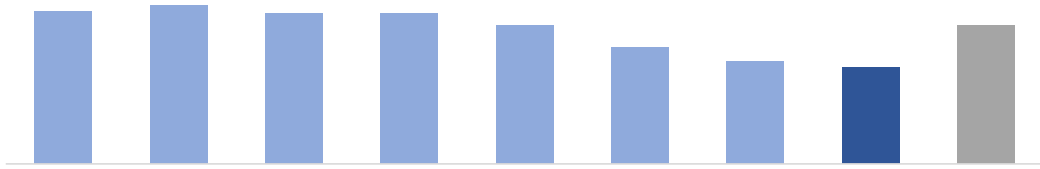
Q7b. Overall, how would you rate Council's image within the community?

Scale: 1 = very poor, 6 = excellent

Satisfaction with the Level of Communication

58% of residents are at least somewhat satisfied with the level of communication from Council, which is on par with 2022 but significantly lower than Regional Benchmark. Similar to overall satisfaction and the Council's image, a clear declining trend from 2019 was noted.





Mean rating	3.49	3.51	3.43	3.36	3.25	2.91	2.73	2.70↓	3.31

↑↓ = A significantly higher/lower percentage/rating (compared to the benchmark)

	Overall	Male	Female	18-34	35-49	50-64	65+	Town	Village
Top 3 Box %	58%	54%	62%	53%	58%	59%	61%	57%	60%
Mean rating	2.70	2.61	2.77	2.61	2.67	2.71	2.76	2.67	2.74
Base	400	190	210	76	82	102	140	235	165

Q4. How satisfied are you with the level of communication Council currently has with the community?

Scale: 1 = not at all satisfied, 5 = very satisfied



Council Administrator

This section focuses on residents' awareness of, and satisfaction with the current Administrator.

Section Three

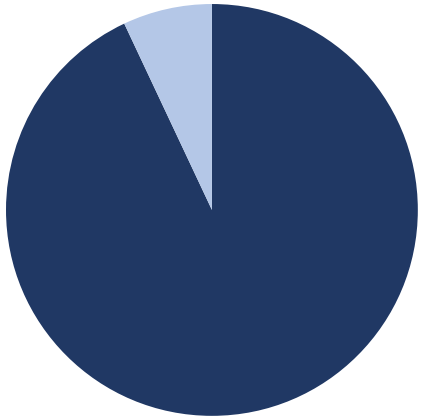
Awareness of the Council Administrator

93% of residents are aware that Council was under administration, which is consistent with 2022. Older residents (especially for those aged 65+) are significantly more likely to be aware of the Council Administrator. Noticeably, 76% of younger residents aged 18-34 are aware of the Administration this year, which is even lower compared to 2022 (86%).

Administration was explained to respondents as below:

"The Wingecarribee Shire Council is currently under administration.

In 2021, Mr. Viv May was appointed Administrator for Wingecarribee Shire Council. He was installed by the NSW Government to take over council operations and decisions, effectively replacing the role previously performed by the Mayor and Councillors. This situation will remain in place until the September 2024 Council Elections."



Base: N=400

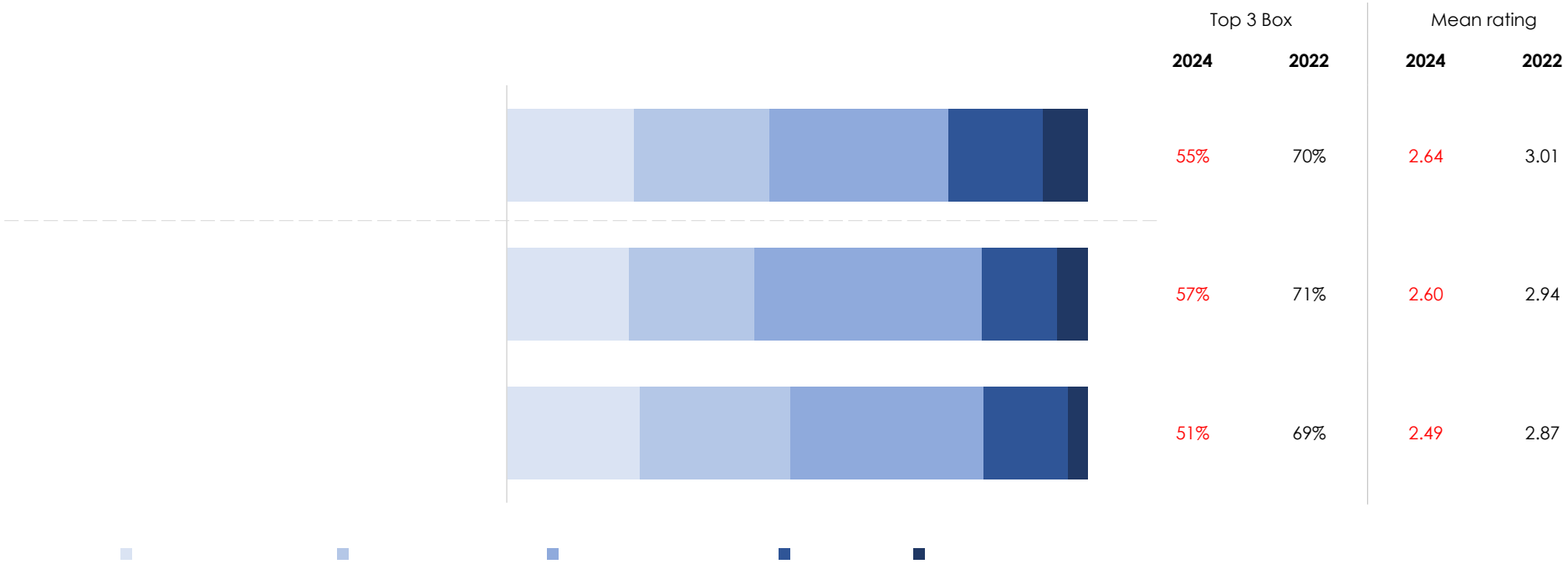
	Overall 2024	Overall 2022	Male	Female	18-34	35-49	50-64	65+	Town	Village
Yes %	93%	94%	92%	94%	76%	92%	96%	100%	93%	93%
Base	400	402	190	210	76	82	102	140	235	165

Q8a. Prior to this call were you aware that council was under administration?

A significantly higher/lower percentage (by group)

Satisfaction with the Council Administrator

57% or fewer of residents are at least somewhat satisfied with the criteria shown in the chart, which has decreased significantly from 2022. Demographically, older residents (65+) are more likely to be satisfied with the performance of the Council Administrator.



Base: N = 400

Q8b. Thinking specifically about the current administrator, how satisfied are you with their performance on the following?
Q8c. Thinking overall about the current administrator, how satisfied are you with their overall performance?

Please see Appendix 1 for results by demographics
A significantly higher/lower percentage (by year)

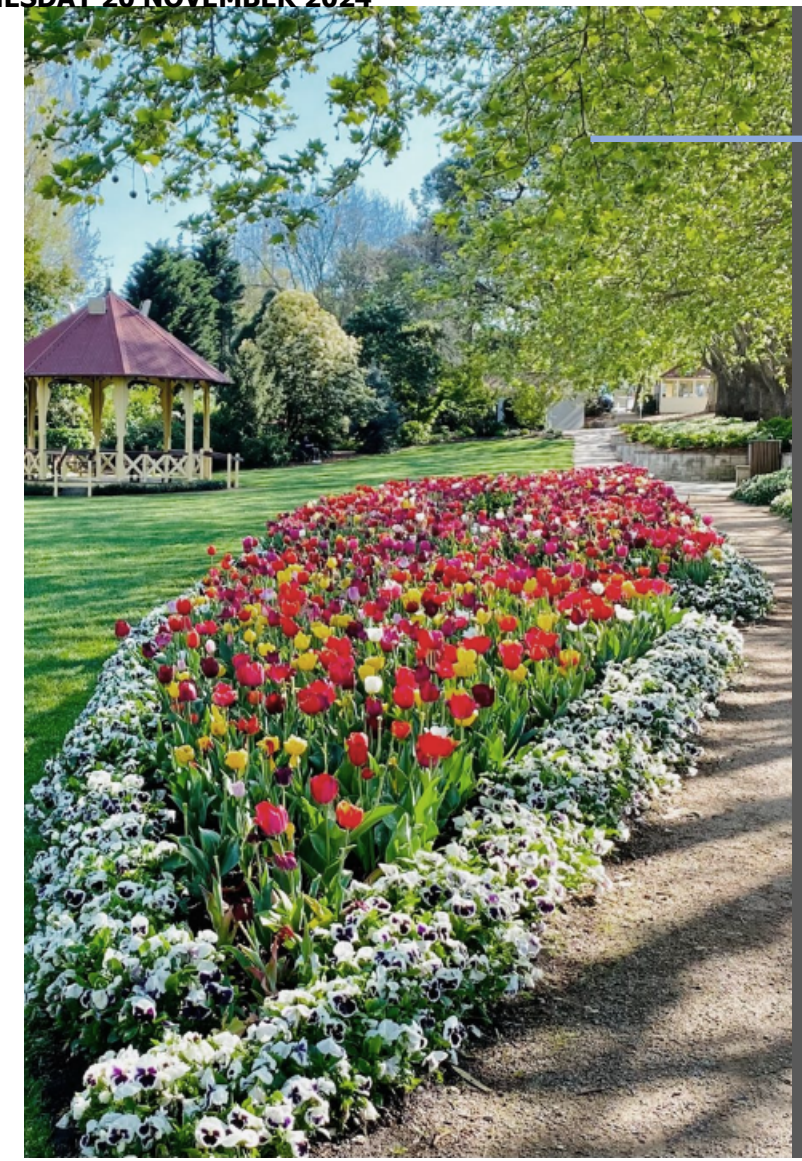




Section Four

Summary of Council Services/Facilities

This section summarises the importance and satisfaction ratings for the 43 services and facilities. In this section we explore trends to past research and comparative norms.



Summary: Services & Facilities

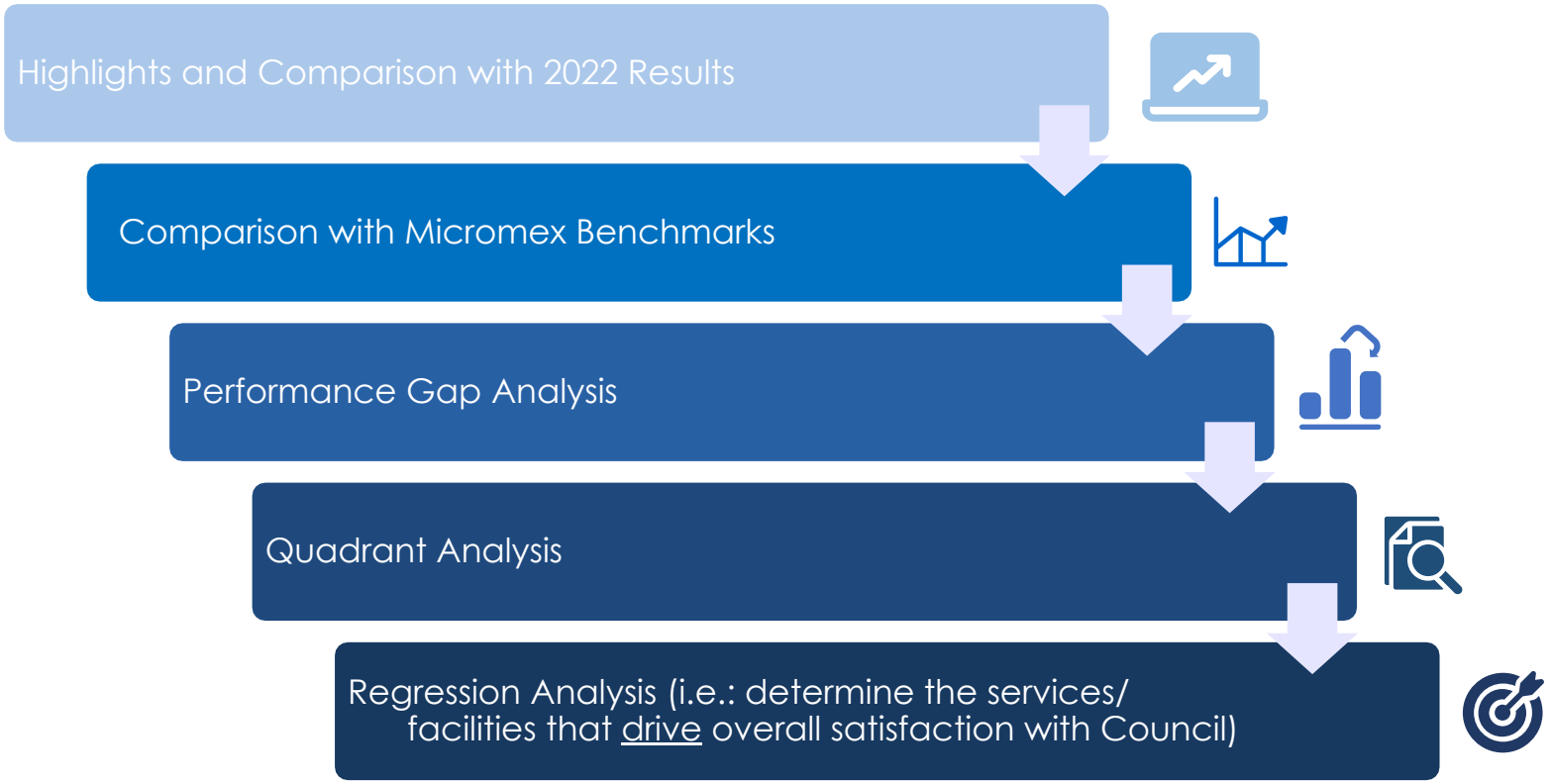
- Largest gaps in performance (importance score minus satisfaction score):
  - Condition of local roads
  - Managing development and growth
  - Opportunities to participate in Council decision making
  - Council provision of information to residents
  - Enforcement of development and building regulations
  - Support for youth
- Younger residents (18-34 year olds) are significantly more satisfied with the following:
  - Provision and quality of footpaths
  - Litter control and rubbish dumping
  - Community safety/crime prevention
  - Support for people with a disability
- Key drivers of overall satisfaction:
  - Based on regression model that only includes 43 services and facilities, the opportunity to participate in Council decision-making is the most important driver of overall satisfaction, followed by the Council's provision of information to residents and managing development and growth
  - After adding satisfaction with the Council Administrator and communication from the Council as additional attributes, they account for more than 50% of the variation in overall satisfaction.

See separate Excel document for importance/satisfaction results by demographics

Council Services and Facilities

A major component of the 2024 Community Survey was to assess perceived Importance of, and Satisfaction with 43 Council-provided services and facilities – the equivalent of 86 separate questions!

We have utilised the following techniques to summarise and analyse these 86 questions:



Importance & Satisfaction – Highest/Lowest Rated Services/Facilities

The analysis below identifies the highest and lowest rated services/facilities in terms of importance and satisfaction.

Importance

The following services/facilities received the highest T2 box importance ratings:

Higher importance	T2 Box	Mean
Town drinking water quality	95%	4.74
Reliability of town water	94%	4.76
Domestic garbage collection	91%	4.58
Overall sewerage system performance	89%	4.58
Condition of local roads	87%	4.48

The following services/facilities received the lowest T2 box importance ratings:

Lower importance	T2 Box	Mean
Provision and maintenance of swimming pools	55%	3.60
Support for arts and culture	58%	3.63
Revitalisation/beautification of town and village centres as well as the surrounding areas	58%	3.64
Availability of, and access to, public transport	59%	3.66
Protecting heritage values and buildings	60%	3.77

T2B = important/very important
Scale: 1 = not at all important, 5 = very important

Satisfaction

The following services/facilities received the highest T3 box satisfaction ratings:

Higher satisfaction	T3 Box	Mean
Provision and operation of libraries	98%	4.11
Reliability of town water	96%	4.31
Overall sewerage system performance	91%	4.10
Domestic garbage collection	91%	4.03
Town drinking water quality	89%	3.91
Community safety/crime prevention	89%	3.63
Support for arts and culture	89%	3.59

The following services/facilities received the lowest T3 box satisfaction ratings:

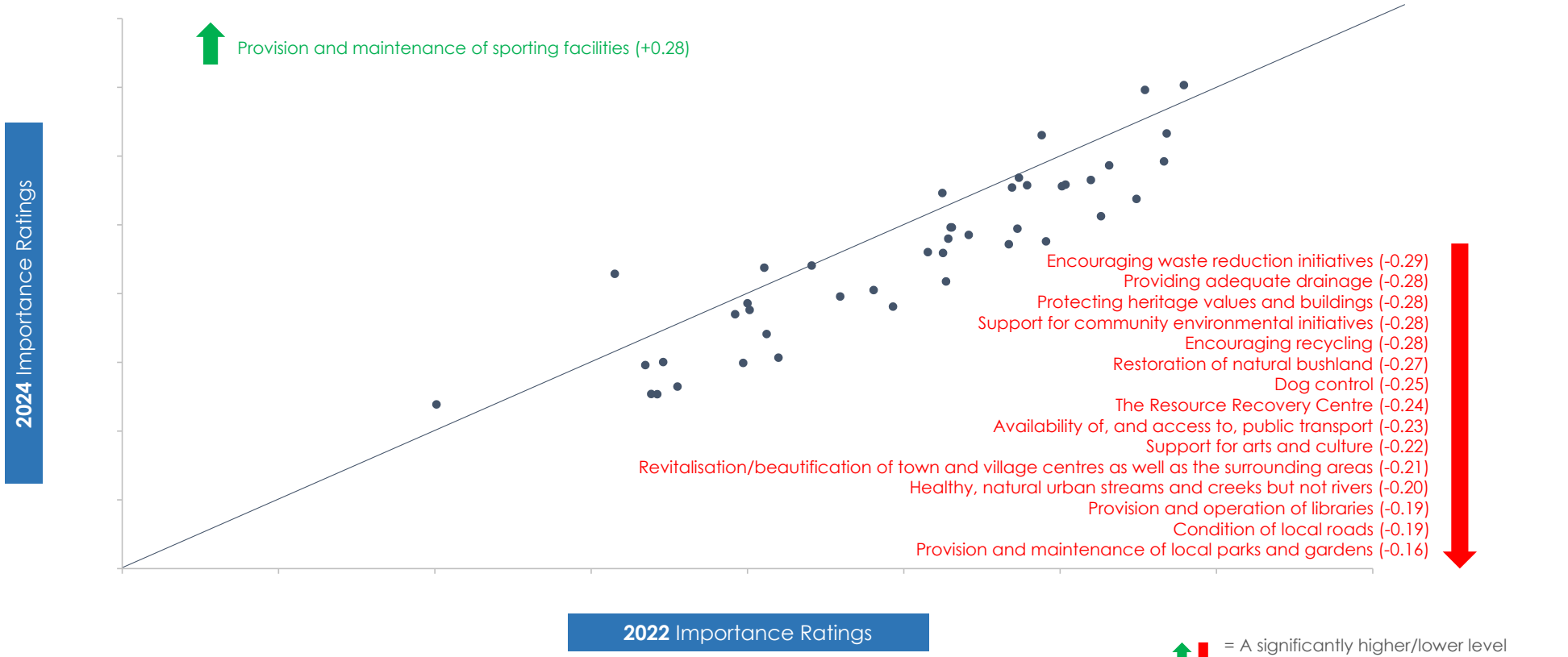
Lower satisfaction	T3 Box	Mean
Condition of local roads	12%	1.51
Opportunities to participate in Council decision making	37%	2.23
Managing development and growth	44%	2.26
Enforcement of development and building regulations	49%	2.40
Council provision of information to residents	53%	2.59

T3B = somewhat satisfied/satisfied/very satisfied
Scale: 1 = not at all satisfied, 5 = very satisfied

Services and Facilities – Importance: Comparison by Year

The below chart compares the mean importance ratings for 2024 vs 2022.

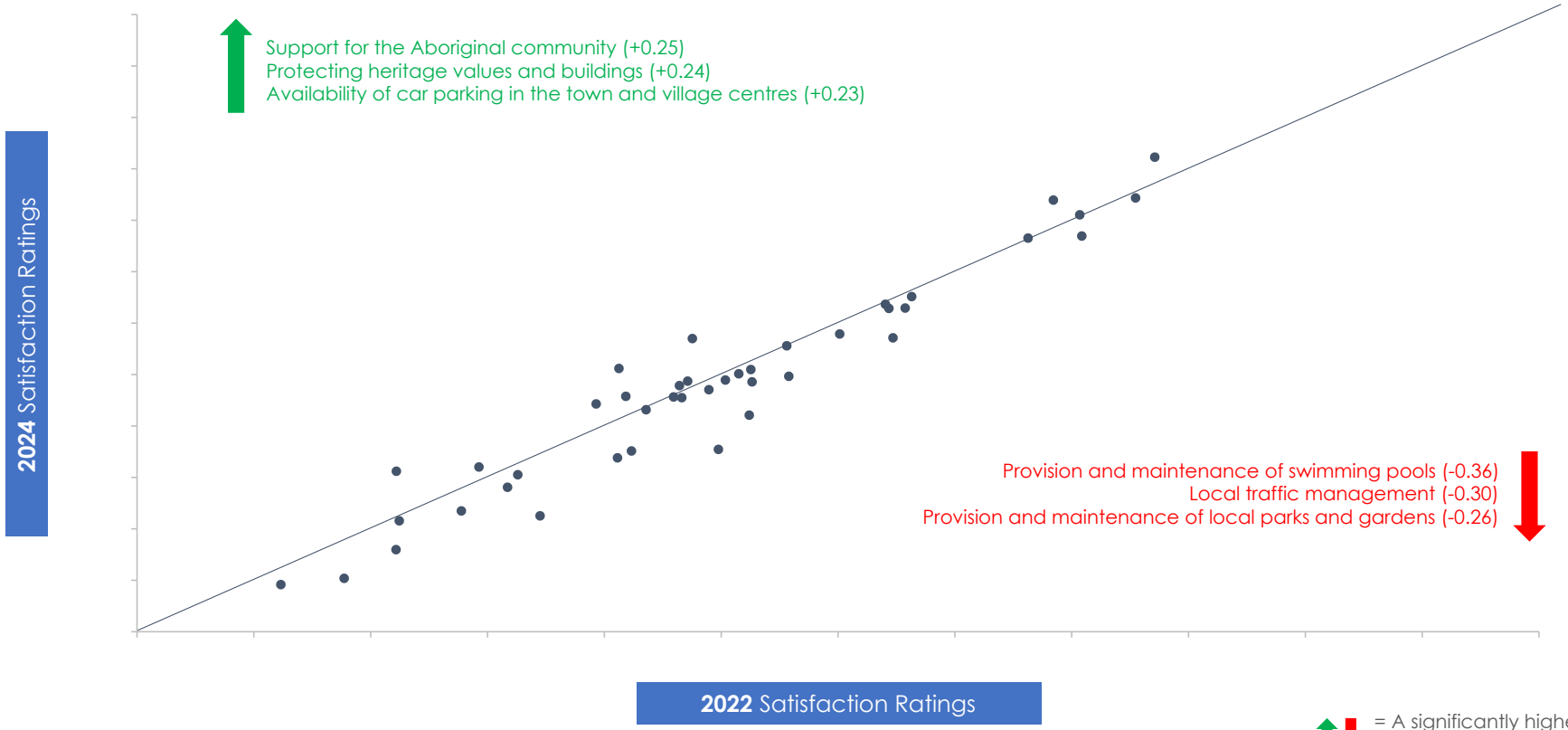
Importance significantly increased for 1 of the 43 comparable services and facilities, there were also significant decreases in importance for 15 of the 43 services and facilities.



Services and Facilities – Satisfaction: Comparison by Year

The below chart compares the mean satisfaction ratings for 2024 vs 2022.

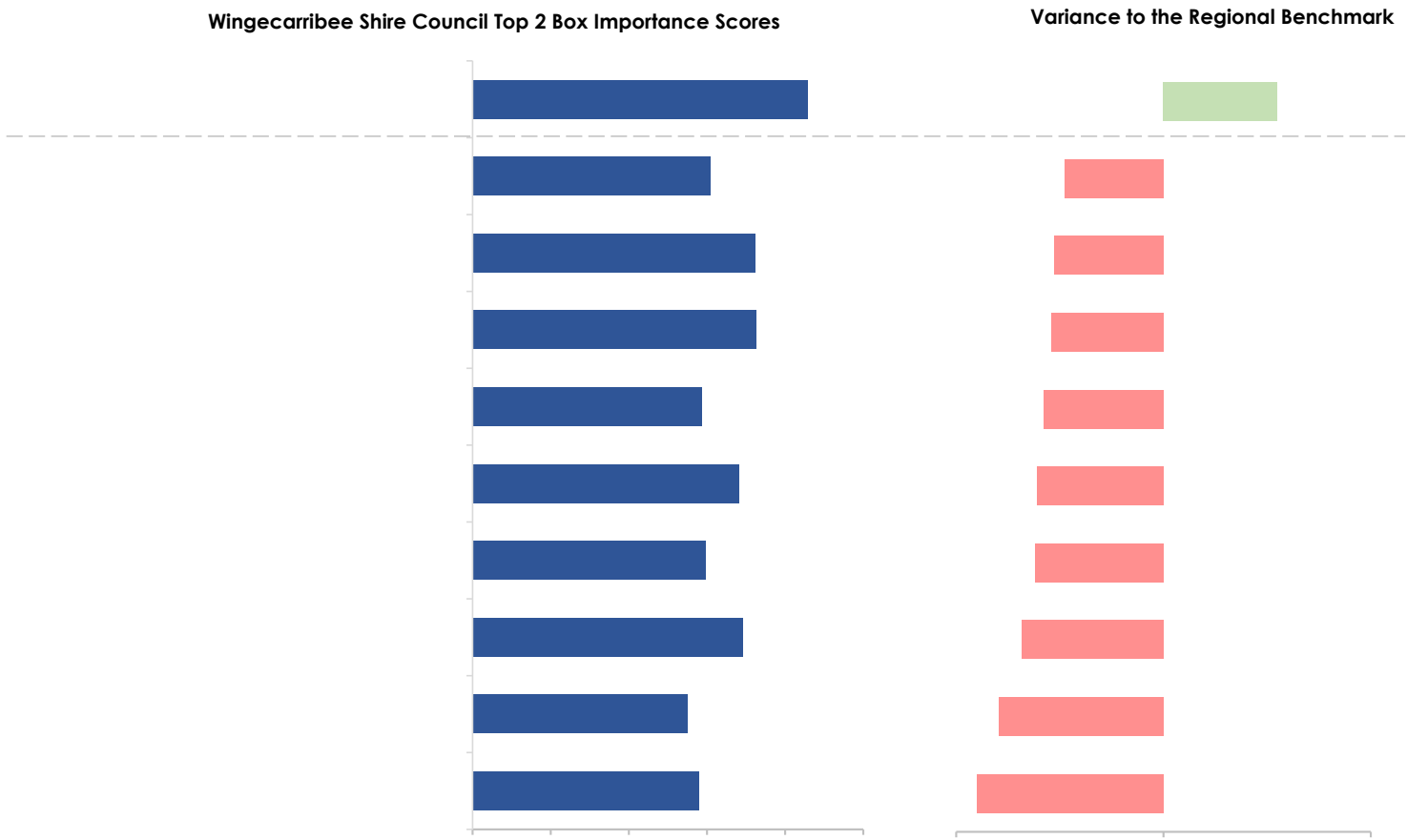
Satisfaction significantly increased for 3 of the 43 comparable services and facilities, there were also significant decreases in satisfaction for 3 of the 43 services and facilities.



Summary Importance Comparison to the Micromex Benchmark

The chart to the right shows the variance Wingecarribee Shire Council top 2 box importance scores and the Micromex Benchmark.

Services/facilities shown in the chart highlight larger positive and negative gaps.

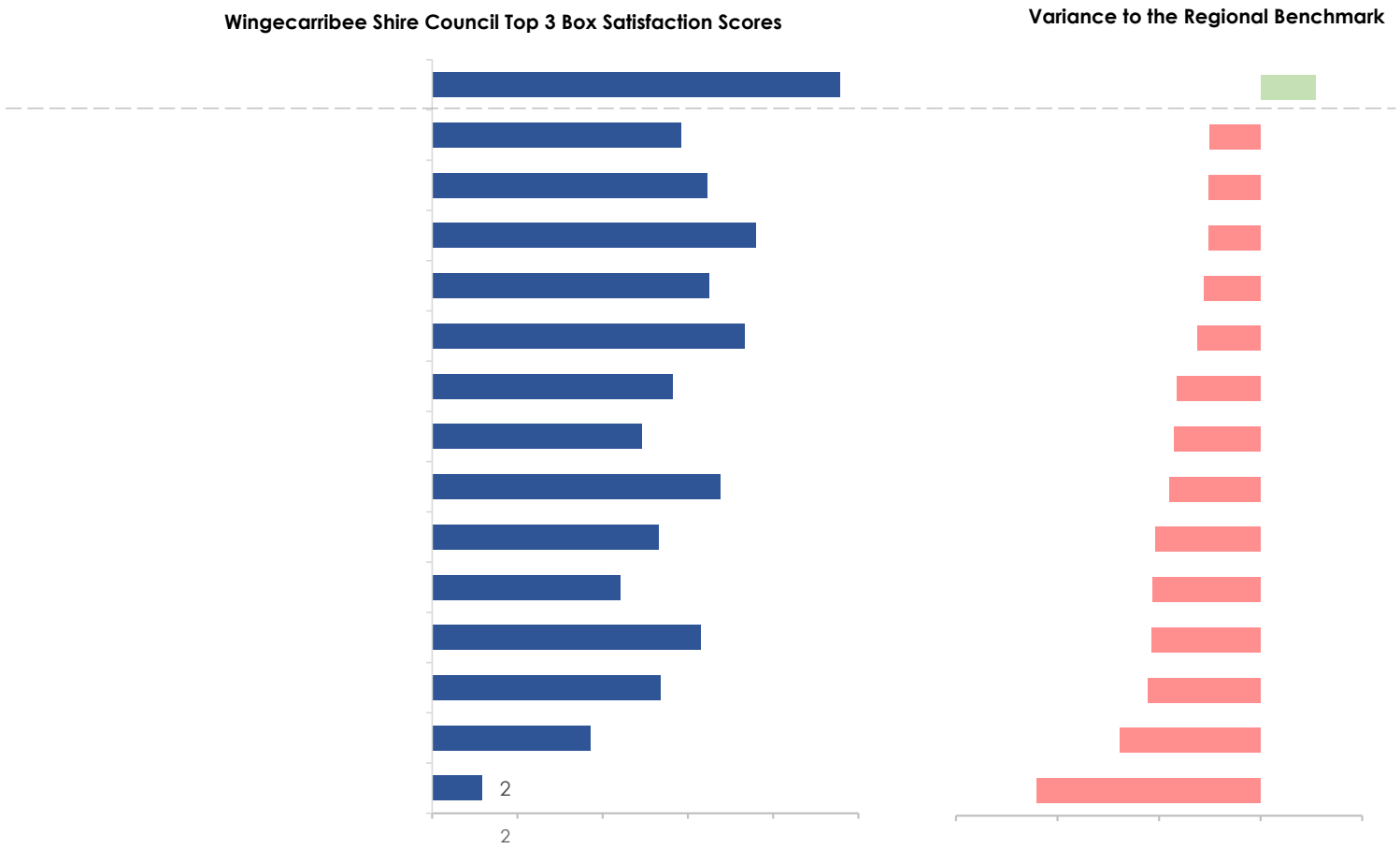


Note: Only services/facilities with a variance of +/- 10% to the Benchmark have been shown above. Please see Appendix 1 for detailed list
Top 2 box = important/very important

Summary Satisfaction Comparison to the Micromex Benchmark

The chart to the right shows the variance between Wingecarribee Shire Council top 3 box satisfaction scores and the Micromex Benchmark.

Services/facilities shown in the chart to the right highlight larger positive and negative gaps.



Note: Only services/facilities with a variance of +/- 10% to the Benchmark have been shown above. Please see Appendix 1 for detailed list
Top 3 box = at least somewhat satisfied

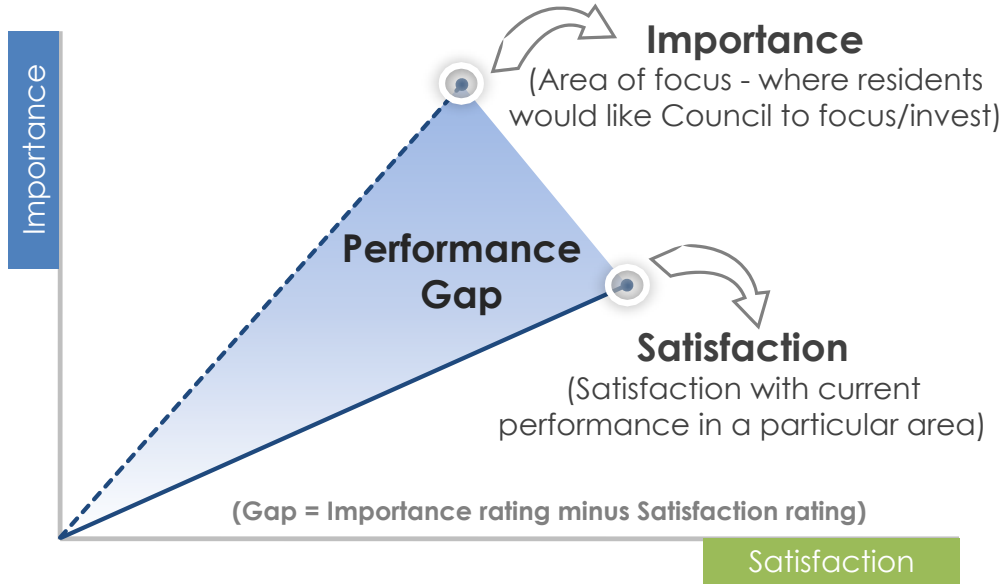
Performance Gap Analysis

PGA establishes the gap between importance and satisfaction. This is calculated by subtracting the top 3 satisfaction score from the top 2 importance score. In order to measure performance gaps, respondents are asked to rate the importance of, and their satisfaction with, each of a range of different services or facilities on a scale of 1 to 5, where 1 = low importance or satisfaction and 5 = high importance or satisfaction. These scores are aggregated at a total community level.

The higher the differential between importance and satisfaction, the greater the difference is between the provision of that service by Wingecarribee Shire Council and the expectation of the community for that service/facility.

In the table on the following page, we can see the services and facilities with the largest performance gaps.

When analysing the performance gaps, it is expected that there will be some gaps in terms of resident satisfaction. Those services/facilities that have achieved a performance gap of greater than 20% may be indicative of areas requiring future optimisation.



Performance Gap Analysis

When we examine the largest performance gaps, we can identify that all of the services or facilities have been rated as high in importance, whilst resident satisfaction for all of these areas is between 12% and 75%. Condition of local roads received the largest performance gap (75%), followed by managing development and growth (40%).

Service Area	Service/Facility	Importance T2 Box	Satisfaction T3 Box	Performance Gap (Importance – Satisfaction)
Shire Presentation	Condition of local roads	87%	12%	75%
Planning Development and Regulatory Services	Managing development and growth	84%	44%	40%
Communication and Engagement	Opportunities to participate in Council decision making	74%	37%	37%
Communication and Engagement	Council provision of information to residents	85%	53%	32%
Planning Development and Regulatory Services	Enforcement of development and building regulations	80%	49%	31%
Community Life	Support for youth	86%	56%	30%
Assets	Providing adequate drainage	82%	54%	28%
Assets	Local traffic management	80%	55%	25%
Assets	Availability of car parking in the town and village centres	81%	59%	22%
Strategic Outcomes	Support for local business and employment	80%	64%	16%
Assets	Provision and quality of footpaths	77%	63%	14%
Planning Development and Regulatory Services	Litter control and rubbish dumping	85%	75%	10%

Note: Performance gap is the first step in the process, we now need to identify comparative ratings across all services and facilities to get an understanding of relative importance and satisfaction at an LGA level. This is when we undertake step 2 of the analysis.

Please see Appendix 1 for full Performance Gap Ranking

Quadrant Analysis

Quadrant analysis is often helpful in planning future directions based on stated outcomes. It combines the stated importance of the community and assesses satisfaction with delivery in relation to these needs.

This analysis is completed by plotting the variables on x and y axes, defined by stated importance and rated satisfaction. We aggregate the top 2 box importance scores and top 3 satisfaction scores for stated importance and rated satisfaction to identify where the facility or service should be plotted.

On average, Wingecarribee Shire Council residents rated services/facilities less important than our Benchmark, and their satisfaction was, on average, lower.

	Wingecarribee Shire Council	Micromex Comparable Regional Benchmark
Average Importance	76%	79%
Average Satisfaction	72%	79%

Note: Micromex comparable benchmark only refers to like for like measures

Explaining the 4 quadrants (overleaf)

Attributes in the top right quadrant, **CELEBRATE,** such as 'town drinking water quality', are Council's core strengths, and should be treated as such. Maintain, or even attempt to improve your position in these areas, as they are influential and address clear community needs.

Attributes in the top left quadrant, **IMPROVE,** such as 'condition of local roads' are key concerns in the eyes of your residents. In the vast majority of cases you should aim to improve your performance in these areas to better meet the community's expectations.

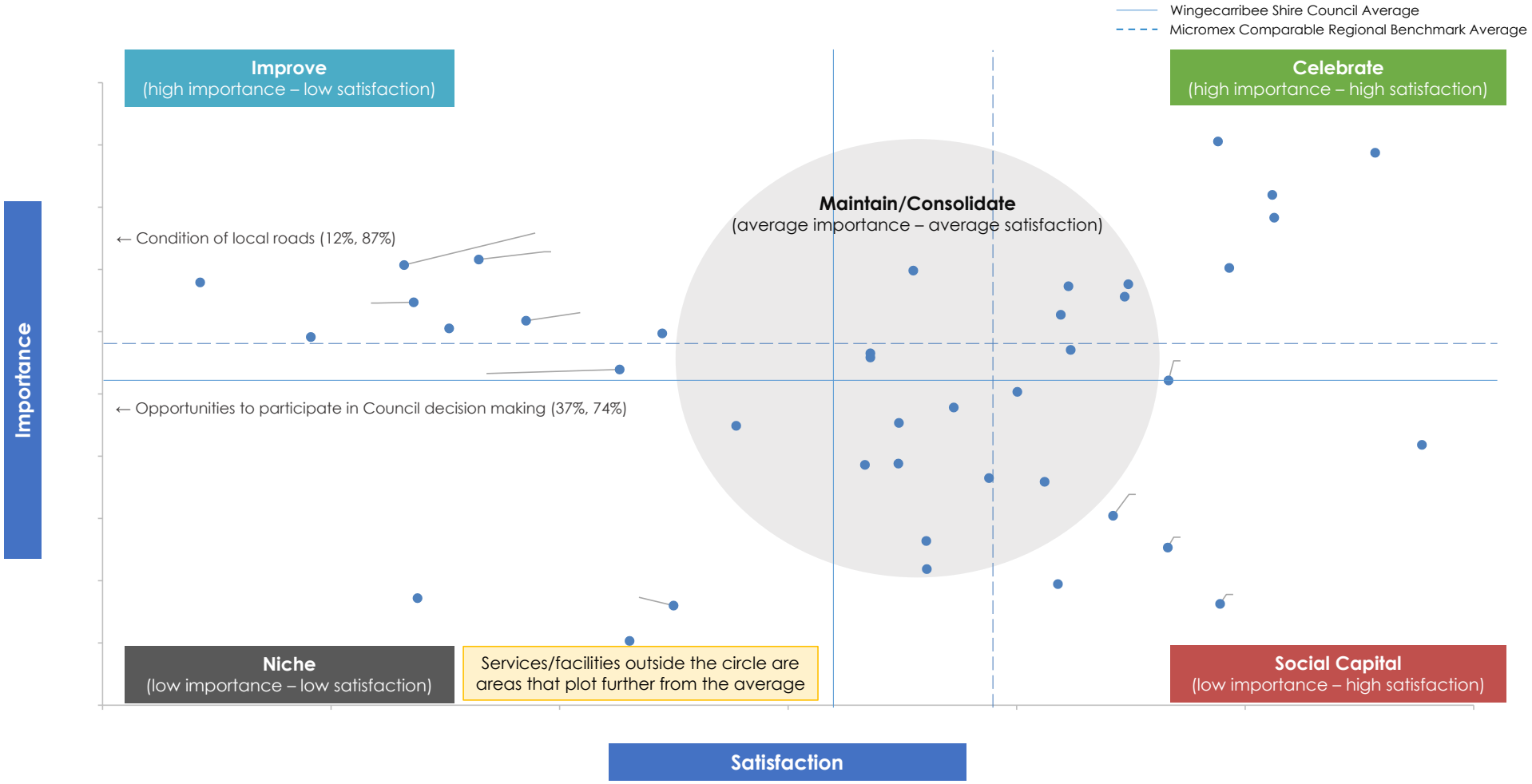
Attributes in the bottom left quadrant, **NICHE**, such as 'availability of, and access to, public transport', are of a relatively lower priority (and the word 'relatively' should be stressed – they are still important). These areas tend to be important to a particular segment of the community.

Finally, attributes in the bottom right quadrant, **SOCIAL CAPITAL**, such as 'support for arts and culture', are core strengths, but in relative terms they are considered less overtly important than other directly obvious areas. However, the occupants of this quadrant tend to be the sort of services and facilities that deliver to community liveability, i.e. make it a good place to live.

Recommendations based only on stated importance and satisfaction have major limitations, as the actual questionnaire process essentially 'silos' facilities and services as if they are independent variables, when they are in fact all part of the broader community perception of council performance.

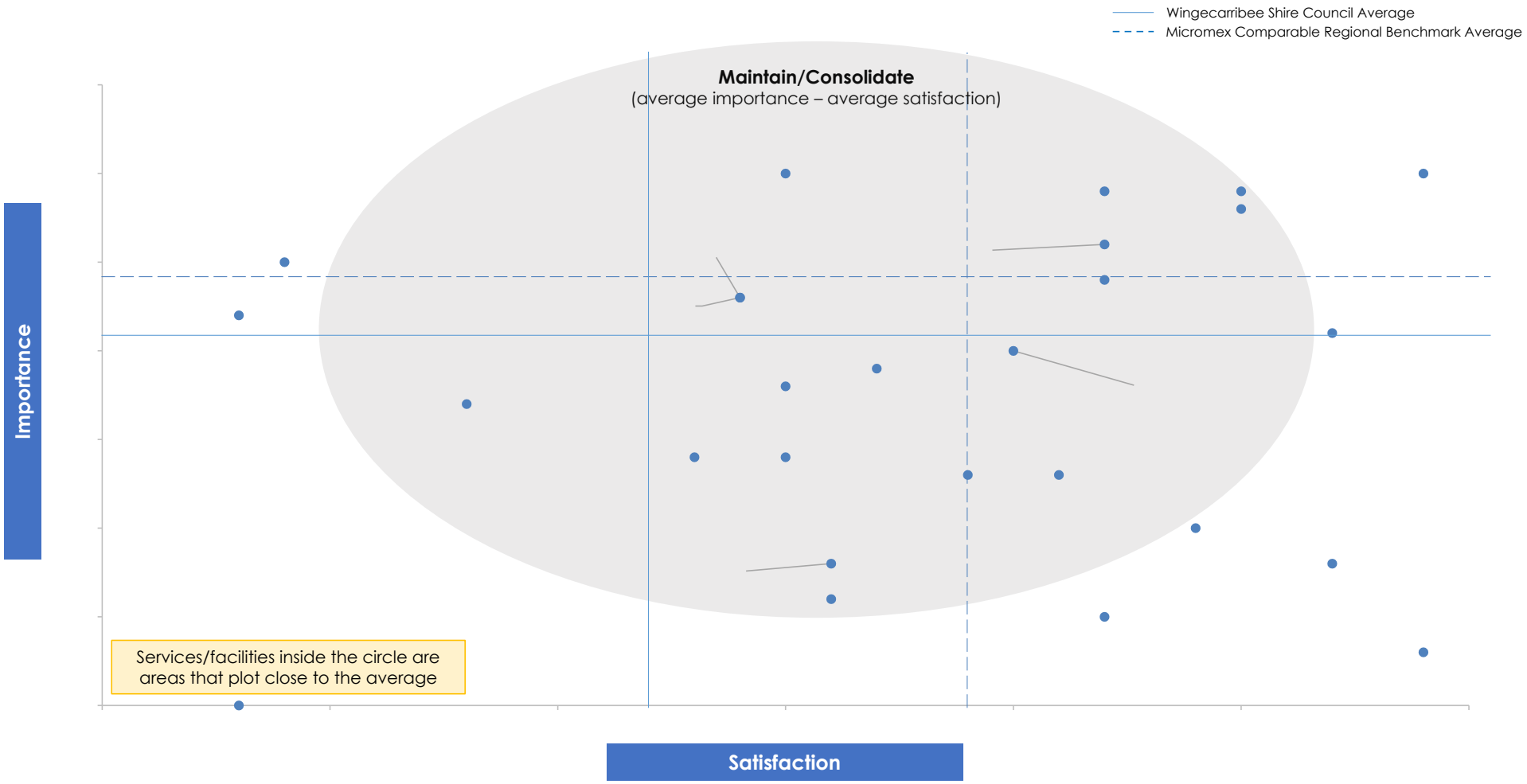
Quadrant Analysis – Mapping Priority Against Delivery

The chart below shows the satisfaction (T3B%) with service/facilities measures plotted against importance (T2B%).



Quadrant Analysis – Mapping Priority Against Delivery

Following on the previous Slide, the chart below shows the measures in the 'maintain/consolidate' area.



Advanced Regression Analysis

The outcomes identified in stated importance/satisfaction analysis often tend to be obvious and challenging. No matter how much focus a council dedicates to 'condition of local roads', it will often be found in the **IMPROVE** quadrant. This is because, perceptually, the condition of local roads can always be better.

Furthermore, the outputs of stated importance and satisfaction analysis address the current dynamics of the community, they do not predict which focus areas are the most likely agents to change the community's perception of Council's overall performance. Therefore, in order to identify how Wingecarribee Shire Council can actively drive overall community satisfaction, we conducted further analysis

Explanation of Analysis

Regression analysis is a statistical tool for investigating relationships between dependent variables and explanatory variables. Using a regression, a category model was developed. The outcomes demonstrated that increasing resident satisfaction by actioning the priorities they stated as being important would not necessarily positively impact on overall satisfaction.

What Does This Mean?

The learning is that if we only rely on the stated community priorities, we will not be allocating the appropriate resources to the actual service attributes that will improve overall community satisfaction. Using regression analysis, we can identify the attributes that essentially build overall satisfaction. We call the outcomes 'derived importance'.



Key Drivers of Overall Satisfaction with Council

The score assigned to each area is not a measure of performance, rather, it indicates the percentage of influence each measure contributes to overall satisfaction with Council. All services/facilities are important – but if Council can increase satisfaction in these key driver areas, they will likely see an improvement in overall community satisfaction.

Communication and engagement 17.0%

Development and economy 14.6%

Maintenance of facilities 12.0%

Connectivity 8.8%

These top 10 services/facilities (so 23% of the 43 services/facilities) account for over 50% of the variation in overall satisfaction.

Investigating the measures separately, opportunities to participate in Council decision making is the most vital driver of overall satisfaction, followed by Council provision of information to residents and managing development and growth.

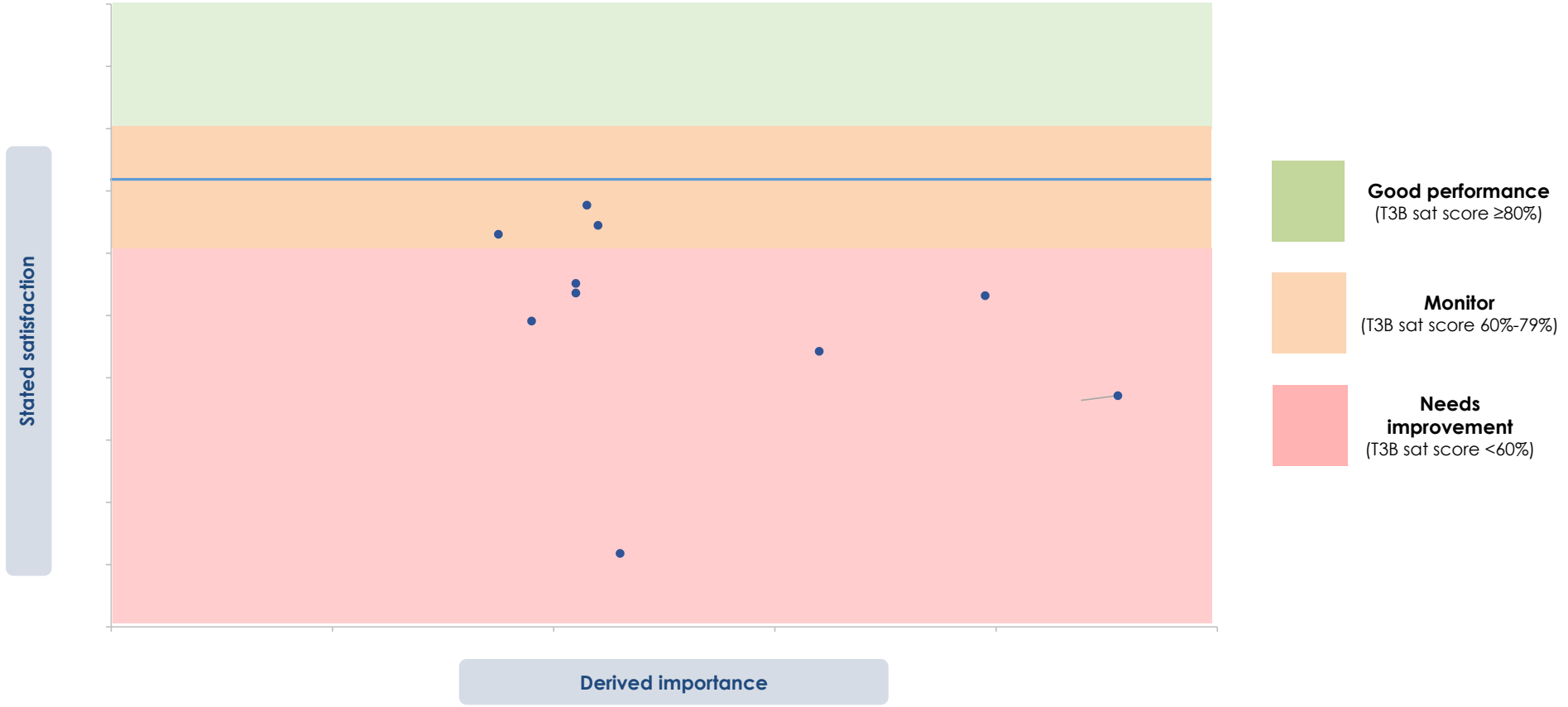
However, after summarising them into their thematical groups, communication and engagement is the most important driver category. Further, development and economy and the maintenance of facilities are also important drivers.

Barriers R^2 value = 0.40
Optimisers R^2 value = 0.31
Dependent Variable: Q7a. Overall, for the last 12 months, how satisfied are you with the performance of Council, not just on one or two issues, but across all responsibility areas?

Note: Please see Appendix 1 for complete list

Mapping Stated Satisfaction and Derived Importance Identifies the Community Priority Areas

The below chart looks at the relationship between stated satisfaction (top 3 box) and derived importance (Regression result) to identify the level of contribution of each measure. Any services/facilities below the blue line could potentially be benchmarked to target in future research to elevate satisfaction levels in these areas.



Note: Blue line represents the average top 3 box (at least somewhat satisfied) of all 43 measures

Key Contributors to Barriers/Optimisers

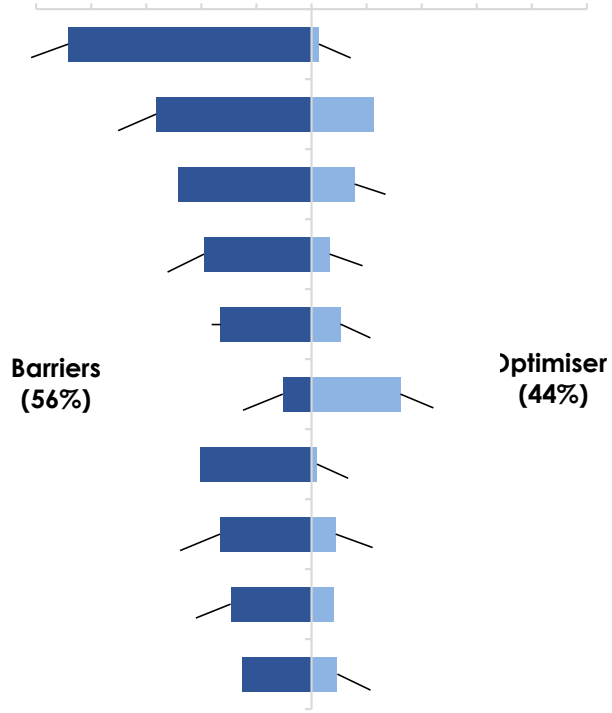
Different levers address the different levels of satisfaction across the community

The chart to the right illustrates the positive/negative contribution the key drivers provide towards overall satisfaction. Some drivers can contribute both negatively and positively depending on the overall opinion of the residents.

The scores on the negative indicate the contribution the driver makes to impeding transition towards satisfaction. If Council can address these areas, they should see a lift in future overall satisfaction results, as they positively transition residents who are currently not at all satisfied to being satisfied with Council performance.

The scores on the positive indicate the contribution the driver makes towards optimising satisfaction. If Council can improve scores in these areas, they will see a lift in future overall satisfaction results, as they will positively transition residents who are currently already 'somewhat satisfied', towards being more satisfied with Council's overall performance.

Advanced regression: Barriers (left) Vs. Optimisers (right)

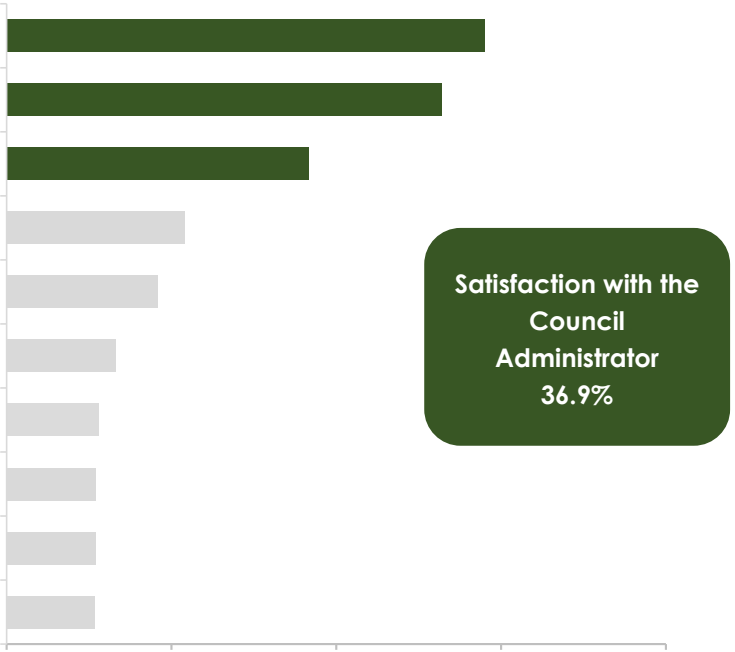


Key Drivers of Overall Satisfaction with Council – Expanded Model

The previous regression model is based on the 43 services/facilities tested (Q5). The results of this slide show an expanded model of the key drivers contributing to overall satisfaction with Council. This analysis includes 3 additional measures (model now totalling 46 measures) from Q8b and Q8c:

Q8b - Representing a broad range of community matters fairly
Q8b - Effective leadership and guidance of the community
Q8c - Overall satisfaction with the Council Administrator

Drivers of Overall Satisfaction (Expanded)



Looking at our expanded regression result, satisfaction with the Council Administrator accounts for almost 40% of the variation in overall satisfaction.

This result may explain the reason for the decline in overall satisfaction, as satisfaction with the Council Administrator decreased significantly compared to 2022 (see Slide 23).

Barriers R^2 value = 0.44
Optimisers R^2 value = 0.41

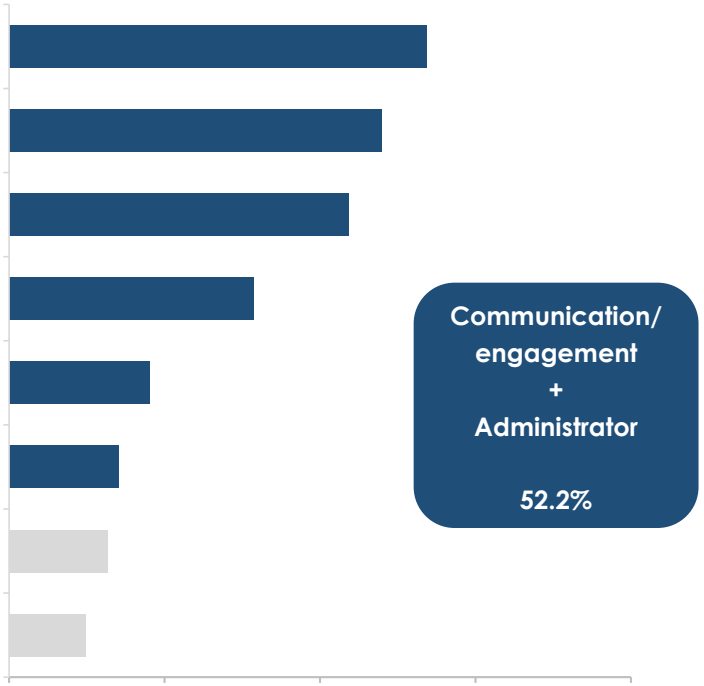
Dependent Variable: Q7a. Overall, for the last 12 months, how satisfied are you with the performance of Council, not just on one or two issues, but across all responsibility areas?

Key Drivers of Overall Satisfaction with Council – Final Model

The final regression analysis includes an additional measures (model now totalling 47 measures) from Q4:

Q4. How satisfied are you with the level of communication Council currently has with the community?

Drivers of Overall Satisfaction (Final)



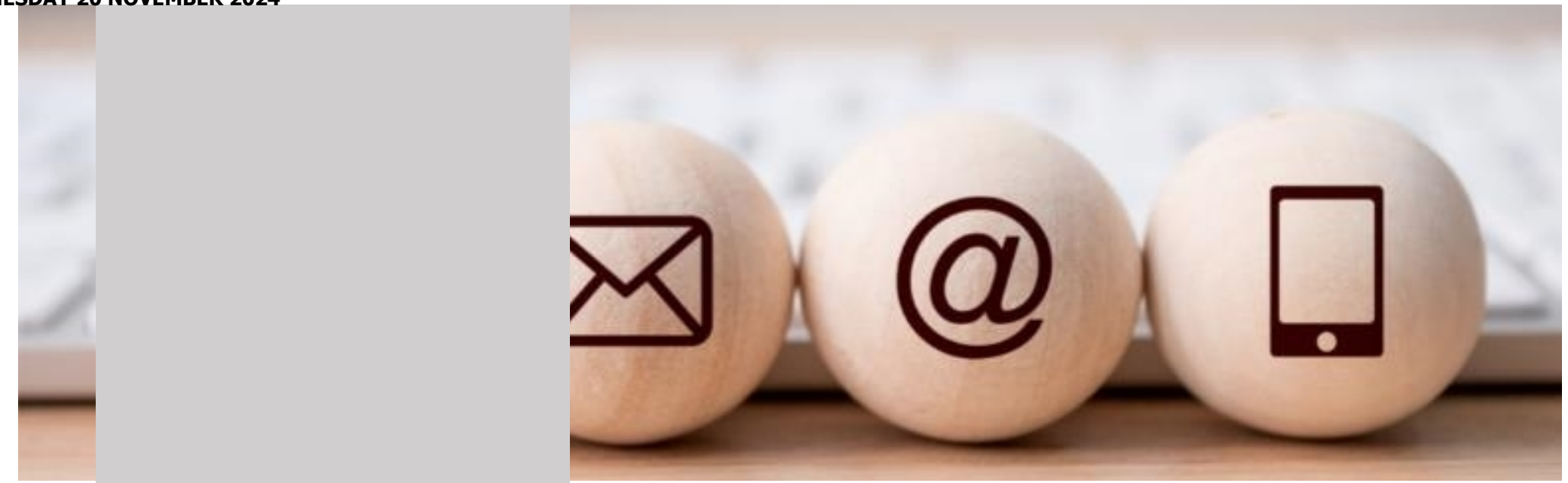
Looking at our final regression result, satisfaction levels with communication and Administrator now account for more than 50% of the variation in overall satisfaction.

This indicates that residents' satisfaction with communication and engagement with Council, along with their satisfaction with the Administrator, are the most important key drivers of overall satisfaction.

Barriers R^2 value = 0.44

Optimisers R^2 value = 0.41

Dependent Variable: Q7a. Overall, for the last 12 months, how satisfied are you with the performance of Council, not just on one or two issues, but across all responsibility areas?



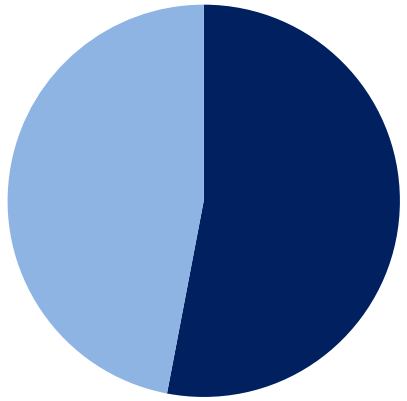
Section Five

Contact and Communication

This section provides results regarding residents' satisfaction with their contact with Council. It also focuses on the methods residents use to get information about Council and its services, facilities, and activities.

Contact with Council

53% of residents stated that they had contacted Council in the last 12 months, which has continuously increased since 2019. Although not significant, those located in 'village' were more likely to have contacted Council in the last 12 months.



Base: N = 400

	Overall 2024	Male	Female	18-34	35-49	50-64	65+	Town	Village
Yes %	53%	51%	56%	43%	58%	57%	53%	49%	59%
Base	400	190	210	76	82	102	140	235	165

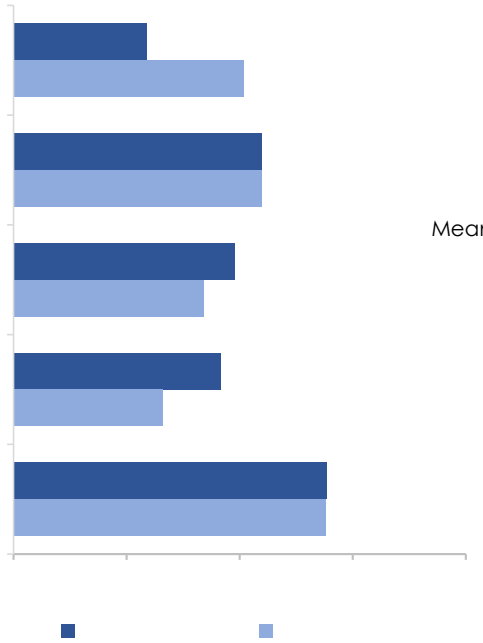
'Yes' (%) Year-on-year comparison

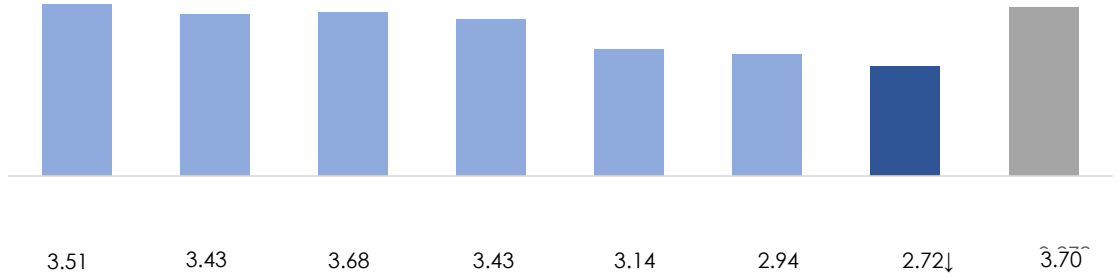


Q1. Have you contacted Council in the last 12 months?

Satisfaction with Contact

54% of residents who had contacted Council in the last 12 months are at least somewhat satisfied with the way their contact was handled , which is on par with 2022. However, there has been a declining trend in satisfaction with contact since 2019. Males are significantly less likely to be satisfied with the way their contact was handled.





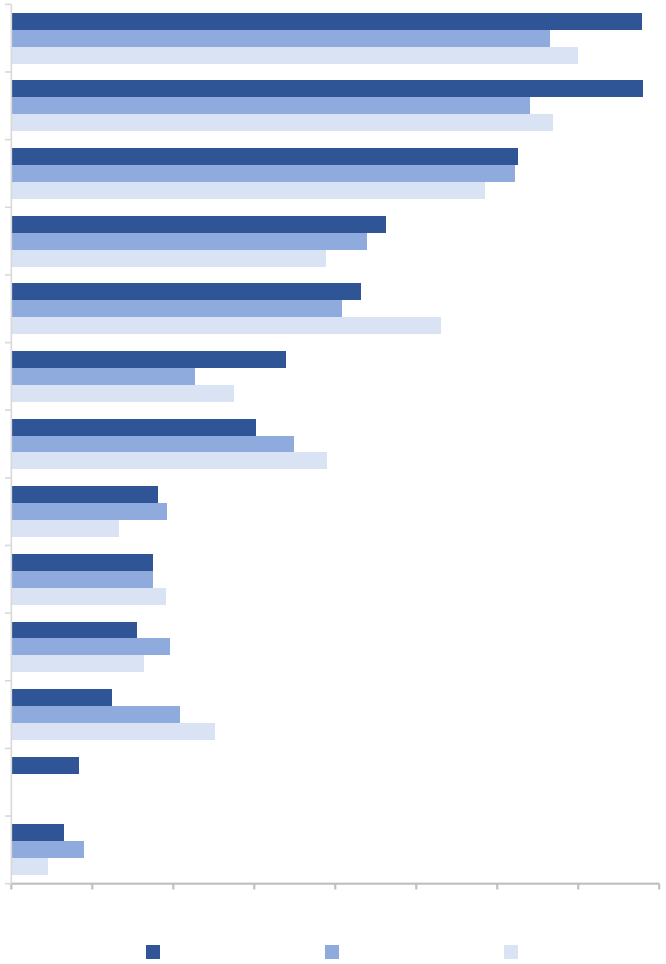
↑↓ = A significantly higher/lower percentage/rating (compared to the benchmark)

	Overall	Male	Female	18-34	35-49	50-64	65+	Town	Village
Top 3 Box %	54%	42%	63%	48%	55%	51%	58%	53%	54%
Mean rating	2.72	2.42	2.97	2.58	2.70	2.69	2.82	2.65	2.81
Base	213	96	117	33	48	58	74	115	98

Q2c. How satisfied were you with the way your contact was handled?

Scale: 1 = not at all satisfied, 5 = very satisfied
A significantly higher/lower level of satisfaction (compared to 2022/by group)

Sources of Information about Council



Word of mouth and website/Internet have remained the most common methods for sourcing information about Council. Noticeably, the usage of social media has been increasing continuously since 2021.

Younger residents are more likely to source information via social media and those located in villages are more likely to rely on information with rates notices.

Other specified (2024)	Count
Phone	6
Email	4
Direct communication in person in other places	3
Mail	2
Other meetings	2
Nothing	5

Q3. Where do you get your information about Council and its services, facilities, and activities?

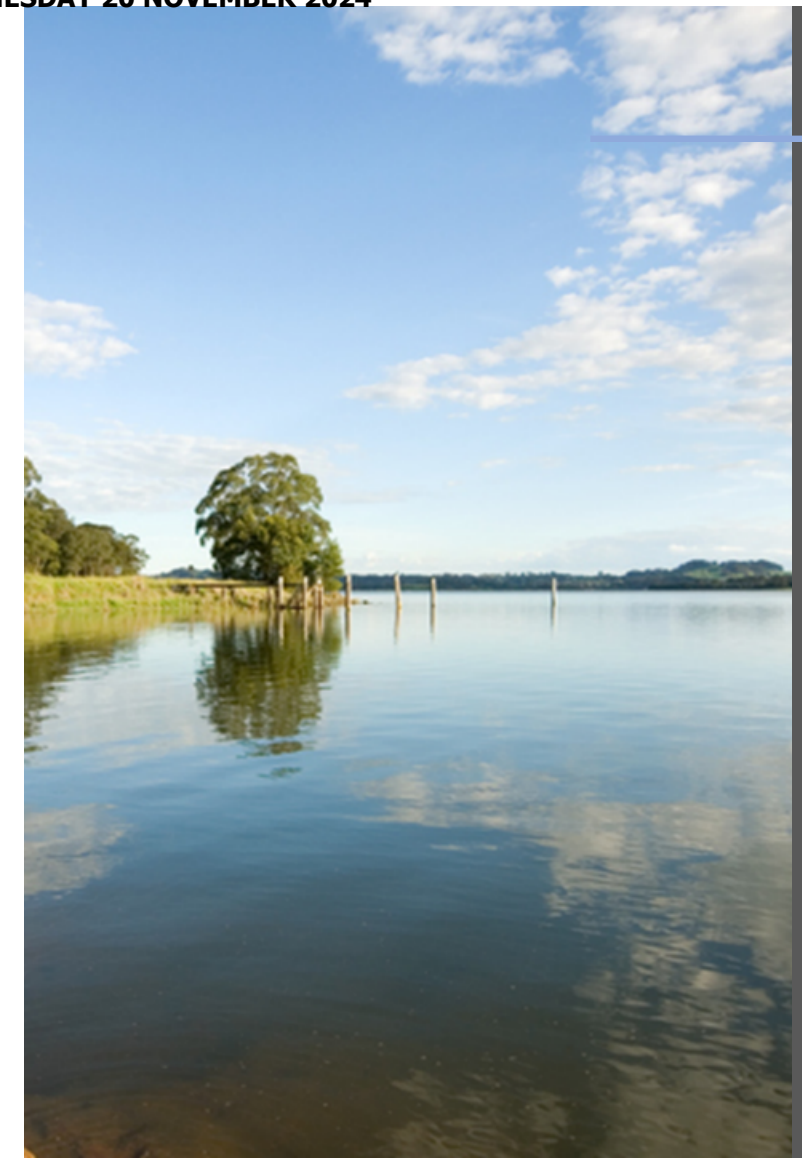
Please see Appendix 1 for results by demographics
A significantly higher/lower percentage (compared to 2022)



Section Six

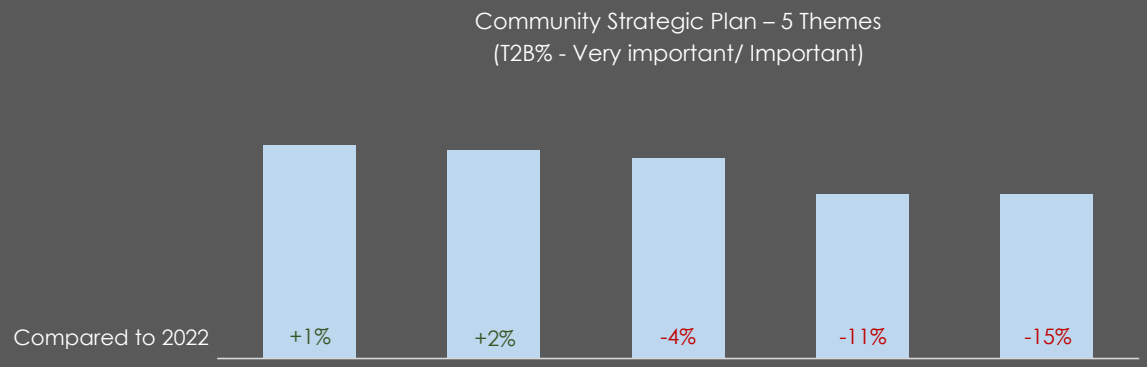
Community Strategic Plan

This section focuses on residents' attitudes toward Council's CSP, which includes a vision for the Shire and strategies to achieve our goals.



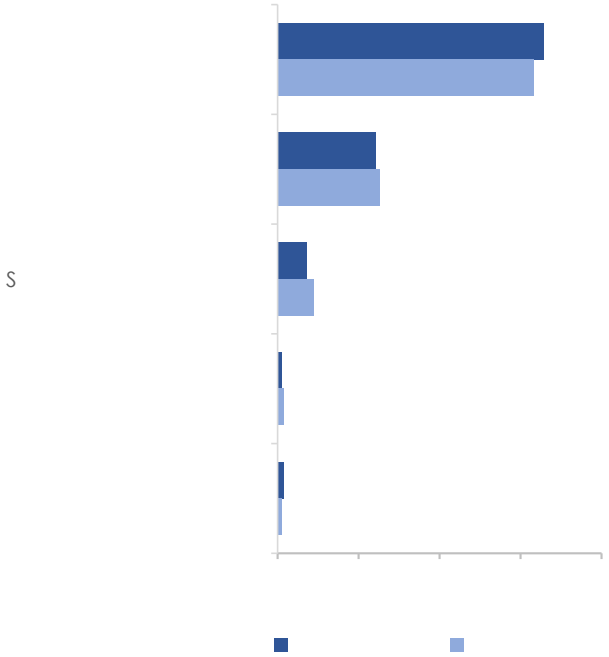
Summary: Community Strategic Plan

- Not surprisingly, 'Economy' has remained the most important theme for the long-term future of the region. 'Leadership' has become more important and has surpassed 'Places' and 'Environment' as the second priority.
- Noticeably, lower importance levels were noted for 'People' and 'Environment' this year.



Community Strategic Plan – Leadership

90% of residents stated that the theme 'Leadership' is important for the long-term future of the Wingecarribee area, which is on par with 2022. Females are significantly more likely to cite it as important.



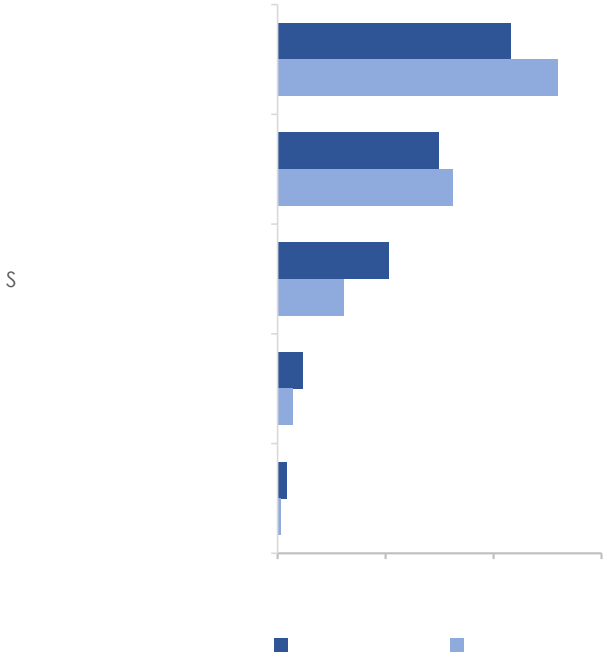
	Overall 2024	Overall 2022	Male	Female	18-34	35-49	50-64	65+	Town	Village
Top 2 Box %	90%	88%	87%	93%	86%	88%	89%	94%	88%	93%
Mean rating	4.52	4.48	4.40	4.63	4.41	4.56	4.54	4.54	4.46	4.61
Base	400	402	190	210	76	82	102	140	235	165

Q10a. Thinking about the theme of "Leadership" which covers how the Council engages with the community, plans for the future, involves the community in decision making and manages resources… How important do you think this theme is for the long-term future of the region?

Scale: 1 = not at all important, 5 = very important
A significantly higher/lower percentage/rating (by group)

Community Strategic Plan – People

73% of residents stated that the theme 'People' is important for the long-term future of the Wingecarribee area, which is significantly lower compared to 2022. Males and younger residents (18-34) are significantly less likely to state it is important.



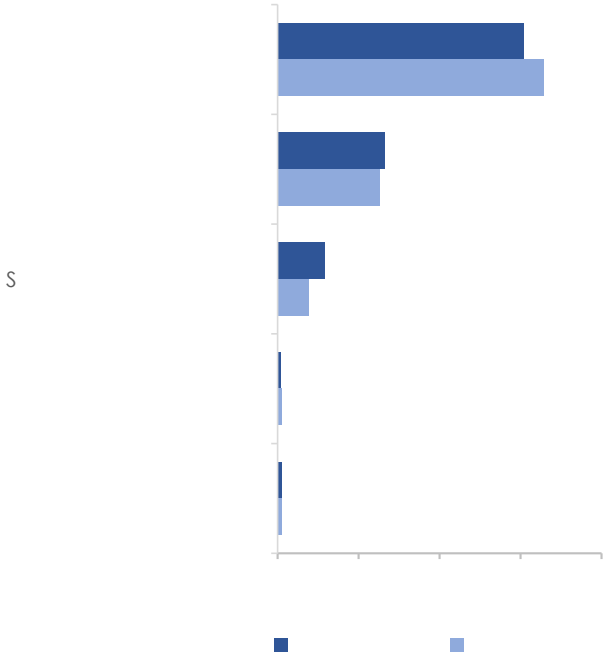
	Overall 2024	Overall 2022	Male	Female	18-34	35-49	50-64	65+	Town	Village
Top 2 Box %	73%	84%	65%	80%	61%	78%	80%	72%	75%	70%
Mean rating	4.08	4.32	3.83	4.31	3.88	4.18	4.20	4.05	4.14	4.00
Base	400	402	190	210	76	82	102	140	235	165

Q10b. Thinking about the theme of "People" which promotes community health and wellbeing, access to education, culture and the arts, and having inclusive, connected and diverse communities… How important do you think this theme is for the long-term future of the region?

Scale: 1 = not at all important, 5 = very important
A significantly higher/lower percentage/rating (compared to 2022/by group)

Community Strategic Plan – Places

87% of residents stated that the theme 'Place' is important for the long-term future of the Wingecarribee area, which is on par with 2022. Females and older residents (50+) are significantly more likely to state it is important.



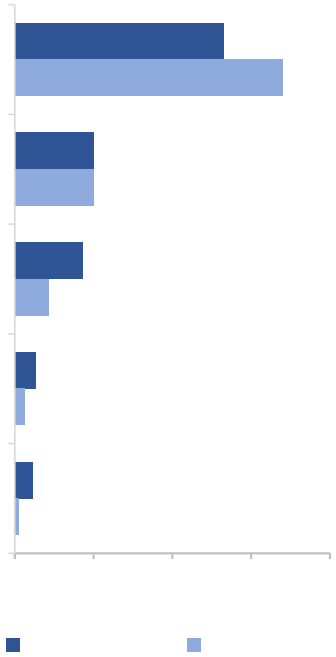
	Overall 2024	Overall 2022	Male	Female	18-34	35-49	50-64	65+	Town	Village
Top 2 Box %	87%	91%	81%	93%	80%	87%	93%	88%	89%	85%
Mean rating	4.47	4.55	4.28	4.63	4.29	4.49	4.61	4.44	4.49	4.44
Base	400	402	190	210	76	82	102	140	235	165

Q10c. Thinking about the theme of "Places" which covers access to housing, improved transport networks, vibrant local villages and town centres, provision of community facilities, and maintaining our unique local heritage… How important do you think this theme is for the long-term future of the region?

Scale: 1 = not at all important, 5 = very important
A significantly higher/lower percentage/rating (by group)

Community Strategic Plan – Environment

73% of residents stated that the theme 'Environment' is important for the long-term future of the Wingecarribee area, which is significantly lower compared to 2022. Females are significantly more likely to state it is important.



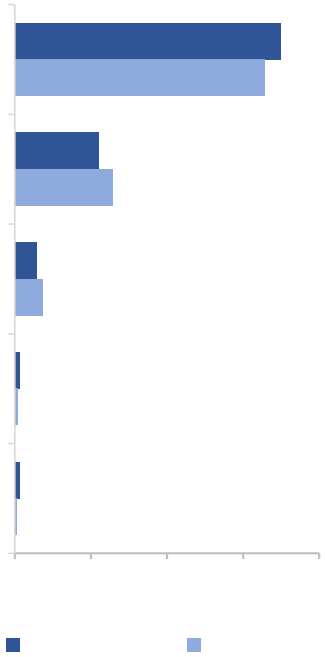
	Overall 2024	Overall 2022	Male	Female	18-34	35-49	50-64	65+	Town	Village
Top 2 Box %	73%	88%	62%	83%	74%	78%	76%	67%	74%	72%
Mean rating	4.11	4.51	3.76	4.43	4.11	4.25	4.14	4.02	4.11	4.12
Base	400	402	190	210	76	82	102	140	235	165

Q10d. Thinking about the theme of "Environment" which includes protecting and enhancing our natural environment, living more sustainably, addressing climate change and managing and reducing waste… How important do you think this theme is for the long-term future of the region?

Scale: 1 = not at all important, 5 = very important
A significantly higher/lower percentage/rating (compared to 2022/by group)

Community Strategic Plan – Economy

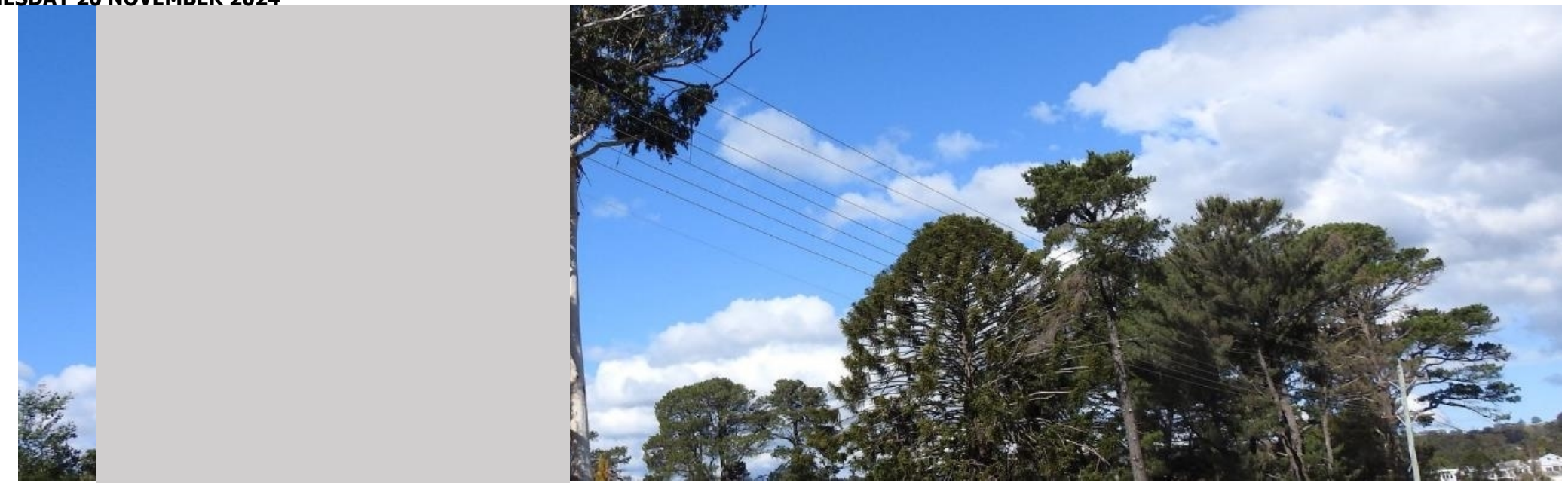
92% of residents stated that the theme 'Economy' is important for the long-term future of the Wingecarribee area, which is on par with 2022.



	Overall 2024	Overall 2022	Male	Female	18-34	35-49	50-64	65+	Town	Village
Top 2 Box %	92%	91%	89%	94%	90%	93%	89%	94%	93%	90%
Mean rating	4.58	4.55	4.49	4.66	4.53	4.66	4.57	4.55	4.57	4.58
Base	400	402	190	210	76	82	102	140	235	165

Q10e. Thinking about the theme of "Economy" which includes supporting local business and industry (including agriculture), creating local jobs, encouraging innovative technologies and sustainable tourism, and providing opportunities for training and skills development. How important do you think this theme is for the long-term future of the region??

Scale: 1 = not at all important, 5 = very important
A significantly higher/lower percentage/rating (compared to 2022/by group)



Additional Analyses

Appendix 1

micromex research

Wingecarribee SHIRE COUNCIL

Agreement Statements

T2B % (Strongly agree + agree)	Overall 2024	Male	Female	18-34	35-49	50-64	65+	Town	Village
I feel safe during the day	94%	94%	93%	98%	94%	94%	91%	93%	95%
I feel there are benefits to living in a community with people of diverse ages, backgrounds and cultures	85%	80%	90%	86%	89%	83%	85%	87%	84%
I feel safe during the night	81%	86%	78%	84%	82%	84%	78%	77%	88%
I feel safe using public facilities	80%	85%	77%	88%	78%	80%	78%	79%	83%
I feel that living in the Shire you have the opportunity to participate in recreational and sporting activities	78%	77%	79%	73%	71%	78%	84%	79%	76%
I feel that living in the Shire you have the opportunity to participate in arts and related activities	64%	59%	69%	61%	59%	65%	69%	68%	59%
I feel a part of my local community	63%	60%	66%	59%	65%	60%	66%	66%	59%
I feel there are adequate support networks available to me if I need them	42%	40%	44%	37%	31%	34%	57%	45%	38%
Base	400	190	210	76	82	102	140	235	165

Q9. On a scale of 1 to 5, where 1 is strongly disagree and 5 is strongly agree, how strongly do you agree or disagree with the following statements?

A significantly higher/lower percentage (by group) 55

Satisfaction with the Council Administrator

Overall satisfaction with the Council Administrator

	Overall 2024	Male	Female	18-34	35-49	50-64	65+	Town	Village
Top 3 Box %	55%	54%	55%	57%	55%	49%	57%	56%	52%
Mean rating	2.64	2.63	2.65	2.59	2.54	2.60	2.76	2.68	2.59
Base	400	190	210	76	82	102	140	235	165

Representing a broad range of community matters fairly

	Overall 2024	Male	Female	18-34	35-49	50-64	65+	Town	Village
Top 3 Box %	57%	61%	54%	57%	58%	49%	63%	57%	57%
Mean rating	2.60	2.60	2.60	2.57	2.51	2.42	2.80	2.58	2.63
Base	400	190	210	76	82	102	140	235	165

Effective leadership and guidance of the community

	Overall 2024	Male	Female	18-34	35-49	50-64	65+	Town	Village
Top 3 Box %	51%	50%	52%	47%	46%	42%	63%	50%	53%
Mean rating	2.49	2.42	2.56	2.37	2.33	2.25	2.84	2.46	2.55
Base	400	190	210	76	82	102	140	235	165

Q8b. Thinking specifically about the current administrator, how satisfied are you with their performance on the following?
Q8c. Thinking overall about the current administrator, how satisfied are you with their overall performance?

A significantly higher/lower percentage/rating (by group) 56

Comparison to Previous Research

Service/Facility	Importance				Satisfaction			
	2024	2022	2021	2019	2024	2022	2021	2019
Revitalisation/beautification of town and village centres as well as the surrounding areas	3.64	3.85	3.89	3.89	2.88	3.06	2.95	3.02
Provision and maintenance of local parks and gardens	3.99	4.15	4.35	4.21	3.05	3.31	3.39	3.46
Cleanliness and functionality of public toilets	4.09	4.03	4.32	4.15	3.27	3.31	3.46	3.39
Condition of local roads	4.48	4.67	4.72	4.61	1.51	1.53	1.98	2.27
Provision and maintenance of swimming pools	3.60	3.50	4.03	3.95	2.89	3.24	3.11	3.61
Protecting heritage values and buildings	3.77	4.05	3.96	3.92	3.43	3.19	3.23	3.33
Support for local business and employment	4.24	4.33	4.53	4.54	2.85	3.03	3.24	3.10
Availability of car parking in the town and village centres	4.20	4.32	4.41	4.42	2.78	2.55	2.59	2.44
Cycle paths and walking tracks	3.97	4.00	4.28	4.14	3.22	3.26	3.20	3.11
Local traffic management	4.21	4.35	4.44	4.32	2.56	2.86	2.70	2.79
Availability of, and access to, public transport	3.66	3.89	4.06	4.18	2.70	2.79	2.90	2.70
Providing adequate drainage	4.28	4.57	4.44	4.35	2.54	2.56	2.75	2.99
Provision and quality of footpaths	4.15	4.31	4.37	4.32	2.80	2.73	2.67	2.64
Provision and maintenance of playgrounds	3.93	3.98	4.24	4.23	3.14	3.15	3.43	3.52
Provision and maintenance of sporting facilities	4.07	3.79	4.24	4.13	3.21	3.32	3.52	3.52
Provision and maintenance of community halls/facilities	3.74	3.84	3.96	4.09	3.39	3.39	3.50	3.57
Green waste collection	4.15	4.29	4.38	4.06	3.92	4.02	3.98	4.10
The Resource Recovery Centre	4.18	4.42	4.37	4.34	3.57	3.64	3.86	3.85
Domestic garbage collection	4.58	4.67	4.71	4.55	4.03	4.02	4.21	4.16
Encouraging recycling	4.34	4.62	4.58	4.57	3.57	3.61	3.56	3.35
Encouraging waste reduction initiatives	4.19	4.48	4.50	4.49	3.08	3.09	3.18	3.03
Dog control	3.75	3.99	3.72	3.64	3.24	3.39	3.70	3.69

Scale: 1 = not at all important/not at all satisfied, 5 = very important/very satisfied
A significantly higher/lower level of importance/satisfaction (compared to 2022)

Comparison to Previous Research

Service/Facility	Importance				Satisfaction			
	2024	2022	2021	2019	2024	2022	2021	2019
Managing development and growth	4.40	4.51	4.43	4.39	2.26	2.44	2.65	2.64
Enforcement of development and building regulations	4.24	4.32	4.30	4.35	2.40	2.55	2.57	2.75
Litter control and rubbish dumping	4.41	4.55	4.62	4.66	3.18	3.22	3.42	3.28
Community safety/crime prevention	4.47	4.58	4.57	4.53	3.63	3.66	3.82	3.69
Support for aged persons	4.39	4.45	4.48	4.51	3.45	3.50	3.56	3.53
Support for people with a disability	4.39	4.42	4.57	4.54	3.25	3.29	3.43	3.33
Support for youth	4.42	4.43	4.48	4.43	2.76	2.81	2.98	2.86
Support for the Aboriginal community	3.85	4.03	4.19	4.09	3.28	3.03	3.21	3.07
Support for arts and culture	3.63	3.86	3.75	3.75	3.59	3.60	3.63	3.49
Provision and operation of libraries	4.01	4.20	4.07	4.11	4.11	4.14	4.00	4.02
Support for child and family	4.37	4.31	4.47	4.50	3.22	3.18	3.42	3.35
Support for community environmental initiatives	3.95	4.23	4.15	4.27	3.14	3.17	3.20	3.27
Restoration of natural bushland	4.04	4.32	4.25	4.21	3.14	3.05	3.14	3.30
Healthy, natural urban streams and creeks but not rivers	4.24	4.43	4.32	4.33	3.11	2.98	3.14	3.11
Festivals and events	3.75	3.87	3.78	3.82	3.20	3.16	3.30	3.33
Support for tourism	3.94	4.00	4.05	4.02	3.43	3.62	3.65	3.71
Opportunities to participate in Council decision making	4.10	4.10	4.10	4.17	2.23	2.31	2.44	2.54
Council provision of information to residents	4.39	4.50	4.40	4.45	2.59	2.69	2.78	2.93
Town drinking water quality	4.74	4.64	4.72	4.73	3.91	3.91	4.07	3.79
Reliability of town water	4.76	4.70	4.72	4.68	4.31	4.18	4.26	4.19
Overall sewerage system performance	4.58	4.47	4.61	4.54	4.10	3.96	4.14	4.13

Scale: 1 = not at all important/not at all satisfied, 5 = very important/very satisfied
A significantly higher/lower level of importance/satisfaction (compared to 2022)

Importance Compared to the Micromex Benchmark

Service/Facility	Wingecarribee Shire Council T2 box importance score	Micromex LGA Benchmark – Regional T2 box importance score	Variance
Support for youth	86%▲	75%	11%
Overall sewerage system performance (chokes, overflows, odour)	89%	81%	8%
Enforcement of development and building regulations	80%	72%	8%
Town drinking water quality (taste, smell, and colour)	95%	88%	7%
Reliability of town water	94%	88%	6%
Managing development and growth	84%	80%	4%
Council provision of information to residents	85%	83%	3%
Support for people with a disability	84%	82%	2%
Support for child and family (i.e. services)	81%	80%	1%
Support for aged persons	84%	83%	1%
Provision and operation of libraries	71%	70%	1%
Opportunities to participate in Council decision making	74%	73%	0%
Providing adequate drainage	82%	82%	0%
Domestic garbage collection	91%	91%	0%
Green waste collection	76%	77%	-1%
Availability of car parking in the town and village centres	81%	82%	-2%
Provision and maintenance of sporting facilities	75%	77%	-2%
Support for arts and culture	58%	60%	-2%
The Resource Recovery Centre (RCC/local tip)	79%	80%	-2%
Provision and quality of footpaths	77%	81%	-4%
Litter control and rubbish dumping	85%	89%	-4%

Note: Benchmark differences are based on assumed variants of +/- 10%, with variants beyond +/- 10% more likely to be significant
▲/▼ = positive/negative difference equal to/greater than 10% from Benchmark.

Note: T2 = important/very important 59

Importance Compared to the Micromex Benchmark

Service/Facility	Wingecarribee Shire Council T2 box importance score	Micromex LGA Benchmark – Regional T2 box importance score	Variance
Support for the Aboriginal community	65%	70%	-4%
Community safety/crime prevention	85%	90%	-5%
Provision and maintenance of community halls/facilities	63%	68%	-5%
Condition of local roads	87%	93%	-6%
Local traffic management (i.e. roundabouts, line marking, signage, traffic lights)	80%	86%	-6%
Cycle paths and walking tracks	69%	76%	-7%
Festivals and events	63%	70%	-7%
Support for tourism	68%	75%	-7%
Encouraging recycling	83%	90%	-8%
Support for local business and employment	80%	88%	-8%
Healthy, natural urban streams and creeks but not rivers	78%	86%	-8%
Cleanliness and functionality of public toilets	74%	82%	-9%
Dog control	61%▼	70%	-10%
Provision and maintenance of local parks and gardens	72%▼	83%	-11%
Restoration of natural bushland	73%▼	83%	-11%
Availability of, and access to, public transport (i.e. bus shelters, footpaths, bus routes)	59%▼	70%	-12%
Support for community environmental initiatives	68%▼	80%	-12%
Protecting heritage values and buildings	60%▼	72%	-12%
Provision and maintenance of playgrounds	69%▼	83%	-14%
Provision and maintenance of swimming pools	55%▼	71%	-16%
Revitalisation/beautification of town and village centres as well as the surrounding areas	58%▼	76%	-18%

Note: Benchmark differences are based on assumed variants of +/- 10%, with variants beyond +/- 10% more likely to be significant
▲/▼ = positive/negative difference equal to/greater than 10% from Benchmark.

Note: T2 = important/very important

Satisfaction Compared to the Micromex Benchmark

Service/Facility	Wingecarribee Shire Council T3 box satisfaction score	Micromex LGA Benchmark – Regional T3 box satisfaction score	Variance
Reliability of town water	96%▲	85%	11%
Community safety/crime prevention	89%	82%	7%
Cleanliness and functionality of public toilets	77%	72%	5%
Support for the Aboriginal community	84%	80%	5%
Town drinking water quality (taste, smell, and colour)	89%	85%	4%
Provision and operation of libraries	98%	94%	4%
Domestic garbage collection	91%	88%	3%
Support for people with a disability	82%	79%	3%
The Resource Recovery Centre (RCC/local tip)	82%	80%	2%
Overall sewerage system performance (chokes, overflows, odour)	91%	90%	1%
Encouraging recycling	85%	84%	1%
Support for aged persons	85%	85%	0%
Provision and maintenance of community halls/facilities	87%	88%	-1%
Support for arts and culture	89%	90%	-1%
Support for community environmental initiatives	79%	81%	-2%
Green waste collection	87%	89%	-2%
Support for child and family (i.e. services)	82%	84%	-2%
Cycle paths and walking tracks	75%	77%	-3%
Support for tourism	81%	84%	-3%
Protecting heritage values and buildings	82%	85%	-3%
Dog control	76%	80%	-4%

Note: Benchmark differences are based on assumed variants of +/- 10%, with variants beyond +/- 10% more likely to be significant
▲/▼ = positive/negative difference equal to/greater than 10% from Benchmark.

Note: T3 = at least somewhat satisfied

Satisfaction Compared to the Micromex Benchmark

Service/Facility	Wingecarribee Shire Council T3 box satisfaction score	Micromex LGA Benchmark – Regional T3 box satisfaction score	Variance
Litter control and rubbish dumping	75%	80%	-5%
Provision and quality of footpaths	63%	68%	-5%
Healthy, natural urban streams and creeks but not rivers	74%	80%	-7%
Availability of, and access to, public transport (i.e. bus shelters, footpaths, bus routes)	54%	63%	-9%
Local traffic management (i.e. roundabouts, line marking, signage, traffic lights)	55%	64%	-9%
Provision and maintenance of sporting facilities	80%	89%	-9%
Restoration of natural bushland	75%	84%	-9%
Availability of car parking in the town and village centres	59%▼	69%	-10%
Support for local business and employment	64%▼	75%	-10%
Festivals and events	76%▼	86%	-10%
Revitalisation/beautification of town and village centres as well as the surrounding areas	65%▼	76%	-11%
Provision and maintenance of playgrounds	73%▼	86%	-12%
Support for youth	56%▼	73%	-17%
Enforcement of development and building regulations	49%▼	66%	-17%
Provision and maintenance of local parks and gardens	68%▼	86%	-18%
Council provision of information to residents	53%▼	74%	-21%
Managing development and growth	44%▼	66%	-21%
Provision and maintenance of swimming pools	63%▼	85%	-21%
Providing adequate drainage	54%▼	76%	-22%
Opportunities to participate in Council decision making	37%▼	65%	-28%
Condition of local roads	12%▼	56%	-44%

Note: Benchmark differences are based on assumed variants of +/- 10%, with variants beyond +/- 10% more likely to be significant
▲/▼ = positive/negative difference equal to/greater than 10% from Benchmark.

Note: T3 = at least somewhat satisfied

Performance Gap Analysis

When analysing performance gap data, it is important to consider both stated satisfaction and the absolute size of the performance gap.

Performance Gap Ranking

Service/Facility	Importance T2 Box	Satisfaction T3 Box	Performance Gap (Importance – Satisfaction)
Condition of local roads	87%	12%	75%
Managing development and growth	84%	44%	40%
Opportunities to participate in Council decision making	74%	37%	37%
Council provision of information to residents	85%	53%	32%
Enforcement of development and building regulations	80%	49%	31%
Support for youth	86%	56%	30%
Providing adequate drainage	82%	54%	28%
Local traffic management	80%	55%	25%
Availability of car parking in the town and village centres	81%	59%	22%
Support for local business and employment	80%	64%	16%
Provision and quality of footpaths	77%	63%	14%
Litter control and rubbish dumping	85%	75%	10%
Town drinking water quality	95%	89%	6%
Availability of, and access to, public transport	59%	54%	5%
Provision and maintenance of local parks and gardens	72%	68%	4%
Healthy, natural urban streams and creeks but not rivers	78%	74%	4%
Encouraging waste reduction initiatives	78%	74%	4%
Support for people with a disability	84%	82%	2%
Domestic garbage collection	91%	91%	0%
Support for child and family	81%	82%	-1%
Support for aged persons	84%	85%	-1%
Reliability of town water	94%	96%	-2%

Note: T2 = important/very important
T3 = at least somewhat satisfied

Performance Gap Analysis

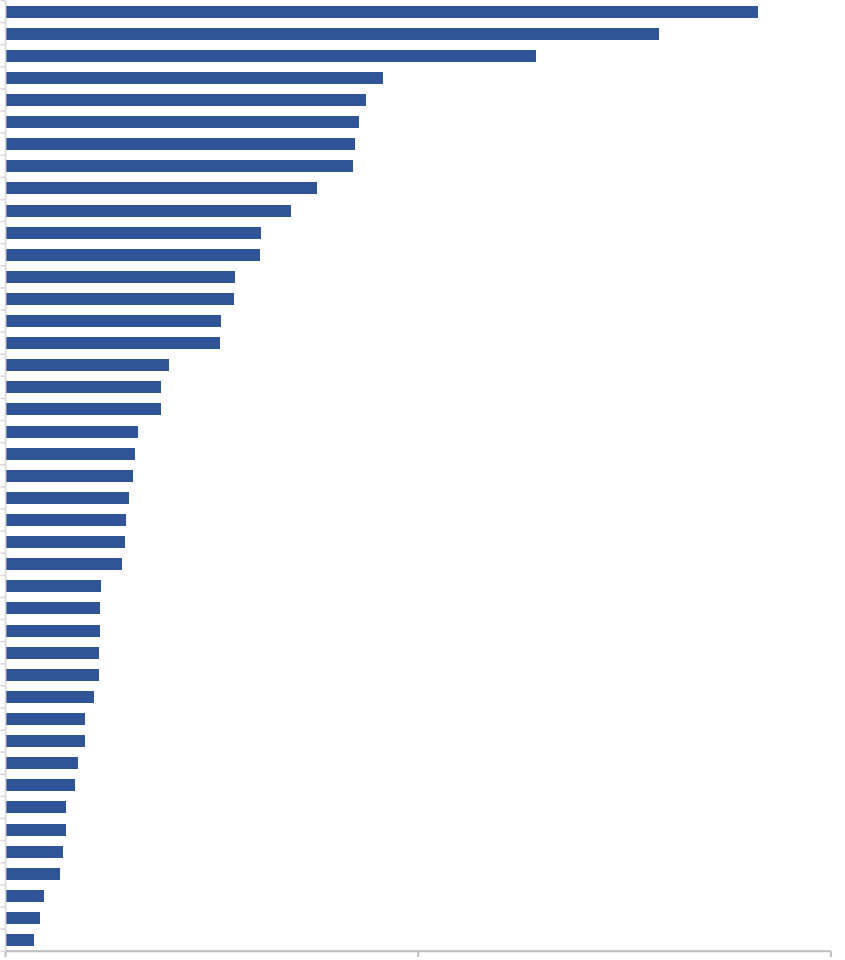
Performance Gap Ranking Continue

Service/Facility	Importance T2 Box	Satisfaction T3 Box	Performance Gap (Importance – Satisfaction)
Encouraging recycling	83%	85%	-2%
Overall sewerage system performance	89%	91%	-2%
Restoration of natural bushland	73%	75%	-2%
Cleanliness and functionality of public toilets	74%	77%	-3%
The Resource Recovery Centre	79%	82%	-3%
Provision and maintenance of playgrounds	69%	73%	-4%
Community safety/crime prevention	85%	89%	-4%
Provision and maintenance of sporting facilities	75%	80%	-5%
Cycle paths and walking tracks	69%	75%	-6%
Revitalisation/beautification of town and village centres as well as the surrounding areas	58%	65%	-7%
Provision and maintenance of swimming pools	55%	63%	-8%
Support for community environmental initiatives	68%	79%	-11%
Green waste collection	76%	87%	-11%
Festivals and events	63%	76%	-13%
Support for tourism	68%	81%	-13%
Dog control	61%	76%	-15%
Support for the Aboriginal community	65%	84%	-19%
Protecting heritage values and buildings	60%	82%	-22%
Provision and maintenance of community halls/facilities	63%	87%	-24%
Provision and operation of libraries	71%	98%	-27%
Support for arts and culture	58%	89%	-31%

Note: T2 = important/very important
T3 = at least somewhat satisfied

Regression Analysis – Influence on Overall Satisfaction

The chart to the right summarises the influence of the 43 facilities/ services on overall satisfaction with Council's performance, based on the Advanced Regression analysis.



Council's Used to Create the Micromex Regional Benchmark

The Regional Benchmark was composed from the Council areas listed below:		
Albury City Council	Hawkesbury City Council	Narrandera Shire Council
Ballina Shire Council	Kempsey Shire Council	Parkes Shire Council
Bathurst Regional Council	Lachlan Shire Council	Port Macquarie-Hastings Council
Bland Shire Council	Lake Macquarie City Council	Richmond Valley Council
Blue Mountains City Council	Leeton Shire Council	Singleton Shire Council
Byron Shire Council	Lismore City Council	Tamworth Regional Council
Cabonne Shire Council	Lithgow City Council	Tenterfield Shire Council
Central Coast Council	Liverpool Plains Shire Council	Tweed Shire Council
Cessnock City Council	Maitland City Council	Upper Hunter Shire Council
City of Newcastle	MidCoast Council	Wagga Wagga City Council
Coffs Harbour City Council	Mid-Western Regional Council	Walgett Shire Council
Devonport City Council	Moree Plains Shire Council	Weddin Shire Council
Dungog Shire Council	Murray River Council	Wollondilly Shire Council
Eurobodalla Shire Council	Murrumbidgee Council	Yass Valley Council
Forbes Shire Council	Muswellbrook Shire Council	
Glen Innes Severn Shire Council	Narrabri Shire Council	

Sources of Information about Council

	Overall 2024	Male	Female	18-34	35-49	50-64	65+	Town	Village
Word of mouth	78%	78%	77%	84%	76%	77%	77%	81%	73%
Website/Internet	78%	70%	85%	74%	82%	80%	76%	78%	79%
Rates notice	63%	66%	59%	45%	68%	66%	66%	58%	70%
Social media	47%	40%	52%	63%	57%	46%	32%	45%	48%
Council newsletter 'Your Shire'	43%	43%	43%	22%	34%	40%	62%	47%	37%
Other brochures/publications	34%	33%	35%	27%	36%	33%	38%	35%	33%
Radio	30%	36%	25%	18%	31%	35%	32%	29%	32%
Personal visits to the Civic Centre	18%	20%	17%	6%	12%	18%	28%	18%	18%
Community consultation	17%	20%	15%	12%	17%	21%	18%	20%	14%
Libraries	15%	12%	19%	17%	16%	11%	18%	15%	16%
Southern Highlands News Newspaper	13%	16%	10%	10%	8%	10%	19%	14%	12%
Participate Wingecarribee	8%	10%	7%	4%	5%	13%	9%	9%	7%
Other	5%	8%	2%	6%	2%	6%	6%	5%	6%
Base	400	190	210	76	82	102	140	235	165

Q3. Where do you get your information about Council and its services, facilities, and activities?

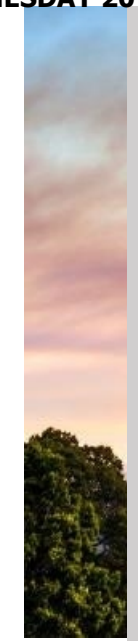
A significantly higher/lower percentage (by group)

Other Suggestions

Suggestions about CSP	2024 (N=400)	2022 (N=402)	Suggestions about CSP	2024 (N=400)	2022 (N=402)
Management of Council/Staff	9%	4%	Provision of footpaths	1%	1%
Road maintenance/improvement	6%	6%	Health services	1%	<1%
Improve DA process	4%	1%	Rate payer benefits	1%	0%
Engagement/communication with the community	4%	4%	Support regarding emergency management/preparedness	1%	1%
Services/facilities for youth	3%	2%	Provision of bike paths	1%	<1%
Provision of services and facilities	2%	<1%	Affordability of rates	1%	1%
Affordability of housing/Availability of affordable housing	2%	3%	Waste services	1%	3%
Financial management of Council	2%	1%	More/improved public transport	1%	1%
Support tourism/business	1%	2%	Traffic management/congestion/road safety	1%	2%
Improve infrastructure/ Meet needs of growing population	1%	3%	Support for aged	1%	<1%
Improved town planning	1%	<1%	Arts/Culture/Recreation	1%	3%
Ensure villages are provided with adequate services/facilities/resources	1%	1%	Transparency of Council	1%	2%
Ensure the balance of new development with heritage/character of the area	1%	2%	Supportive welcoming community	<1%	0%
Development in the local area	1%	3%	Education	<1%	1%
Support for young families	1%	0%	Other	2%	3%
Maintenance of the area	1%	0%	Don't know/Unsure/Nothing is missing	67%	66%
More/improved parking	1%	1%			

Q11. Is there anything you think we may have missed?

A significantly higher/lower percentage (by year)





Questionnaire

Appendix 2

micromex research

Wingecarribee SHIRE COUNCIL

Wingecarribee Shire Council
Community Survey
2024

Instructions	
(SR)	Single Response
(MR)	Multiple Responses
(TEXT)	Textbox
(DROP)	Dropdown
(SCALE)	Scale
(SCALE MR)	3D Matrix
(RAND)	Randomise
(ROT)	Rotate
(FLIP)	Flip

Instructions	
Position	Order
Value	Rating
[directions]	Logic

NOTABLE PROGRAMMING CODES	
Red	
Blue	
White	
Gray 95	
Alice Blue	
Underline	<u></u>
Bold	
Exclusive	<exclusive/>
Screen Out	<block/>

Good morning/afternoon/evening, my name is..... from Micromex Research and we are conducting a survey on behalf of Wingecarribee Shire Council on a range of local issues. The survey will take about 15 minutes, would you be able to assist us please?

QA1. Before we start, I would like to check whether you or an immediate family member works for, or represents, Wingecarribee Shire Council? (i.e. staff or councillor)

Position	Answers	Notes
1	Yes	Terminate
2	No	

QA2. Please stop me when I read out your age group. *Prompt*

Position	Answers	Notes
1	18 – 34	
2	35 – 49	
3	50 – 64	
4	65 years and over	

QA3. Gender by voice.

Position	Answers	Notes
1	Male	
2	Female	

QA4. Which town or village do you live in/near?
Towns - 60%/ Villages - 40%

Position	Answers	Ward
1	Avoca	Village
2	Aylmerton	Village
3	Balmoral	Village
4	Berrima	Village
5	Bowral	Town
6	Braemar	Village
7	Bundanoon	Village
8	Burradoo	Village
9	Burrawang	Village
10	Canyonleigh	Village
11	Colo Vale	Village
12	Exeter	Village
13	Fitzroy Falls	Village
14	Glenquarry	Village
15	High Range	Village
16	Hill Top	Village
17	Joadja	Village
18	Kangaloon	Village
19	Medway	Village
20	Mittagong	Town
21	Moss Vale	Town
22	New Berrima	Village
23	Penrose	Village
24	Renwick	Village
25	Robertson	Village
26	Sutton Forest	Village
27	Welby	Village
28	Wildes Meadow	Village
29	Willow Vale	Village
30	Wingello	Village
31	Yerrinbool	Village
32	Other	Specify, Village

Section A – Contact with Council

I'd like you now to please think specifically about your experiences with Wingecarribee Shire Council.

Q1. Have you contacted Council in the last 12 months?

Position	Answers	Notes
1	Yes	
2	No	Go to Q3

Q2c. How satisfied were you with the way your contact was handled? *Prompt*

Value	Answers	Notes
5	Very satisfied	
4	Satisfied	
3	Somewhat satisfied	
2	Not very satisfied	
1	Not at all satisfied	

Q3. Where do you get your information about Council and its services, facilities, and activities? Please answer yes or no as I read each one. *Prompt*

Position	Answers	Notes
1	Southern Highlands News Newspaper	
2	Council newsletter 'Your Shire'	
3	Community consultation	
6	Rates notice	
7	Website/Internet	
8	Social media	
9	Radio	
10	Personal visits to the Civic Centre	
11	Libraries	
12	Word of mouth	
13	Other brochures/publications	
14	Participate Wingecarribee	
15	Other (Please specify)	Specify

Q4. How satisfied are you with the level of communication Council currently has with the community? *Prompt*

Value	Answers	Notes
5	Very satisfied	
4	Satisfied	
3	Somewhat satisfied	
2	Not very satisfied	
1	Not at all satisfied	

Section B – Importance of, and satisfaction with, Council services

Still thinking specifically about Wingecarribee Shire Council...

Q5. In this section I will read out different Council services or facilities. For each of these could you please indicate that which best describes your opinion of the importance of the service/facility to you, and in the second part, your level of satisfaction with the performance of that service/facility. The scale is from 1 to 5, where 1 is low importance and 5 is high importance and where 1 is low satisfaction and 5 is high satisfaction. *Prompt*
Note: All attributes rated on importance, attributes rated a 4 or 5 in importance they are then rated on satisfaction.

Shire Presentation

Position	Answers	Importance Low 1 2 3 4 5 High	Satisfaction Low 1 2 3 4 5 High NA
1	Revitalisation/beautification of town and village centres as well as the surrounding areas		
2	Provision and maintenance of local parks and gardens		
3	Cleanliness and functionality of public toilets		
4	Condition of local roads		
5	Provision and maintenance of swimming pools		

Strategic Outcomes

Position	Answers	Importance Low 1 2 3 4 5 High	Satisfaction Low 1 2 3 4 5 High NA
1	Protecting heritage values and buildings		
2	Support for local business and employment		

Assets

Position	Answers	Importance Low 1 2 3 4 5 High	Satisfaction Low 1 2 3 4 5 High NA
1	Availability of car parking in the town and village centres		
2	Cycle paths and walking tracks		
3	Local traffic management (i.e. roundabouts, line marking, signage, traffic lights)		
4	Availability of, and access to, public transport (i.e. bus shelters, footpaths, bus routes)		
5	Providing adequate drainage		
6	Provision and quality of footpaths		
7	Provision and maintenance of playgrounds		
8	Provision and maintenance of sporting facilities		
9	Provision and maintenance of community halls/facilities		

Waste and Resource Management

Position	Answers	Importance Low 1 2 3 4 5 High	Satisfaction Low 1 2 3 4 5 High NA
1	Green waste collection		
2	The Resource Recovery Centre (RCC/local tip)		
3	Domestic garbage collection		
4	Encouraging recycling		
5	Encouraging waste reduction initiatives		

Planning Development and Regulatory Services

Position	Answers	Importance Low 1 2 3 4 5 High	Satisfaction Low 1 2 3 4 5 High NA
1	Dog control		
2	Managing development and growth		
3	Enforcement of development and building regulations		
4	Litter control and rubbish dumping		

Community Life

Position	Answers	Importance Low 1 2 3 4 5 High	Satisfaction Low 1 2 3 4 5 High NA
1	Community safety/crime prevention		
2	Support for aged persons		
3	Support for people with a disability		
4	Support for youth		
5	Support for the Aboriginal community		
6	Support for arts and culture		
7	Provision and operation of libraries		
8	Support for child and family (i.e. services)		

Environment and Sustainability

Position	Answers	Importance Low 1 2 3 4 5 High	Satisfaction Low 1 2 3 4 5 High NA
1	Support for community environmental initiatives		
2	Restoration of natural bushland		
3	Healthy, natural urban streams and creeks but not rivers		

Tourism and Events

Position	Answers	Importance Low 1 2 3 4 5 High	Satisfaction Low 1 2 3 4 5 High NA
1	Festivals and events		
2	Support for tourism		

Communication and Engagement

Position	Answers	Importance Low 1 2 3 4 5 High	Satisfaction Low 1 2 3 4 5 High NA
1	Opportunities to participate in Council decision making		
2	Council provision of information to residents		

Water Services

Position	Answers	Importance Low 1 2 3 4 5 High	Satisfaction Low 1 2 3 4 5 High NA
1	Town drinking water quality (taste, smell, and colour)		
2	Reliability of town water		
3	Overall sewerage system performance (chokes, overflows, odour)		

Section C – Overall satisfaction with Council and the local area

Q6a. Thinking generally about living in the Wingecarribee area, what do you feel is the best thing about living here?

Position	Answers	Notes
1		1 line

Q6b. Thinking about the next four years, what do you think is the top priority for Council to focus on?

Position	Answers	Notes
1		1 line

Q7a. Overall, for the last 12 months, how satisfied are you with the performance of Council, not just on one or two issues, but across all responsibility areas? *Prompt*

Value	Answers	Notes
5	Very satisfied	
4	Satisfied	
3	Somewhat satisfied	
2	Not very satisfied	
1	Not at all satisfied	

Q7b. Overall, how would you rate Council's image within the community? *Prompt*

Value	Answers	Notes
6	Excellent	
5	Very good	
4	Good	
3	Fair	
2	Poor	
1	Very poor	

The Wingecarribee Shire Council is currently under administration.

In 2021, Mr. Viv May was appointed Administrator for Wingecarribee Shire Council. He was installed by the NSW Government to take over council operations and decisions, effectively replacing the role previously performed by the Mayor and Councillors. This situation will remain in place until the September 2024 Council Elections.

Q8a. Prior to this call were you aware that council was under administration?

Position	Answers	Notes
1	Yes	
2	No	

Q8b. Thinking specifically about the current administrator, how satisfied are you with their performance on the following?

Representing a broad range of community matters fairly. Prompt

Value	Answers	Notes
5	Very satisfied	
4	Satisfied	
3	Somewhat satisfied	
2	Not very satisfied	
1	Not at all satisfied	

Effective leadership and guidance of the community. Prompt

Value	Answers	Notes
5	Very satisfied	
4	Satisfied	
3	Somewhat satisfied	
2	Not very satisfied	
1	Not at all satisfied	

Q8c. Thinking overall about the current administrator, how satisfied are you with their overall performance? *Prompt*

Value	Answers	Notes
5	Very satisfied	
4	Satisfied	
3	Somewhat satisfied	
2	Not very satisfied	
1	Not at all satisfied	

Section D – 2041 Measures

Q9. On a scale of 1 to 5, where 1 is strongly disagree and 5 is strongly agree, how strongly do you agree or disagree with the following statements? *Prompt*

Value	Answers	Notes
5	5 – Strongly agree	
4	4	
3	3	
2	2	
1	1 – Strongly disagree	

Position	Answers	Notes
1	I feel a part of my local community	
2	I feel there are adequate support networks available to me if I need them	
3	I feel safe during the day	
4	I feel safe during the night	
5	I feel safe using public facilities	
6	I feel there are benefits to living in a community with people of diverse ages, backgrounds and cultures	
7	I feel that living in the Shire you have the opportunity to participate in arts and related activities	
8	I feel that living in the Shire you have the opportunity to participate in recreational and sporting activities	

Community Strategic Plan

Council is currently updating the Wingecarribee Community Strategic Plan. The Plan includes a vision for the Shire and strategies to achieve our goals.

As part of the update, Council is revisiting the 5 themes that are guiding the Plan.

ROTATE ALL 5 THEMES

Q10a. Thinking about the theme of "Leadership" which covers how the Council engages with the community, plans for the future, involves the community in decision making and manages resources…
How important do you think this theme is for the long-term future of the region? *Prompt*

Value	Answers	Notes
5	Very important	
4	Important	
3	Somewhat important	
2	Not very important	
1	Not at all important	

Q10b. Thinking about the theme of "People" which promotes community health and wellbeing, access to education, culture and the arts, and having inclusive, connected and diverse communities…
How important do you think this theme is for the long-term future of the region? *Prompt*

Value	Answers	Notes
5	Very important	
4	Important	
3	Somewhat important	
2	Not very important	
1	Not at all important	

Q10c. Thinking about the theme of "Places" which covers access to housing, improved transport networks, vibrant local villages and town centres, provision of community facilities, and maintaining our unique local heritage…
How important do you think this theme is for the long-term future of the region? *Prompt*

Value	Answers	Notes
5	Very important	
4	Important	
3	Somewhat important	
2	Not very important	
1	Not at all important	

Q10d. Thinking about the theme of "Environment" which includes protecting and enhancing our natural environment, living more sustainably, addressing climate change and managing and reducing waste…
How important do you think this theme is for the long-term future of the region? *Prompt*

Value	Answers	Notes
5	Very important	
4	Important	
3	Somewhat important	
2	Not very important	
1	Not at all important	

Q10e. Thinking about the theme of "Economy" which includes supporting local business and industry (including agriculture), creating local jobs, encouraging innovative technologies and sustainable tourism, and providing opportunities for training and skills development…
How important do you think this theme is for the long-term future of the region? *Prompt*

Value	Answers	Notes
5	Very important	
4	Important	
3	Somewhat important	
2	Not very important	
1	Not at all important	

Q11. Is there anything you think we may have missed?

Position	Answers	Notes
1		5 lines

Section F – Demographic and Profiling questions

Q12. Were you born in Australia or overseas?

Position	Answers	Notes
1	Australia	
2	Overseas	

Q13. Which of the following best describes the house where you are currently living? *Prompt*

Position	Answers	Notes
1	I/We own/are currently buying this property	
2	I/We currently rent this property	

Q14. How long have you lived in the local area? *Prompt*

Position	Answers	Notes
1	Up to 2 years	
2	2 – 5 years	
3	6 – 10 years	
4	11 – 20 years	
5	More than 20 years	

In the future after we analyse the results from this research we may be conducting further consultations with residents.

Q15a. Would you be interested in being recontacted in the future by Council?

Position	Answers	Notes
1	Yes	
2	No	Go to end

Q15b. [If yes] What are your contact details?

Position	Answers	Notes
1	Name	1 line
2	Telephone	1 line
3	Email	1 line

Thank you for your time and assistance. This market research is carried out in compliance with the Privacy Act, and the information you provided will be used only for research purposes. The research has been conducted by Micromex Research (1800 639 599) on behalf of Wingecarribee Shire Council.

Contact - Danielle Lidgard 48680888

The information contained herein is believed to be reliable and accurate, however, no guarantee is given as to its accuracy and reliability, and no responsibility or liability for any information, opinions or commentary contained herein, or for any consequences of its use, will be accepted by Micromex Research, or by any person involved in the preparation of this report.


micromex
research

Wingecarribee
SHIRE COUNCIL

General Purpose
Financial Statements

For the year ended 30 June 2024



Wingecarribee Shire Council

General Purpose Financial Statements

for the year ended 30 June 2024

Contents Page

Statement by Councillors and Management 3

Primary Financial Statements:

Income Statement 4
Statement of Comprehensive Income 5
Statement of Financial Position 6
Statement of Changes in Equity 7
Statement of Cash Flows 8

Contents for the notes to the Financial Statements 9

Independent Auditor's Reports:

On the Financial Statements (Sect 417 [2]) 75
On the Financial Statements (Sect 417 [3]) 76

Overview

Wingecarribee Shire Council is constituted under the Local Government Act 1993 (NSW) and has its principal place of business at:

68 Elizabeth Street
Moss Vale NSW 2577

Council's guiding principles are detailed in Chapter 3 of the LGA and include:

- principles applying to the exercise of functions generally by council,
- principles to be applied when making decisions,
- principles of community participation,
- principles of sound financial management, and
- principles for strategic planning relating to the development of an integrated planning and reporting framework.

A description of the nature of Council's operations and its principal activities are provided in Note B1-2.

Through the use of the internet, we have ensured that our reporting is timely, complete and available at minimum cost. All press releases, financial statements and other information are publicly available on our website: www.wsc.nsw.gov.au.

Wingecarribee Shire Council

General Purpose Financial Statements
for the year ended 30 June 2024

Statement by Councillors and Management made pursuant to Section 413(2)(c) of the *Local Government Act 1993* (NSW)

The attached general purpose financial statements have been prepared in accordance with:

- the *Local Government Act 1993* and the regulations made thereunder,
- the Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board
- the Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these statements:

- present fairly Council's operating result and financial position for the year
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 9 September 2024.

[redacted]

Clr Jes[redacted]
Mayor
Date: 30/10/2024

[redacted]

Clr Erin Foley
Deputy Mayor
Date: 30/10/2024

[redacted]

Lisa Miscamble
General Manager
Date: 30/10/2024

[redacted]

Pav Kuzmanovski
Responsible Accounting Officer
Date: 30/10/2024

Wingecarribee Shire Council

Income Statement

for the year ended 30 June 2024

Original unaudited budget 2024	$ '000	Notes	Actual 2024	Actual 2023
	Income from continuing operations			
94,158	Rates and annual charges	B2-1	**95,547**	90,034
24,039	User charges and fees	B2-2	**25,440**	23,584
2,729	Other revenue	B2-3	**3,107**	3,354
9,433	Grants and contributions provided for operating purposes	B2-4	**13,118**	26,644
25,133	Grants and contributions provided for capital purposes	B2-4	**41,842**	32,805
4,886	Interest and investment income	B2-5	**10,961**	6,601
–	Other income	B2-6	**1,551**	799
160,378	**Total income from continuing operations**		**191,566**	183,821
	Expenses from continuing operations			
47,715	Employee benefits and on-costs	B3-1	**46,288**	41,908
45,681	Materials and services	B3-2	**56,511**	71,809
433	Borrowing costs	B3-3	**496**	611
43,098	Depreciation, amortisation and impairment of non-financial assets	B3-4	**41,201**	38,050
3,642	Other expenses	B3-5	**3,301**	5,080
–	Net loss from the disposal of assets	B4-1	**6,540**	15,540
140,569	**Total expenses from continuing operations**		**154,337**	172,998
19,809	**Operating result from continuing operations**		**37,229**	10,823
19,809	Net operating result for the year attributable to Council		**37,229**	10,823
(5,324)	**Net operating result for the year before grants and contributions provided for capital purposes**		**(4,613)**	(21,982)

The above Income Statement should be read in conjunction with the accompanying notes.

Wingecarribee Shire Council

Statement of Comprehensive Income

for the year ended 30 June 2024

$ '000	Notes	2024	2023
Net operating result for the year – from Income Statement		**37,229**	10,823
Other comprehensive income:			
Amounts which will not be reclassified subsequent to operating result			
Gain / (loss) on revaluation of Infrastructure, property, plant and equipment	C1-7	**(7,284)**	173,601
Other comprehensive income for the year		**(7,284)**	173,601
Total comprehensive income for the year attributable to Council		**29,945**	184,424

The above Statement of Comprehensive Income should be read in conjunction with the accompanying notes.

Wingecarribee Shire Council

Statement of Financial Position

as at 30 June 2024

$ '000	Notes	2024	2023
ASSETS			
Current assets			
Cash and cash equivalents	C1-1	**30,513**	13,860
Investments	C1-2	**184,500**	172,500
Receivables	C1-4	**27,837**	28,083
Inventories	C1-5	**1,473**	1,399
Contract assets and contract cost assets	C1-6	**11,275**	17,244
Other	C1-9	**1,163**	968
Total current assets		**256,761**	234,054
Non-current assets			
Investments	C1-2	**18,000**	13,000
Receivables	C1-4	**461**	526
Infrastructure, property, plant and equipment	C1-7	**2,282,885**	2,250,681
Intangible assets	C1-8	**314**	395
Right of use assets	C2-1	**580**	574
Total non-current assets		**2,302,240**	2,265,176
Total assets		**2,559,001**	2,499,230
LIABILITIES			
Current liabilities			
Payables	C3-1	**22,981**	17,043
Contract liabilities	C3-2	**38,574**	15,662
Lease liabilities	C2-1	**237**	268
Borrowings	C3-3	**2,035**	2,733
Employee benefit provisions	C3-4	**9,068**	8,208
Provisions	C3-5	**–**	1,371
Total current liabilities		**72,895**	45,285
Non-current liabilities			
Lease liabilities	C2-1	**347**	312
Borrowings	C3-3	**13,414**	12,044
Employee benefit provisions	C3-4	**591**	491
Provisions	C3-5	**18,265**	17,554
Total non-current liabilities		**32,617**	30,401
Total liabilities		**105,512**	75,686
Net assets		**2,453,489**	2,423,544
EQUITY			
Accumulated surplus		**866,043**	828,814
Revaluation surplus	C4-1	**1,587,446**	1,594,730
Total equity		**2,453,489**	2,423,544

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

Wingecarribee Shire Council

Statement of Changes in Equity
for the year ended 30 June 2024

$ '000	Notes	2024 Accumulated surplus	2024 Revaluation surplus	2024 Total equity	2023 Accumulated surplus	2023 Revaluation surplus	2023 Total equity
Opening balance at 1 July		**828,814**	**1,594,730**	**2,423,544**	817,991	1,421,129	2,239,120
Net operating result for the year		**37,229**	**–**	**37,229**	10,823	–	10,823
Other comprehensive income							
– Gain/(loss) on revaluation of infrastructure, property, plant and equipment	C1-7	**–**	**(7,284)**	**(7,284)**	–	173,601	173,601
Total comprehensive income		**37,229**	**(7,284)**	**29,945**	10,823	173,601	184,424
Closing balance at 30 June		**866,043**	**1,587,446**	**2,453,489**	828,814	1,594,730	2,423,544

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

Wingecarribee Shire Council

Statement of Cash Flows

for the year ended 30 June 2024

Original unaudited budget 2024	$ '000	Notes	Actual 2024	Actual 2023
	Cash flows from operating activities			
	Receipts:			
93,797	Rates and annual charges		**95,196**	90,930
23,610	User charges and fees		**25,657**	25,100
4,883	Interest received		**9,594**	3,712
34,580	Grants and contributions		**80,432**	55,257
–	Bonds, deposits and retentions received		**1,832**	1,673
2,761	Other		**14,528**	12,448
	Payments:			
(47,473)	Payments to employees		**(46,239)**	(41,044)
(46,936)	Payments for materials and services		**(64,320)**	(84,173)
(372)	Borrowing costs		**(499)**	(637)
(3,653)	Other		**(4,204)**	(3,511)
61,197	**Net cash flows from operating activities**	G1-1	**111,977**	59,755
	Cash flows from investing activities			
	Receipts:			
20,225	Redemption of term deposits		**191,500**	207,500
1,143	Proceeds from sale of IPPE	B4-1	**1,292**	1,028
–	Sale of non current assets classified as held for sale	B4-1	**–**	–
–	Deferred debtors receipts		**64**	82
	Payments:			
–	Acquisition of term deposits		**(208,500)**	(200,500)
(83,889)	Payments for IPPE		**(80,062)**	(60,048)
–	Purchase of intangible assets	C1-8	**(21)**	(45)
–	Deferred debtors advances made		**17**	–
(62,521)	**Net cash flows from investing activities**		**(95,710)**	(51,983)
	Cash flows from financing activities			
	Receipts:			
4,000	Proceeds from borrowings		**4,000**	–
	Payments:			
(2,734)	Repayment of borrowings	C3-3a	**(3,309)**	(5,640)
–	Principal component of lease payments		**(305)**	(315)
1,266	**Net cash flows from financing activities**		**386**	(5,955)
(58)	**Net change in cash and cash equivalents**		**16,653**	1,817
10,000	Cash and cash equivalents at beginning of year		**13,860**	12,043
9,942	Cash and cash equivalents at end of year	C1-1	**30,513**	13,860
147,699	plus: Financial investments at end of year	C1-2	**202,500**	185,500
157,641	Total cash, cash equivalents and investments		**233,013**	199,360

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

Wingecarribee Shire Council

Contents for the notes to the Financial Statements for the year ended 30 June 2024

A About Council and these financial statements 11
A1-1 Basis of preparation 11

B Financial Performance 13

B1 Functions or activities 13
B1-1 Functions or activities – income, expenses and assets 13
B1-2 Components of functions or activities 13

B2 Sources of income 14
B2-1 Rates and annual charges 14
B2-2 User charges and fees 15
B2-3 Other revenue 16
B2-4 Grants and contributions 17
B2-5 Interest and investment income 21
B2-6 Other income 21

B3 Costs of providing services 22
B3-1 Employee benefits and on-costs 22
B3-2 Materials and services 23
B3-3 Borrowing costs 24
B3-4 Depreciation, amortisation and impairment of non-financial assets 25
B3-5 Other expenses 26

B4 Gains or losses 26
B4-1 Gain or loss from the disposal, replacement and de-recognition of assets 26

B5 Performance against budget 27
B5-1 Material budget variations 27

C Financial position 29

C1 Assets we manage 29
C1-1 Cash and cash equivalents 29
C1-2 Financial investments 29
C1-3 Restricted and allocated cash, cash equivalents and investments 30
C1-4 Receivables 32
C1-5 Inventories 33
C1-6 Contract assets and Contract cost assets 33
C1-7 Infrastructure, property, plant and equipment 34
C1-8 Intangible assets 37
C1-9 Other Assets 38

C2 Leasing activities 38
C2-1 Council as a lessee 38
C2-2 Council as a lessor 40

C3 Liabilities of Council 42
C3-1 Payables 42
C3-2 Contract Liabilities 43
C3-3 Borrowings 44
C3-4 Employee benefit provisions 46
C3-5 Provisions 47

Wingecarribee Shire Council

Contents for the notes to the Financial Statements for the year ended 30 June 2024

C4 Reserves 48
C4-1 Nature and purpose of reserves 48

D Council structure 49

D1 Results by fund 49
D1-1 Income Statement by fund 49
D1-2 Statement of Financial Position by fund 50

D2 Interests in other entities 50
D2-1 Subsidiaries, joint arrangements and associates not recognised 50

E Risks and accounting uncertainties 51
E1-1 Risks relating to financial instruments held 51
E2-1 Fair value measurement 54
E3-1 Contingencies 61

F People and relationships 64

F1 Related party disclosures 64
F1-1 Key management personnel (KMP) 64
F1-2 Interim Administrator / Administrator fees and associated expenses 65

F2 Other relationships 65
F2-1 Audit fees 65

G Other matters 66
G1-1 Statement of Cash Flows information 66
G2-1 Commitments 67
G3-1 Events occurring after the reporting date 67

G4 Statement of developer contributions 68
G4-1 Summary of developer contributions 68
G4-2 Developer contributions by plan 68
G4-3 Contributions not under plans 69

G5 Statement of performance measures 70
G5-1 Statement of performance measures – consolidated results 70
G5-2 Statement of performance measures by fund 71

H Additional Council disclosures (unaudited) 73
H1-1 Statement of performance measures – consolidated results (graphs) 73

A About Council and these financial statements

A1-1 Basis of preparation

These financial statements were authorised for issue by Council on dd MMMM yyyy. Council has the power to amend and reissue these financial statements in cases where critical information is received from public submissions or where the Office of Local Government (OLG) directs Council to amend the financial statements.

The material accounting policy information related to these consolidated financial statements are set out below. Accounting policies have been consistently applied to all the years presented, unless otherwise stated.

These general purpose financial statements have been prepared in accordance with Australian Accounting Standards and Australian Accounting Interpretations, the *Local Government Act 1993* (Act) and *Local Government (General) Regulation 2005* (Regulation), and the Local Government Code of Accounting Practice and Financial Reporting.

Council is a not for-profit entity.

The financial statements are presented in Australian dollars and are rounded to the nearest thousand dollars.

Historical cost convention

These financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain infrastructure, property, plant and equipment and investment property.

Significant accounting estimates and judgements

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying Council's accounting policies.

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that may have a financial impact on the Council and that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions

Council makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results.

The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year include:

i. Fair values of infrastructure, property, plant and equipment (IPPE) – refer Note C1-7,
ii. Employee benefit provisions – refer Note C3-4,
iii. Tip asset remediation provisions – refer Note C3-5.

Significant judgements in applying the Council's accounting policies

i. Impairment of receivables – refer Note C1-4.
ii. Determination of whether performance obligations are sufficiently specific and whether the contract is within the scope of AASB 15 *Revenue from Contracts with Customers* and/or AASB 1058 *Income of Not-for-Profit Entities* – refer Notes B2-2 to B2-4.
iii. Determination of the lease term, discount rate (when not implicit in the lease) and whether an arrangement contains a lease – refer Note C2-1.

Monies and other assets received by Council

The Consolidated Fund

In accordance with the provisions of Section 409(1) of the Local Government Act 1993, all money and property received by Council is held in Council's Consolidated Fund unless it is required to be held in Council's Trust Fund.

The Consolidated Fund has been included in the financial statements of Council. Cash and other assets of the following activities have been included as part of the Consolidated Fund:

- General purpose operations
- Water supply service
- Sewerage service
- Section 355 Committees of Council.

continued on next page ...

A1-1 Basis of preparation (continued)

The Trust Fund

In accordance with the provisions of Section 411 of the *Local Government Act 1993*, a separate and distinct Trust Fund is maintained to account for all money and property received by Council in trust which must be applied only for the purposes of, or in accordance with, the trusts relating to those monies.

Trust monies and property subject to Council's control have been included in these reports.

A separate statement of monies held in the Trust Fund is available for inspection at Council's offices by any person free of charge.

Volunteer services

Council receives volunteer services for a number of purposes, such as membership of advisory committees, s.355 Committees operation, bushcare activities, library book covering and interaction with animals at the Animal Shelter. The services provided by the volunteers unquestionably provide value to Council. However, the value of volunteer services has not been recognised within Council's financial statements. This is because the value of the services provided often cannot be reliably measured in order to meet the recognition requirements within Australian Accounting Standards. Where the volunteer services could be reliably measured, Council has assessed those services in accordance with the relevant Australian Accounting Standards and has determined that the services would not be purchased if they were not donated. As such, recognition in Council's financial statements is not required.

New accounting standards and interpretations issued but not yet effective

Certain new accounting standards and interpretations have been published that are not mandatory for the 30 June 2024 reporting period. Council has not applied any pronouncement before its operative date in the annual reporting period beginning 1 July 2023.

As at the date of authorisation of these financial statements, Council does not consider that any of these new (and still to be applied) standards and interpretations are likely to have a material impact on Council's future financial statements, financial position, financial performance or cash flows.

New accounting standards adopted during the year

During the year Council adopted all accounting standards and interpretations (as issued by the Australian Accounting Standards Board) which were mandatorily effective for the first time at 30 June 2024.

The following new standard is effective for the first time at 30 June 2024:

AASB 2021-2 ***Amendments to Australian Accounting Standards - Disclosure of Accounting Policies and Definition of Accounting Estimates***

The most significant change introduced by this standard is to remove the requirement to disclose signfiicant accounting policies and instead require disclosure of material accounting policy information.

"Accounting policy information is material if, when considered together with other information included in an entity's financial statements, it can reasonably be expected to influence decisions that the primary users of general purpose financial statements make on the basis of those financial statements."

In applying the new requirements, Council has, after taking into account the various specific facts and circumstances applied professional judgement to ensure it discloses only material accounting policies as opposed to significant accounting policies throughout these financial statements.

B Financial Performance

B1 Functions or activities

B1-1 Functions or activities – income, expenses and assets

Income, expenses and assets have been directly attributed to the following functions or activities. Details of those functions or activities are provided in Note B1-2.

	Income		Expenses		Operating result		Grants and contributions		Carrying amount of assets	
$ '000	**2024**	2023	**2024**	2023	**2024**	2023	**2024**	2023	**2024**	2023
Functions or activities										
Leadership	**69,741**	67,888	**39,063**	49,810	**30,678**	18,078	**5,945**	7,898	**392,099**	383,776
People	**4,443**	4,871	**12,248**	12,045	**(7,805)**	(7,174)	**1,655**	2,174	**55,198**	49,030
Places	**87,678**	89,787	**85,660**	92,762	**2,018**	(2,975)	**37,430**	45,186	**1,866,270**	1,844,867
Environment	**27,296**	19,556	**15,062**	16,553	**12,234**	3,003	**9,896**	4,116	**219,071**	200,393
Economy	**2,408**	1,719	**2,304**	1,828	**104**	(109)	**34**	75	**21,957**	21,164
Other	**–**	–	**–**	–	**–**	–	**–**	–	**4,406**	–
Total functions and activities	**191,566**	183,821	**154,337**	172,998	**37,229**	10,823	**54,960**	59,449	**2,559,001**	2,499,230

B1-2 Components of functions or activities

Details relating to the Council's functions or activities as reported in B1-1 are as follows:

Leadership
Includes costs relating to Council's role as a component of democratic government, including elections, members' fees and expenses, subscriptions to local authority associations, meetings of Council and legislative compliance; corporate support services.

People
Includes fire protection, emergency services, enforcement of regulations and animal control; aboriginal and other community services and administration; youth services; aged and disabled persons services and swimming pools.

Places
Includes urban local and urban regional sealed and unsealed roads, bridges, footpaths, parking areas, and aerodromes; public cemeteries; public conveniences; street lighting; town planning; public libraries; community centres and halls; sporting grounds and venues; parks; gardens and other sporting and recreational services; water supplies; sewerage services; drainage; stormwater management

Environment
Includes noxious plants and insect/vermin control; other environmental protection; solid waste management, including domestic waste; other waste management; other sanitation; and garbage and street cleaning.

Economy
Includes camping areas and caravan parks; tourism and events; economic development; and Southern Regional Livestock Exchange (SRLX).

B2 Sources of income

B2-1 Rates and annual charges

$ '000	Notes	2024	2023
Ordinary rates			
Residential		**44,273**	42,182
Farmland		**5,109**	4,969
Business		**6,977**	6,660
Mining		**364**	350
Less: pensioner rebates (mandatory)		**(736)**	(753)
Rates levied to ratepayers		**55,987**	53,408
Pensioner rate subsidies received		**405**	414
Total ordinary rates		**56,392**	53,822
Special rates			
Special environmental levy		**1,541**	1,473
Total special rates		**1,541**	1,473
Annual charges (pursuant to s.496, s.496A, s.496B, s.501 & s.611)			
Domestic waste management services		**11,525**	10,578
Water supply services		**4,636**	4,316
Sewerage services		**21,264**	19,657
Stormwater management services		**556**	550
Less: pensioner rebates (mandatory)		**(814)**	(806)
Annual charges levied		**37,167**	34,295
Pensioner annual charges subsidies received:			
– Domestic waste management services		**121**	116
– Water supply services		**171**	172
– Sewerage services		**155**	156
Total annual charges		**37,614**	34,739
Total rates and annual charges		**95,547**	90,034

Council has used 2022 year valuations provided by the NSW Valuer General in calculating its rates.

Material accounting policy information
Rates and annual charges are recognised as revenue at the the beginning of the rating period to which they relate. Prepaid rates are recognised as a financial liability until the beginning of the rating period. Refer Note C3-1.

Pensioner rebates relate to reductions in rates and certain annual charges for eligible pensioners' place of residence in the local government council area that are not subsidised by the NSW Government.

Pensioner rate subsidies are received from the NSW Government to provide a contribution towards the pensioner rebates and are recognised within the underlying revenue item based on their substance.

B2-2 User charges and fees

$ '000	Notes	2024	2023
Specific user charges (per s.502 specific user charges)			
Water supply services		**10,743**	8,206
Sewerage services		**1,427**	1,314
Waste management services (non-domestic)		**3,453**	3,548
Total specific user charges		**15,623**	13,068
Other user charges and fees			
(i) Fees and charges – statutory and regulatory functions (per s608)			
Private works – section 67		**457**	1,937
Building services – other		**1,284**	1,070
Planning and building - regulatory		**1,178**	1,510
Inspection services		**40**	48
Section 10.7 certificates (EP&A Act)		**290**	262
Section 603 certificates		**191**	162
Total fees and charges – statutory/regulatory		**3,440**	4,989
(ii) Fees and charges – other (incl. general user charges (per s608))			
Cemeteries		**407**	302
Childcare		**149**	468
Contract retention		**–**	–
Halls and parks rental		**194**	112
Permits and licences		**192**	283
Pound fees and animal income		**137**	117
Quarry revenues		**156**	156
Saleyards		**1,345**	945
Sewer connections		**40**	52
Swimming centres		**2,324**	2,110
Tourism income		**156**	168
Tulip time		**732**	475
Water connections		**224**	103
Other		**321**	236
Total fees and charges – other		**6,377**	5,527
Total other user charges and fees		**9,817**	10,516
Total user charges and fees		**25,440**	23,584
Timing of revenue recognition for user charges and fees			
User charges and fees recognised over time		**–**	–
User charges and fees recognised at a point in time		**25,440**	23,584
Total user charges and fees		**25,440**	23,584

Material accounting policy information

Revenue arising from user charges and fees is recognised when or as the performance obligation is completed and the customer receives the benefit of the goods / services being provided.

The performance obligation relates to the specific services which are provided to the customers and generally the payment terms are within 30 days of the provision of the service or in some cases the customer is required to pay in advance. There is no material obligation for Council in relation to refunds or returns.

Where an upfront fee is charged, the fee is recognised on a straight-line basis over the period to which the payment relates.

Licences granted by Council are all either short-term or low value and all revenue from licences is recognised at the time that the licence is granted rather than over the term of the licence.

B2-3 Other revenue

$ '000	Notes	2024	2023
Parking fines		**104**	72
Other fines		**56**	37
Commissions and agency fees		**50**	45
Diesel rebate		**57**	64
Insurance claims recoveries		**324**	338
Legal fees recovery – rates and charges (extra charges)		**605**	504
Other Rebates and reimbursements		**904**	238
Recovery of Lehman Brothers CDOs		**–**	1,130
Recycling and sundry sales		**417**	427
Vehicle leaseback fees		**571**	481
Other		**19**	18
Total other revenue		**3,107**	3,354
Timing of revenue recognition for other revenue			
Other revenue recognised over time		**–**	–
Other revenue recognised at a point in time		**3,107**	3,354
Total other revenue		**3,107**	3,354

Material accounting policy information for other revenue

Where the revenue is earned for the provision of specified goods / services under an enforceable contract, revenue is recognised when or as the obligations are satisfied.

Statutory fees and fines are recognised as revenue when the service has been provided, the payment is received or when the penalty has been applied, whichever occurs first.

Other revenue is recorded when the payment is due, the value of the payment is notified, or the payment is received, whichever occurs first.

B2-4 Grants and contributions

$ '000	Operating 2024	Operating 2023	Capital 2024	Capital 2023
General purpose grants and non-developer contributions (untied)				
Financial assistance grant				
- Relating to current year	**269**	1,527	**–**	–
- Prepayment received in advance for subsequent year [1]	**5,528**	6,226	**–**	–
Amount recognised as income during the year	**5,797**	7,753	**–**	–
Special purpose grants and non-developer contributions (tied)				
Cash contributions				
Community care	**137**	424	**–**	–
Environmental programs	**300**	1,024	**–**	–
Heritage and cultural	**10**	–	**–**	–
Local Infrastructure Renewal Scheme subsidy	**35**	54	**–**	–
Noxious weeds	**99**	89	**–**	–
NSW rural fire services	**339**	347	**513**	141
Recreation and culture	**483**	294	**6,595**	2,799
Children services	**269**	624	**–**	–
Housing and community	**105**	489	**–**	–
Street lighting	**116**	114	**–**	–
Tourism	**36**	80	**–**	–
Transport and communication	**4,978**	15,088	**9,448**	22,898
Youth services	**76**	5	**–**	–
Other specific grants	**80**	80	**–**	–
Childcare services	**–**	2	**–**	–
Stormwater Management	**51**	146	**4,411**	36
Administration	**200**	25	**–**	–
Aged and disabled	**7**	6	**–**	–
Sewerage services	**–**	–	**6,620**	230
Bushfire services	**–**	–	**–**	–
Community services	**–**	–	**–**	–
Recreation and culture	**–**	–	**–**	–
Apprenticeships	**–**	–	**–**	–
Drainage	**–**	–	**–**	–
Non-cash contributions				
Bushfire services	**–**	–	**8**	434
Dedications – subdivisions (other than by s7.4 and s7.11 – EP&A Act, s64 of the LGA)	**–**	–	**8,046**	1,931
Total special purpose grants and non-developer contributions (tied)	**7,321**	18,891	**35,641**	28,469
Total grants and non-developer contributions	**13,118**	26,644	**35,641**	28,469
Comprising:				
– State funding	**6,783**	17,976	**20,849**	24,011
– Commonwealth funding	**6,206**	8,638	**6,744**	2,653
– Other funding	**129**	30	**8,048**	1,805
	13,118	26,644	**35,641**	28,469

(1) $5.528m of the 2024 – 2024 Financial Assistance Grant from Commonwealth Government was received by NSW Council in June 2024 and hence is reported as 2023 – 2024 income although it relates to 2024 – 2025 financial year.

continued on next page ...

B2-4 Grants and contributions (continued)

Developer contributions

$ '000	Notes	Operating 2024	Operating 2023	Capital 2024	Capital 2023
Developer contributions: (s7.4 & s7.11 - EP&A Act, s64 of the LGA):					
Cash contributions					
S 7.11 – contributions towards amenities/services		**–**	–	**1,669**	1,144
S 7.12 – fixed development consent levies		**–**	–	**190**	227
S 64 – water supply contributions		**–**	–	**2,145**	1,482
S 64 – sewerage service contributions		**–**	–	**1,890**	1,311
S 64 – stormwater contributions		**–**	–	**307**	172
Total developer contributions	G4-1	**–**	–	**6,201**	4,336
Total grants and contributions	B1-1	**13,118**	26,644	**41,842**	32,805
Timing of revenue recognition for grants and contributions					
Grants and contributions recognised over time		**686**	1,211	**29,304**	25,316
Grants and contributions recognised at a point in time		**12,432**	25,433	**12,538**	7,489
Total grants and contributions		**13,118**	26,644	**41,842**	32,805

continued on next page ...

B2-4 Grants and contributions (continued)

Unspent grants and contributions

Certain grants and contributions are obtained by Council on the condition they be spent in a specified manner or in a future period but which are not yet spent in accordance with those conditions are as follows:

$ '000	Notes	Operating 2024	Operating 2023	Capital 2024	Capital 2023
Operating and Capital grants					
Unspent funds at 1 July		**8,809**	8,768	**14,055**	8,103
Add: Grants recognised as revenue in the reporting year but not yet spent in accordance with the conditions		**8,307**	7,616	**–**	–
Add: Grants received and not recognised as revenue in the current year		**30**	54	**36,833**	11,371
Less: Grants recognised as revenue in previous years that have been spent during the reporting year		**(8,369)**	(7,544)	**–**	–
Less: Grants received in prior year but revenue recognised and funds spent in current year	C3-2	**(9)**	(85)	**(13,998)**	(5,419)
Unspent funds at 30 June		**8,768**	8,809	**36,890**	14,055
Contributions					
Unspent funds at 1 July		**9**	70	**54,894**	53,630
Add: Contributions recognised as revenue in the reporting year but not yet spent in accordance with the conditions		**17**	–	**9,110**	6,082
Add: Contributions received and not recognised as revenue in the current year		**–**	–	**–**	–
Less: Contributions recognised as revenue in previous years that have been spent during the reporting year		**–**	(59)	**(3,071)**	(4,818)
Less: Contributions received in prior year but revenue recognised and funds spent in current year	C3-2	**–**	(2)	**–**	–
Unspent contributions at 30 June		**26**	9	**60,933**	54,894

Material accounting policy information

Grants and contributions – enforceable agreement with sufficiently specific performance obligations
Grant and contribution revenue from an agreement which is enforceable and contains sufficiently specific performance obligations is recognised as or when control of each performance obligation is transferred.

The performance obligations vary according to the agreement but include the events and the delivery of specific activities. Payment terms vary depending on the terms of the grant, cash is received upfront for some grants and on the achievement of certain payment milestones for others.

Performance obligations may be satisfied either at a point in time or over time and this is reflected in the revenue recognition pattern. Point in time recognition occurs when the beneficiary obtains control of the goods / services at a single time (e.g. completion of the project when a report / outcome is provided), whereas over time recognition is where the control of the services is ongoing throughout the project (e.g. provision of community health services through the year).

Where control is transferred over time, generally the input methods being either costs or time incurred are deemed to be the most appropriate methods to reflect the transfer of benefit.

continued on next page ...

B2-4 Grants and contributions (continued)

Capital grants
Capital grants received by Council under an enforceable contract for the acquisition or construction of infrastructure, property, plant and equipment to identified specifications which will be under Council's control on completion are recognised as revenue as and when the obligation to construct or purchase is completed.

For construction projects, this is generally as the construction progresses in accordance with costs incurred since this is deemed to be the most appropriate measure of the completeness of the construction project.

For acquisitions of assets, the revenue is recognised when the asset is acquired and controlled by Council.

Developer contributions
Council has obligations to provide facilities from contribution revenues levied on developers under the provisions of sections 7.4, 7.11 and 7.12 of the *Environmental Planning and Assessment Act 1979* (EP&A Act).

While Council generally incorporates these amounts as part of a Development Consents Order, such developer contributions are only recognised as income upon receipt by Council, due to the possibility that individual development consents may not be acted upon by the applicant and, accordingly, would not be payable to Council.

Developer contributions may only be expended for the purposes for which the contributions were required, but Council may apply contributions according to the priorities established in work schedules for the contribution plan.

Other grants and contributions
Assets, including cash, received from other grants and contributions are recognised at fair value when the asset is received. Council considers whether there are any related liability or equity items associated with the asset which are recognised in accordance with the relevant accounting standard.

Once the assets and liabilities have been recognised then income is recognised for any remaining asset value at the time that the asset is received.

B2-5 Interest and investment income

$ '000	Notes	2024	2023
Interest on financial assets measured at amortised cost			
– Overdue rates and annual charges (incl. special purpose rates)		**484**	324
– Cash and investments		**10,460**	6,258
Amortisation of discounts and premiums on financial instrument transactions			
– Interest free (and interest reduced) loans provided	G1-1	**17**	19
Total interest and investment income		**10,961**	6,601

B2-6 Other income

Reversal of impairment losses on receivables	C1-4	**24**	6
Reversal of impairment losses on contract assets		**7**	–
Rental income	C2-2	**861**	793
Reversal of Landfill Remediation and Restoration Provision previously expensed	C3-5	**659**	–
Total other income		**1,551**	799

B3 Costs of providing services

B3-1 Employee benefits and on-costs

$ '000	Notes	2024	2023
Salaries and wages		**37,524**	33,596
Employee leave entitlements		**4,211**	3,859
Superannuation		**4,276**	3,685
Workers' compensation insurance		**2,330**	2,649
Fringe benefit tax		**67**	59
Payroll tax		**379**	344
Other		**116**	108
Total employee costs		**48,903**	44,300
Less: capitalised costs		**(2,615)**	(2,392)
Total employee costs expensed		**46,288**	41,908

Material accounting policy information

Retirement benefit obligations

All employees of Council are entitled to benefits on retirement, disability or death. Council contributes to various defined benefit plans and defined contribution plans on behalf of its employees.

Superannuation plans

Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

Council participates in a defined benefit plan under the Local Government Superannuation Scheme, however, sufficient information to account for the plan as a defined benefit is not available and therefore Council accounts for its obligations to defined benefit plans on the same basis as its obligations to defined contribution plans, i.e. as an expense when it becomes payable. Refer Note E3-1 for more information.

B3-2 Materials and services

$ '000	Notes	2024	2023
Raw materials and consumables		**21,713**	14,841
Contractor costs		**92,841**	91,126
Consultancy costs		**2,625**	2,289
Audit Fees	F2-1	**216**	140
Advertising		**202**	224
Bank charges		**479**	554
Chemicals		**1,445**	988
Clothing and personal safety equipment		**136**	167
Computer hardware maintenance		**450**	383
Computer software charges		**3,318**	1,725
Interim Administrator/Administrator fees and associated expenses	F1-2	**326**	340
Electricity and heating		**3,353**	2,768
Insurance		**2,116**	2,432
Licence and registration		**186**	201
Postage and courier delivery		**303**	293
Printing and stationery		**303**	210
Promotions		**11**	11
Property rental and equipment hires		**148**	171
Repairs and maintenance		**1,087**	911
Street lighting		**570**	583
Subscriptions and publications		**540**	387
Telephone and communications		**563**	533
Training, conference and education		**616**	392
Valuation fees		**225**	199
Waste management services		**4,199**	4,413
Water determination		**122**	132
Water purchases		**1,567**	1,334
Other expenses		**131**	149
Legal expenses:			
– Legal expenses: planning and development		**1,453**	893
– Legal expenses: other		**791**	671
Total materials and services		**142,035**	129,460
Less: capitalised costs		**(85,524)**	(57,651)
Total materials and services		**56,511**	71,809

B3-3 Borrowing costs

$ '000	Notes	2024	2023
(i) Interest bearing liability costs			
Interest on loans		**468**	590
Interest on leases	C2-1	**28**	21
Total interest bearing liability costs expensed		**496**	611
(ii) Other borrowing costs			
Fair value adjustments on recognition of advances and deferred debtors			
Total borrowing costs expensed		**496**	611

B3-4 Depreciation, amortisation and impairment of non-financial assets

$ '000	Notes	2024	2023
Depreciation and amortisation			
Plant and equipment	C1-7	**2,494**	2,495
Office equipment	C1-7	**145**	139
Furniture and fittings	C1-7	**95**	59
Infrastructure:	C1-7		
– Buildings		**2,857**	2,447
– Other structures		**373**	332
– Roads		**15,164**	13,930
– Bridges		**485**	449
– Footpaths		**1,321**	1,109
– Stormwater drainage		**1,594**	1,206
– Water supply network		**6,292**	6,086
– Sewerage network		**7,919**	7,376
– Open space/recreational assets		**1,900**	1,865
- Artworks and monuments		**11**	10
Other assets:	C1-7		
– Library books		**146**	147
– Other		**–**	1
Intangible assets	C1-8	**102**	91
Right of use assets	C2-1	**303**	308
Total depreciation, amortisation and impairment for non-financial assets	G1-1	**41,201**	38,050

Material accounting policy information

Depreciation and amortisation
Depreciation and amortisation are calculated using the straight line method to allocate their cost/fair value, net of their residual values, over their estimated useful lives.

Impairment of non-financial assets
Council assets held at fair value that are not held primarily for their ability to generate net cash flow, and that are deemed to be specialised, are not tested for impairment since these assets are assessed on an annual basis to ensure that the carrying amount is not materially different from fair value and therefore an impairment loss would be captured during this assessment.

Intangible assets not yet available for use, are tested annually for impairment, or more frequently if events or changes in circumstances indicate that they might be impaired.

Other non-financial assets that do not meet the criteria above are tested for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

For the purposes of assessing impairment, assets are grouped at the lowest levels for which there are separately identifiable cash inflows that are largely independent of the cash inflows from other assets or groups of assets (cash-generating units).

Impairment losses for revalued assets are firstly offset against the amount in the revaluation surplus for the class of asset, with only the excess to be recognised in the Income Statement.

B3-5 Other expenses

$ '000	Notes	2024	2023
Impairment of contract assets	C1-6	–	5
Donations, contributions and assistance to other organisations (Section 356)		897	1,323
Contributions/levies to other levels of government			
– Waste levy		1,186	1,071
– Emergency services levy (includes FRNSW, SES, and RFS levies)		1,098	985
Landfill remediation and restoration	C3-5,G1-1	–	1,612
Other		120	84
Total other expenses		3,301	5,080

Material accounting policy information
Landfill remediation and restoration
A pre-feasibility/conceptual cost estimate was determined in support of the closure of the former landfill site at Welby. The cost estimate accounts for preliminaries, planning and preparation, owner's costs including engineering design and project management, contractor direct construction costs, project contingency, and three years post-construction monitoring. Refer to Note C3-5 for more information.

B4 Gains or losses

B4-1 Gain or loss from the disposal, replacement and de-recognition of assets

$ '000	Notes	2024	2023
Gain (or loss) on disposal of Infrastructure, plant and equipment			
Proceeds from disposal		1,292	1,028
Less: carrying value of IPPE assets sold / written off	C1-7	(7,832)	(16,568)
Gain (or loss) on disposal		(6,540)	(15,540)
Gain (or loss) on disposal of investments			
Proceeds from disposal/redemption/maturities		191,500	207,500
Less: carrying value of investments		(191,500)	(207,500)
Gain (or loss) on disposal		–	–
Net gain (or loss) from disposal of assets		(6,540)	(15,540)

B5 Performance against budget

B5-1 Material budget variations

Council's original budget was adopted by the Council on 28 June 2023 and is not required to be audited. The original projections on which the budget was based have been affected by a number of factors. These include state and federal government decisions, including new grant programs, changing economic activity, environmental factors, and by decisions made by Council.

While these General Purpose Financial Statements include the original budget adopted by Council, the Act requires Council to review its financial budget on a quarterly basis, so it is able to manage the variation between actuals and budget that invariably occur during the year.

Material variations of more than 10% between original budget and actual results or where the variance is considered material by nature are explained below.

Variation Key: **F** = Favourable budget variation, **U** = Unfavourable budget variation.

$ '000	2024 Budget	2024 Actual	2024 Variance		
Revenues					
Rates and annual charges	94,158	95,547	1,389	1%	F
User charges and fees	24,039	25,440	1,401	6%	F
Other revenues	2,729	3,107	378	14%	F
Other Revenue favourable variance is primarily related to $535K workers compensation rebate recieved which relates to the difference between the forecast and actual workers compensation premium.					
Operating grants and contributions	9,433	13,118	3,685	39%	F
Capital grants and contributions	25,133	41,842	16,709	66%	F
The favourable budget variance primarily relates to "in-kind" development contribution works of $8M, Moss Vale Sewer Treatment Plant upgrade funds ($2.6M) and other infrastructure related grants for roads and drainage received and recognised during the period, that were not originally budgeted.					
Interest and investment revenue	4,886	10,961	6,075	124%	F
Interest Income is higher than anticipated based on higher than budgeted interest rates and higher than anticipated cash reserves held throughout the year within the Water and Sewer funds.					
Other income	–	1,551	1,551	∞	F
Council did not budget for the remediation revaluation decrement for the Welby Landfill site as a part of its original budget. In addition to this, the Rental Income was captured in the Other Revenue class in adopting the original budget.					

continued on next page ...

B5-1 Material budget variations (continued)

$ '000	2024 Budget	2024 Actual	2024 Variance		
Expenses					
Employee benefits and on-costs	47,715	46,288	1,427	3%	F
Materials and services	45,681	56,511	(10,830)	(24)%	U
Material and Services higher variance is related to contractors, consultants and legal fees used in Planning, Assessment and Regulation higher than original budget and accounted for during the quarterly budget review process. An additional $1.3M in Disaster Recovery Funding Arrangements expenditure (offset by grant income) was also expended during the year. Also, number of projects were carrried forward from the 2022/23 financial year into the 2023/24 financial year that were not included in the original budget.					
Borrowing costs	433	496	(63)	(15)%	U
The variance of $63K is due to forecasts of interest rates not aligning with market rates when the original budget was developed.					
Depreciation, amortisation and impairment of non-financial assets	43,098	41,201	1,897	4%	F
Other expenses	3,642	3,301	341	9%	F
Net losses from disposal of assets	–	6,540	(6,540)	∞	U

C Financial position

C1 Assets we manage

C1-1 Cash and cash equivalents

$ '000	2024	2023
Cash assets		
Cash on hand and at bank	**10,915**	2,397
Deposits at call	**19,598**	11,463
Total cash and cash equivalents	**30,513**	13,860
Reconciliation of cash and cash equivalents		
Total cash and cash equivalents per Statement of Financial Position	**30,513**	13,860
Balance as per Statement of Cash Flows	**30,513**	13,860

C1-2 Financial investments

$ '000	Notes	2024 Current	2024 Non-current	2023 Current	2023 Non-current
Debt securities at amortised cost					
Term deposits		**184,500**	**18,000**	172,500	13,000
Total financial investments	E2-1	**184,500**	**18,000**	172,500	13,000
Total cash assets, cash equivalents and investments	E1-1a	**215,013**	**18,000**	186,360	13,000

Material accounting policy information
Financial instruments are recognised initially on the date that Council becomes party to the contractual provisions of the instrument.

On initial recognition, all financial instruments are measured at fair value plus transaction costs (except for instruments measured at fair value through profit or loss where transaction costs are expensed as incurred).

Financial assets
All recognised financial assets are subsequently measured in their entirety at either amortised cost or fair value, depending on the classification of the financial assets.

Classification
On initial recognition, Council classifies its financial assets into the following categories - those measured at:

- amortised cost
- fair value through profit and loss (FVTPL)
- fair value through other comprehensive income - equity instrument (FVOCI)

Financial assets are not reclassified subsequent to their initial recognition.

continued on next page ...

C1-2 Financial investments (continued)

Amortised cost
Council's financial assets measured at amortised cost comprise trade and other receivables, term deposits and cash and cash equivalents in the Statement of Financial Position. Term deposits with an initial term of more than three months are classified as investments rather than cash and cash equivalents.

Subsequent to initial recognition, these assets are carried at amortised cost using the effective interest rate method less provision for impairment.

Interest income, impairment and gains or loss on de-recognition are recognised in profit or loss.

Council does not have any investments in financial assets classified as FVTPL or FVOCI (equity) as at 30 June 2024 (2023- $nil).

C1-3 Restricted and allocated cash, cash equivalents and investments

$ '000	Notes	2024	2023
(a) Externally restricted cash, cash equivalents and investments			
Total cash, cash equivalents and investments		**233,013**	199,360
Less: Externally restricted cash, cash equivalents and investments		**(211,450)**	(179,348)
Cash, cash equivalents and investments not subject to external restrictions		**21,563**	20,012
External restrictions			
External restrictions included in cash, cash equivalents and investments above comprise:			
Specific purpose unexpended grants – general fund		**13,574**	9,065
Specific purpose unexpended grants – sewer fund	D1-2	**22,380**	5,000
Water fund	D1-2	**52,871**	49,973
Sewer fund	D1-2	**43,565**	48,388
Developer Contribution			
-General	G4-1	**23,780**	21,290
- Water fund	D1-2,G4-1	**21,170**	18,036
- Sewer fund	D1-2,G4-1	**15,610**	14,731
Specific purpose unexpended grants (recognised as revenue)		***4,429***	*916*
Domestic waste management		**10,356**	8,076
Stormwater fund	G4-1	**100**	661
Stormwater management		**739**	593
Environment levy		**1,443**	1,336
Quarry royalties		**1,433**	1,283
Total external restrictions		**211,450**	179,348

Cash, cash equivalents and investments the use of which is subject to external restrictions are those which are only available for specific use by Council due to a restriction placed by legislation or third party contractual arrangements.

continued on next page ...

C1-3 Restricted and allocated cash, cash equivalents and investments (continued)

(b) Internal allocations

Internal allocations

At 30 June, Council has internally allocated funds to the following:

Bonds and Deposits	C3-1	**6,324**	4,492
Unexpended Loan Funds		**3,820**	–
Financial Assistance Grant		**–**	–
Operating Projects		**1,100**	–
Property Development		**–**	–
Council Election		**517**	360
Employees Leave Entitlements		**791**	1,196
Investing in Our Future		**4,312**	5,946
Management Committees		**347**	368
Mayoral Relief Fund	C3-1	**–**	44
Plant and Fleet Replacement		**–**	500
Revolving Energy Fund		**251**	31
Total internal allocations		**17,462**	12,937

Cash, cash equivalents and investments not subject to external restrictions may be internally allocated by resolution or policy of the elected Council.

C1-4 Receivables

$ '000	Notes	2024 Current	2024 Non-current	2023 Current	2023 Non-current
Rates and annual charges	E1-1b	**4,170**	**–**	3,664	–
Interest and extra charges		**667**	**–**	508	–
User charges and fees		**3,383**	**–**	2,332	–
Accrued revenues					
– Interest on investments		**4,613**	**–**	3,441	–
– User charges & fees, other income		**9,709**	**–**	8,609	–
Government grants and subsidies		**2,863**	**–**	7,687	–
Net GST receivable		**2,272**	**–**	1,715	–
Advance to organisations and entities		**65**	**461**	64	526
Security deposits paid by Council		**80**	**–**	80	–
Other debtors		**36**	**–**	29	–
Total	E1-1b	**27,858**	**461**	28,129	526
Less: provision for impairment					
User charges and fees		**(21)**	**–**	(46)	–
Total	E1-1b	**(21)**	**–**	(46)	–
Net receivables		**27,837**	**461**	28,083	526

Material accounting policy information

Recognition and measurement
Receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less provision for impairment. Receivables are generally due for settlement within 30 days.

Impairment
Impairment of financial assets measured at amortised cost is recognised on an expected credit loss (ECL) basis.

When estimating ECL, Council considers reasonable and supportable information that is relevant and available without undue cost or effort. This includes both quantitative and qualitative information and analysis based on Council's historical experience and informed credit assessment, and including forward-looking information.

Council uses the simplified approach for trade receivables where the expected lifetime credit losses are recognised on day 1.

When considering the ECL for rates and annual charges debtors, Council takes into account that unpaid rates represent a charge against the rateable property that will be recovered when the property is next sold.

Credit losses are measured at the present value of the difference between the cash flows due to the entity in accordance with the contract, and the cash flows expected to be received. This is applied using a probability weighted approach.

Council writes off a receivable when there is information indicating that the debtor is in severe financial difficulty and there is no realistic prospect of recovery, e.g. when the debtor has been placed under liquidation or has entered into bankruptcy proceedings.

None of the receivables that have been written off are subject to enforcement activity.

Where Council renegotiates the terms of receivables due from certain customers, the new expected cash flows are discounted at the original effective interest rate and any resulting difference to the carrying value is recognised in profit or loss.

C1-5 Inventories

$ '000	2024 Current	2023 Current
Stores and materials	**612**	595
Trading stock	**34**	25
Accountable items	**827**	779
Total inventories	**1,473**	1,399

Material accounting policy information

Raw materials and stores, work in progress and finished goods
Costs are assigned to individual items of inventory on the basis of weighted average costs.

C1-6 Contract assets and Contract cost assets

Contract assets		**11,268**	17,244
Total contract assets and contract cost assets	E1b	**11,268**	17,244

Contract assets

Work relating to infrastructure grants	**11,275**	17,251
Less: impairment of contract assets	**–**	(7)
Total contract assets	**11,275**	17,244

Material accounting policy information

Contract assets

Several storm and flooding events were declared natural disasters in the Wingecarribee local government area between February 2022 and June 2024. Council will continue to work with the relevant state bodies to ensure funds are received in a timely manner.

C1-7 Infrastructure, property, plant and equipment

By aggregated asset class	At 1 July 2023			Asset movements during the reporting period							At 30 June 2024		
$ '000	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount	Additions renewals [1]	Additions new assets	Carrying value of disposals	Depreciation expense	WIP transfers	Adjustments and transfers	Revaluation increments / decrements	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount
Capital work in progress	36,106	–	36,106	36,703	19,521	(477)	–	(11,122)	–	–	80,730	1	80,731
Plant and equipment	33,559	(18,256)	15,303	–	2,984	(916)	(2,494)	–	–	–	32,790	(17,913)	14,877
Office equipment	8,457	(8,011)	446	–	329	–	(145)	–	–	–	8,786	(8,156)	630
Furniture and fittings	2,018	(1,440)	578	–	172	–	(95)	–	–	–	2,191	(1,536)	655
Land:													
– Operational land	204,892	–	204,892	–	–	–	–	–	36	2,669	207,597	–	207,597
– Community land	71,712	–	71,712	–	–	–	–	–	(36)	–	71,675	1	71,676
– Crown land	21,103	–	21,103	–	–	–	–	–	–	–	21,103	–	21,103
– Land under roads (post 1/7/08)	1,217	–	1,217	–	–	–	–	168	–	(218)	1,166	1	1,167
Infrastructure:													
– Buildings	188,575	(46,687)	141,888	161	2,336	(17)	(2,857)	7,556	–	15,227	219,095	(54,801)	164,294
– Other structures	11,951	(3,693)	8,258	–	110	(98)	(373)	670	–	599	13,484	(4,318)	9,166
– Roads	799,914	(250,965)	548,949	49	6,727	(2,276)	(15,164)	2,389	(13,293)	(74,104)	742,859	(289,582)	453,277
– Bridges	47,433	(8,752)	38,681	791	–	(18)	(485)	–	–	4,689	50,721	(7,063)	43,658
– Footpaths	57,150	(17,598)	39,552	32	1,534	(15)	(1,321)	–	–	6,459	56,432	(10,191)	46,241
– Bulk earthworks	292,553	–	292,553	745	–	(430)	–	–	–	(1,820)	291,048	–	291,048
– Stormwater drainage	231,935	(41,576)	190,359	801	1,544	(727)	(1,594)	–	13,293	7,790	266,305	(54,839)	211,466
– Water supply network	450,558	(207,373)	243,185	1,322	1,172	(1,033)	(6,292)	134	–	11,888	473,628	(223,252)	250,376
– Sewerage network	553,432	(183,419)	370,013	1,452	1,454	(1,513)	(7,919)	205	–	17,940	581,814	(200,182)	381,632
– Open space/recreational assets	42,538	(19,042)	23,496	1,189	6,612	(312)	(1,900)	–	–	1,597	52,932	(22,250)	30,682
– Artworks and monuments	2,449	(483)	1,966	12	217	–	(11)	–	–	–	2,678	(493)	2,185
Other assets:													
– Library books	5,833	(5,410)	423	–	146	–	(146)	–	–	–	5,979	(5,556)	423
– Other	12	(11)	1	–	–	–	–	–	–	–	12	(11)	1
Total infrastructure, property, plant and equipment	3,063,397	(812,716)	2,250,681	43,257	44,858	(7,832)	(40,796)	–	–	(7,284)	3,183,025	(900,140)	2,282,885

(1) Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

continued on next page ...

C1-7 Infrastructure, property, plant and equipment (continued)

By aggregated asset class	At 1 July 2022			Asset movements during the reporting period							At 30 June 2023		
$ '000	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount	Additions renewals [1]	Additions new assets	Carrying value of disposals	Depreciation expense	WIP transfers	Adjustments and transfers	Revaluation decrements to equity (RS)	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount
Capital work in progress	39,862	–	39,862	17,129	3,361	(1,077)	–	(23,169)	–	–	36,106	–	36,106
Plant and equipment	32,062	(16,626)	15,436	–	3,333	(971)	(2,495)	–	–	–	33,559	(18,256)	15,303
Office equipment	8,444	(7,906)	538	–	47	–	(139)	–	–	–	8,457	(8,011)	446
Furniture and fittings	1,712	(1,381)	331	–	306	–	(59)	–	–	–	2,018	(1,440)	578
Land:													
– Operational land	166,365	–	166,365	–	–	–	–	30	70	38,427	204,892	–	204,892
– Community land	77,086	–	77,086	–	–	–	–	–	(70)	(5,304)	71,712	–	71,712
– Crown land	23,532	–	23,532	–	–	–	–	–	–	(2,429)	21,103	–	21,103
– Land under roads (post 30/6/08)	803	–	803	–	84	–	–	–	–	330	1,217	–	1,217
Infrastructure:													
– Buildings	172,557	(53,827)	118,730	4,333	212	(868)	(2,447)	5,048	(726)	17,606	188,575	(46,687)	141,888
– Other structures	10,076	(3,108)	6,968	61	225	(9)	(332)	–	726	619	11,951	(3,693)	8,258
– Roads	728,525	(220,981)	507,544	13,644	1,350	(830)	(13,930)	7,073	–	34,098	799,914	(250,965)	548,949
– Bridges	44,126	(8,650)	35,476	2,136	–	(962)	(449)	–	–	2,480	47,433	(8,752)	38,681
– Footpaths	51,439	(15,440)	35,999	896	1,591	(226)	(1,109)	–	–	2,401	57,150	(17,598)	39,552
– Bulk earthworks	272,341	–	272,341	472	–	–	–	–	–	19,740	292,553	–	292,553
– Stormwater drainage	202,428	(36,017)	166,411	1,528	3,909	(430)	(1,206)	–	–	20,147	231,935	(41,576)	190,359
– Water supply network	435,200	(202,007)	233,193	1,194	1,197	(7,415)	(6,086)	3,506	–	17,596	450,558	(207,373)	243,185
– Sewerage network	508,429	(166,657)	341,772	3,689	330	(1,772)	(7,376)	7,511	–	25,859	553,432	(183,419)	370,013
– Open space/recreational assets	43,327	(19,183)	24,144	748	446	(2,008)	(1,865)	–	–	2,031	42,538	(19,042)	23,496
– Artworks and monuments	2,449	(473)	1,976	–	–	–	(10)	–	–	–	2,449	(483)	1,966
Other assets:													
– Library books	5,690	(5,263)	427	–	143	–	(147)	–	–	–	5,833	(5,410)	423
– Other	12	(11)	1	–	–	–	(1)	1	–	–	12	(11)	1
Total infrastructure, property, plant and equipment	2,826,465	(757,530)	2,068,935	45,830	16,534	(16,568)	(37,651)	–	–	173,601	3,063,397	(812,716)	2,250,681

(1) Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

continued on next page ...

C1-7 Infrastructure, property, plant and equipment (continued)

Material accounting policy information

Useful lives of IPPE

Land is not depreciated. Depreciation on other assets is calculated using the straight-line method to allocate their cost, net of their residual values, over their estimated useful lives as follows:

Plant, equipment, furniture and fittings	Years	**Other equipment**	Years
Office equipment	5 to 10	Playground equipment	20
Office furniture	10	Outdoor furniture .	20 to 25
Computer equipment	5	Sports surfaces	10 to 80
Vehicles	10	Fences/gates	25 to 60
Heavy plant/road making equipment	10 to 15		
Other plant and equipment	5 to 15	**Buildings**	
		Structure	40 to 150
Water and sewer assets		Roof	40 to 80
Dams and reservoirs	100	Internal finishes	10 to 40
Reservoir roof and structure	40 to 100	Building services	25 to 50
Reticulation pipes	30 to 100		
Reticulation valves and hydrants	40 to 60	**Stormwater assets**	
Pumps	20	Drains (lined)	100
Water meters	25	Pipes	80 to 100
Sewer manholes	70	Flood control structure	80 to 120
Transportation assets		**Other infrastructure assets**	
Sealed roads: surface	15 to 25	Bulk earthworks	infinite
Sealed roads: structure	60 to 100	Swimming pools	80
Unsealed roads	14	Other open space/recreational assets	10 to 150
Bridge: concrete	100	Other infrastructure	20 to 50
Bridge: timber	50		
Road pavements (concrete)	50	**Other assets**	
Culverts	100	Library books	5

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each reporting date.

Revaluation model

Infrastructure, property, plant and equipment are held at fair value. Comprehensive valuations are performed at least every 5 years, however the carrying amount of assets is assessed by Council at each reporting date to confirm that it is not materially different from current fair value.

Water and sewerage network assets are indexed at each reporting period in accordance with the Rates Reference Manual issued by Department of Planning and Environment – Water.

Increases in the carrying amounts arising on revaluation are credited to the revaluation surplus. To the extent that the increase reverses a decrease previously recognised in the Income Statement relating to that asset class, the increase is first recognised in the income statement. Decreases that reverse previous increases of assets in the same class are first charged against revaluation surplus to the extent of the remaining reserve attributable to the class; all other decreases are charged to the Income Statement.

continued on next page ...

C1-7 Infrastructure, property, plant and equipment (continued)

Land under roads
Land under roads is land under roadways and road reserves including land under footpaths, nature strips and median strips.

Council has elected not to recognise land under roads acquired before 1 July 2008. Land under roads acquired after 1 July 2008 is recognised in accordance with the IPPE accounting policy.

Crown reserves
Crown reserves under Council's care and control are recognised as assets of the Council. While ownership of the reserves remains with the Crown, Council retains operational control of the reserves and is responsible for their maintenance and use in accordance with the specific purposes to which the reserves are dedicated. Where the Crown reserves are under a lease arrangement they are accounted for under AASB 16 Leases, refer to Note C2-1.

Improvements on Crown reserves are also recorded as assets, while maintenance costs incurred by Council and revenues relating to the reserves are recognised within Council's Income Statement.

Rural Fire Service assets
Under Section 119 of the *Rural Fire Services Act 1997 (NSW)*, "all firefighting equipment purchased or constructed wholly or from money to the credit of the Fund is to be vested in the council of the area for or on behalf of which the firefighting equipment has been purchased or constructed". The NSW Government has confirmed its view that these assets are not controlled by the NSW Rural Fire Services or the State.

These Rural Fire Service assets are recognised as assets of Council in its financial statements.

C1-8 Intangible assets

$ '000	Notes	Non-current 2024	Non-current 2023
Software			
Opening values at 1 July			
Gross book value		**556**	510
Accumulated amortisation		**(161)**	(69)
Net book value – opening balance		**395**	441
Movements for the year			
Development costs		**21**	45
Amortisation charges	B3-4	**(102)**	(91)
Closing values at 30 June			
Gross book value		**577**	556
Accumulated amortisation		**(263)**	(161)
Total intangible assets – net book value		**314**	395

Material accounting policy information

IT development and software
Amortisation is calculated on a straight-line basis over periods generally ranging from three to five years.

C1-9 Other Assets

$ '000	Notes	2024 Current	2023 Current
Prepayments		1,163	968
Total other assets		1,163	968

C2 Leasing activities

C2-1 Council as a lessee

Council has leases over a range of assets including land and buildings and IT equipment. Information relating to the leases in place and associated balances and transactions is provided below.

Terms and conditions of leases

Land and Buildings

Council leases land and buildings for use for various operational purposes such as providing parks and open spaces and as a community hall. The lease agreements are generally between 20 and 100 years. All of the agreements have significantly below-market terms and conditions principally to enable Council to further its objectives.

Office and IT equipment

Leases for office and IT equipment are generally for computer equipment and photocopiers. The leases are for between three and five years with no renewal option, the payments are fixed, however some of the leases include variable payments based on usage. Council also leases some office and IT equipment for short term or low value assets.

Extension options

Council includes options in the building leases to provide flexibility and certainty to Council operations and reduce costs of moving premises; the extension options are at Council's discretion.

At commencement date and each subequent reporting date, Council asses where it is reasonably certain that the extension options will be exercised.

There are $184,000 in potential future lease payments which are not included in lease liabilities as Council has assessed that the exercise of the option is not reasonably certain.

(a) Right of use assets

$ '000	Notes	Land & buildings	Office and IT equipment	Non-current Total
2024				
Opening balance at 1 July		**–**	**574**	**574**
Additions to right-of-use assets		**83**	**226**	**309**
Depreciation charge	B3-4	**(6)**	**(297)**	**(303)**
Balance at 30 June		**77**	**503**	**580**
2023				
Opening balance at 1 July		–	604	604
Additions to right-of-use assets		–	278	278
Depreciation charge	B3-4	–	(308)	(308)
Balance at 30 June		–	574	574

continued on next page ...

C2-1 Council as a lessee (continued)

(b) Lease Liabilities

The maturity analysis of lease liabilities based on contractual undiscounted cash flows is shown in the table below:

$ '000	< 1 year	1 – 5 years	> 5 years	Total	Total per Statement of Financial Position
2024					
Cash flows	**267**	**323**	**90**	**680**	**584**
2023					
Cash flows	288	340	–	628	580

(c) Income Statement

The amounts recognised in the Income Statement relating to leases where Council is a lessee are shown below:

$ '000	Notes	2024	2023
Interest expense on lease liabilities	B3-3	**28**	21
Depreciation of right of use assets	B3-4	**303**	308
Expenses relating to short-term leases		**53**	98
Expenses relating to leases of low-value assets		**1**	14
Expenses relating to Peppercorn leases		**2**	1
		387	442

(d) Statement of Cash Flows

Total cash outflow for leases	**381**	445
	381	445

(e) Leases at significantly below market value – concessionary / peppercorn leases

Council has a number of leases at significantly below market value for land and buildings which are used for:

- community land
- community halls
- land on which Council has sited buildings

The leases are generally between 2 and 99 years and require payments of a maximum amount of $1,000 per year. The use of the right-to-use asset is restricted by the lessors to specified community services which Council must provide; these services are detailed in the leases.

None of the leases in place are individually material from a Statement of Financial Position or performance perspective.

continued on next page ...

C2-1 Council as a lessee (continued)

Material accounting policy information

Council has elected not to separate non-lease components from lease components for any class of asset and has accounted for payments as a single component.

The right-of-use asset is measured using the cost model where cost on initial recognition comprises: the lease liability, initial direct costs, prepaid lease payments, estimated cost of removal and restoration, less any lease incentives received. The right-of-use asset is depreciated over the lease term on a straight-line basis and assessed for impairment in accordance with the impairment of asset accounting policy.

Exceptions to lease accounting
Council has applied the exceptions to lease accounting for both short-term leases (i.e. leases with a term of less than or equal to 12 months) and leases of low-value assets. Council recognises the payments associated with these leases as an expense on a straight-line basis over the lease term.

Leases at significantly below market value / Concessionary leases
Council has elected to measure the right of use asset arising from the concessionary leases at cost which is based on the associated lease liability at initial recognition.

C2-2 Council as a lessor

Operating leases

Council leases out a number of properties and /or plant and equipment to community groups; these leases have been classified as operating leases for financial reporting purposes and the assets are included in the Statement of Financial Position as:

(i) infrastructure, property, plant and equipment – where the rental is incidental, or the asset is held to meet Councils service delivery objective (refer Note C1-7).

$ '000	Notes	2024	2023
(i) Assets held as infrastructure, property, plant and equipment (IPPE)			
Council provides operating leases on Council buildings for the purpose of supporting community, business and economic activities. The table below relates to operating leases on assets disclosed in C1-7.			
Lease income (excluding variable lease payments not dependent on an index or rate)		**809**	764
Lease income relating to variable lease payments not dependent on an index or a rate		**52**	29
Total income relating to operating leases for Council assets	B2-6	**861**	793
Amount of IPPE leased out by Council under operating leases			
Land		**7,516**	7,475
Buildings		**5,285**	4,876
Other Structures		**380**	378
Open Space and Recreation		**1,817**	1,930
Total amount of IPPE leased out by Council under operating leases		**14,998**	14,659

continued on next page ...

C2-2 Council as a lessor (continued)

$ '000	2024	2023
(ii) Maturity analysis of contractual lease income		
Maturity analysis of future lease income receivable showing the undiscounted lease payments to be received after reporting date for all operating leases:		
< 1 year	**767**	745
1–2 years	**811**	710
2–3 years	**734**	692
3–4 years	**516**	517
4–5 years	**500**	466
> 5 years	**4,010**	4,321
Total undiscounted lease payments to be received	**7,338**	7,451

C3 Liabilities of Council

C3-1 Payables

$ '000	Notes	2024 Current	2023 Current
Goods and services		**14,668**	9,988
Accrued expenses:			
– Salaries and wages		**217**	895
– Borrowings		**93**	96
Government departments and agencies		**38**	68
Prepaid rates		**1,621**	1,466
Security bonds, deposits and retentions	C1-3b	**6,324**	4,492
Other		**20**	38
Total payables	E1-1c	**22,981**	17,043

Current payables not anticipated to be settled within the next twelve months

$ '000	Notes	2024	2023
The following liabilities, even though classified as current, are not expected to be settled in the next 12 months.			
- Security bonds, deposits and retentions		**4,885**	3,543
- Other liabilities	C1-3b	**–**	44
Total payables		**4,885**	3,587

Payables represent liabilities for goods and services provided to Council prior to the end of financial year that are unpaid. The amounts are unsecured and are usually paid within 30 days of recognition.

C3-2 Contract Liabilities

$ '000	Notes	2024 Current	2023 Current
Funds to construct Council controlled assets	(i)	**36,765**	14,054
Funds received prior to performance obligation being satisfied (upfront payments - AASB 15	(ii)	**33**	11
Statutory and regulatory charges and fees received in advance	(iii)	**1,353**	1,224
Prepaid lease	(iv)	**360**	331
Other		**63**	42
Total contract liabilities		**38,574**	15,662

Notes

(i) Council has received funding to construct assets including sewer treatment plants and other infrastructure. The funds received are under an enforceable contract which require Council to construct an identified asset which will be under Council's control on completion. The revenue is recognised as Council constructs the asset and the contract liability reflects the funding received which cannot yet be recognised as revenue. The revenue is expected to be recognised in the next 12 months.

(ii) The contract liability relates to grants received prior to the revenue recognition criteria in AASB 15 being satisfied since the performance obligations are ongoing.

(iii) Statutory and regulatory fees are recognised as a contract liability on receipt and recognised as revenue when Council's performance obligation is satisfied.

(iv) Council invoices lessees for the current lease term in full. Payment of the invoice is recorded as a contract liability on receipt and recognised as revenue over the lease term.

Significant Changes in Contract Liabilities

Contract liabilities include $22 million for Moss Vale Sewer Treatment Plant and $10.5 Million for Moss Vale Bypass.

Revenue recognised that was included in the contract liability balance at the beginning of the period

$ '000	Notes	2024	2023
Grants and contributions received in advance:			
Capital grants (to construct Council controlled assets)	B2-4c	**13,998**	5,419
Operating grants (received prior to performance obligation being satisfied)	B2-4c	**9**	87
User charges and fees received in advance:			
Statutory and regulatory		**742**	959
Other income (prepaid lease)		**331**	292
Total revenue recognised that was included in the contract liability balance at the beginning of the period		**15,080**	6,757

C3-3 Borrowings

$ '000	Notes	2024 Current	2024 Non-current	2023 Current	2023 Non-current
Loans – secured [1]		**2,035**	**13,414**	2,733	12,044
Total borrowings	E1-1c	**2,035**	**13,414**	2,733	12,044

(1) Loans are secured over the general rating income of Council.

(a) Changes in liabilities arising from financing activities

	2023		Non-cash movements			2024
$ '000	Opening Balance	Cash flows	Acquisition	Acquisition due to change in accounting policy	Other non-cash movement	Closing balance
Loans – secured	14,777	**(3,309)**	**–**	**–**	**3,981**	**15,449**
Lease liability (Note C2-1b)	580	**(305)**	**–**	**–**	**309**	**584**
Total liabilities from financing activities	15,357	**(3,614)**	**–**	**–**	**4,290**	**16,033**

	2022		Non-cash movements			2023
$ '000	Opening Balance	Cash flows	Acquisition	Acquisition due to change in accounting policy	Other non-cash movement	Closing balance
Loans – secured	20,417	(5,640)	–	–	–	14,777
Lease liability (Note C2-1b)	617	(315)	–	–	278	580
Total liabilities from financing activities	21,034	(5,955)	–	–	278	15,357

(b) Financing arrangements

$ '000	2024	2023
Total facilities		
Total financing facilities available to Council at the reporting date are:		
Bank overdraft facilities [1]	**600**	600
Credit cards/purchase cards	**250**	250
	850	850
Drawn facilities		
Financing facilities drawn down at the reporting date are:		
– Credit cards/purchase cards	**36**	38
	36	38
Undrawn facilities		
Undrawn financing facilities available to Council at the reporting date are:		
– Bank overdraft facilities	**600**	600
– Credit cards/purchase cards	**214**	212
	814	812

Breaches and defaults

Additional financing arrangements information

Breaches and defaults

continued on next page ...

C3-3 Borrowings (continued)

During the current and prior year, there were no defaults or breaches on any of the loans.

Security over loans
Loans secured over future cash flows. Lease liabilities are secured by the underlying leased assets.

Bank overdrafts
The bank overdraft of Council is secured over future cashflows.

(1) The bank overdraft facility may be drawn at any time and may be terminated by the bank without notice.

C3-4 Employee benefit provisions

$ '000	2024 Current	2024 Non-current	2023 Current	2023 Non-current
Annual leave	**3,584**	**–**	3,249	–
Long service leave	**4,734**	**582**	4,144	481
Other (RDO and TIL)	**542**	**–**	582	–
Employee Leave Entitlements on-costs	**208**	**9**	233	10
Total employee benefit provisions	**9,068**	**591**	8,208	491

Current employee benefit provisions not anticipated to be settled within the next twelve months

$ '000	2024	2023
The following provisions, even though classified as current, are not expected to be settled in the next 12 months.		
Provisions – employees benefits	**5,403**	4,925
	5,403	4,925

Material accounting policy information

Long-term employee benefit obligations

The liability for long-service leave and annual leave that is not expected to be wholly settled within 12 months after the end of the period in which the employees render the related service is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures, and periods of service. Expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

C3-5 Provisions

$ '000	2024 Current	2024 Non-Current	2023 Current	2023 Non-Current
Asset remediation/restoration:				
Landfill remediation/restoration	–	**18,265**	1,371	17,554
Sub-total – asset remediation/restoration	–	**18,265**	1,371	17,554
Total provisions	–	**18,265**	1,371	17,554

Movements in provisions

$ '000	Landfill remediation	Total
2024		
At beginning of year	**18,925**	**18,925**
Decrement Provision B2-6	**(660)**	**(660)**
Total provisions at end of year	**18,265**	**18,265**
2023		
At beginning of year	17,313	17,313
Additional provisions B3-5	1,612	1,612
Total provisions at end of year	18,925	18,925

Nature and purpose of provisions

The asset remediation provision represents the present value estimate of future costs Council will incur to restore, rehabilitate and reinstate the former landfill site as a result of past operations.

Material accounting policy information

Provisions are recognised when Council has a present legal or constructive obligation as a result of past events, it is probable that an outflow of resources will be required to settle the obligation, and the amount has been reliably estimated.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

Provisions are measured at the present value of management's best estimate of the expenditure required to settle the present obligation at the reporting date. The discount rate used to determine the present value reflects current market assessments of the time value of money and the risks specific to the liability. The increase/decrease in the provision due to the passage of time is recognised as a borrowing cost.

Asset remediation – landfill

Subsequent to commissioning a report to provide detailed estimates of the costs of remediation of the former landfill site at Welby, Council recognised a provision for landfill remediation/restoration (future works) during the year ended 30 June 2019. The estimates have been reviewed and updated as at 30 June 2024.

A pre-feasibility/conceptual cost estimate was determined, in support of the closure of the former landfill site at Welby. The cost estimate accounts for preliminaries, planning and preparation, owner's costs (including engineering design and project management), contractor direct construction costs, project contingency, and three years post-construction monitoring. In total the cost including growth has been estimated at $18.3M (2023: $18.9M).

Restoration
Close-down and restoration costs include the dismantling and demolition of infrastructure, and the removal of residual materials and remediation of disturbed areas. Estimated close-down and restoration costs are provided for in the accounting period when the obligation arising from the related disturbance occurs, whether this occurs during the development or during the operation phase, based on the net present value of estimated future costs.

Provisions for close-down and restoration costs do not include any additional obligations which are expected to arise from future disturbance. The costs are estimated on the basis of a closure plan. The cost estimates are calculated annually during

continued on next page ...

C3-5 Provisions (continued)

the life of the operation to reflect known developments, e.g. updated cost estimates and revisions to the estimated lives of operations, and are subject to formal review at regular intervals.

Rehabilitation
Where rehabilitation is conducted systematically over the life of the operation, rather than at the time of closure, provision is made for the estimated outstanding continuous rehabilitation work at each reporting date, and the cost is charged to the Income Statement.

Provision is made for the estimated present value of the costs of environmental clean-up obligations outstanding at the reporting date. These costs are charged to the Income Statement. Movements in the environmental clean-up provisions are presented as an operating cost, except for the unwinding of the discount which is shown as a borrowing cost.

Remediation procedures generally commence soon after the time the damage, remediation process, and estimated remediation costs become known, but may continue for many years depending on the nature of the disturbance and the remediation techniques.

As noted above, the ultimate cost of environmental remediation is uncertain and cost estimates can vary in response to many factors, including changes to the relevant legal requirements, the emergence of new restoration techniques, or experience at other locations. The expected timing of expenditure can also change, for example in response to changes in quarry reserves or production rates. As a result, there could be significant adjustments to the provision for close down and restoration and environmental clean-up, which would affect future financial results.

Other movements in the provisions for close-down and restoration costs, including those resulting from new disturbance, updated cost estimates, changes to the estimated lives of operations, and revisions to discount rates, are capitalised within property, plant and equipment. These costs are then depreciated over the lives of the assets to which they relate.

Close-down and restoration costs are a normal consequence of tip and quarry operations, and the majority of close-down and restoration expenditure is incurred at the end of the life of the operations. Although the ultimate cost to be incurred is uncertain, Council estimates the respective costs based on feasibility and engineering studies using current restoration standards and techniques.

C4 Reserves

C4-1 Nature and purpose of reserves

IPPE Revaluation surplus
The infrastructure, property, property, plant and equipment (IPPE) revaluation surplus is used to record increments and decrements in the revaluation of infrastructure, property, plant and equipment.

D Council structure

D1 Results by fund

General fund refers to all Council activities other than water and sewer. All amounts disclosed in this note are gross i.e. inclusive of internal charges and recoveries made between the funds. Assets and liabilities shown in the water and sewer columns are restricted for use for these activities.

D1-1 Income Statement by fund

$ '000	General 2024	Water 2024	Sewer 2024
Income from continuing operations			
Rates and annual charges	69,914	4,496	21,137
User charges and fees	12,463	11,260	1,717
Interest and investment income	3,657	3,548	3,756
Other revenues	3,107	–	–
Grants and contributions provided for operating purposes	13,118	–	–
Grants and contributions provided for capital purposes	29,022	2,906	9,914
Net gains from disposal of assets	–	–	–
Other income	1,321	1,010	633
Total income from continuing operations	132,602	23,220	37,157
Expenses from continuing operations			
Employee benefits and on-costs	38,922	4,198	3,168
Materials and services	38,980	9,032	8,499
Borrowing costs	447	–	49
Depreciation, amortisation and impairment of non-financial assets	26,489	6,528	8,184
Other expenses	3,256	27	18
Net losses from the disposal of assets	3,997	1,003	1,540
Total expenses from continuing operations	112,091	20,788	21,458
Operating result from continuing operations	20,511	2,432	15,699
Net operating result attributable to Council	20,511	2,432	15,699
Net operating result for the year before grants and contributions provided for capital purposes	**(8,511)**	**(474)**	**5,785**

D1-2 Statement of Financial Position by fund

$ '000	Notes	General 2024	Water 2024	Sewer 2024
ASSETS				
Current assets				
Cash and cash equivalents	C1-3a	10,139	9,695	10,679
Investments	C1-3a	67,278	55,346	61,876
Receivables		14,159	4,465	9,213
Inventories		769	617	87
Contract assets and contract cost assets		11,275	–	–
Other		1,163	–	–
Total current assets		104,783	70,123	81,855
Non-current assets				
Investments	C1-3a	–	9,000	9,000
Receivables		461	–	–
Infrastructure, property, plant and equipment		1,575,028	273,703	434,154
Intangible assets		314	–	–
Right of use assets		580	–	–
Total non-current assets		1,576,383	282,703	443,154
Total assets		1,681,166	352,826	525,009
LIABILITIES				
Current liabilities				
Payables		16,447	1,215	5,319
Contract liabilities		16,079	109	22,386
Lease liabilities		237	–	–
Borrowings		1,412	–	623
Employee benefit provision		7,469	784	815
Total current liabilities		41,644	2,108	29,143
Non-current liabilities				
Lease liabilities		347	–	–
Borrowings		13,414	–	–
Employee benefit provision		509	54	28
Provisions		18,265	–	–
Total non-current liabilities		32,535	54	28
Total liabilities		74,179	2,162	29,171
Net assets		1,606,987	350,664	495,838
EQUITY				
Accumulated surplus		555,337	101,042	209,664
Revaluation surplus		1,051,650	249,622	286,174
Total equity		1,606,987	350,664	495,838

D2 Interests in other entities

Subsidiaries, joint arrangements and associates not recognised

Council has an interest in the Canberra Region Joint Organisation, along with other member Councils, which is not considered material. The activities of this organisation are not controlled by any one Council.

The Canberra Region Joint Organisation provides a forum for Councils, State agencies and other stakeholders to work together at a regional level to identify shared priorities.

E Risks and accounting uncertainties

E1-1 Risks relating to financial instruments held

Council's overall risk management program focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of Council.

Council's objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital. The finance team manages the cash and Investments portfolio. Council has an investment policy which complies with the Section 625 of the LG Act and the Ministerial Investment Order. The policy is regularly reviewed by Council and a monthly investment report is provided to Council setting out the make-up and performance of the portfolio as required by local government regulations.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance team under policies approved by the Council.

The fair value of Council's financial assets and financial liabilities approximates their carrying amount.

The risks associated with the financial instruments held are:

- Market risk - interest rate risk – the risk that movements in interest rates could affect returns.
- Liquidity risk – the risk that Council will not be able to pay its debts as and when they fall due.
- Credit risk – the risk that a contracting entity will not complete its obligations under a financial instrument, resulting in a financial loss to Council.

Council manages these risks by diversifying its portfolio and only purchasing investments with high credit ratings or capital guarantees.

(a) Market risk – interest rate and price risk

$ '000	Notes	2024	2023
The impact on result for the year and equity of a reasonably possible movement in the price of investments held and interest rates is shown below. The reasonably possible movements were determined based on historical movements and economic conditions in place at the reporting date.			
Impact of a 1% movement in interest rates			
– Equity / Income Statement	C1-2	**2,025**	1,855
Impact of a 10% movement in price of investments			
– Equity / Income Statement	C1-2	**20,250**	18,550

(b) Credit risk

Council's major receivables comprise rates, annual charges, user charges and fees.

Council manages the credit risk associated with these receivables by monitoring outstanding debt and employing stringent debt recovery procedures.

The credit risk for liquid funds and other short-term financial assets is considered negligible, since the counterparties are reputable banks with high quality external credit ratings.

There are no significant concentrations of credit risk other than Council has significant credit risk exposures in its local area given the nature of Council activities.

The maximum exposure to credit risk at the reporting date is the carrying amount of each class of receivable in the financial statements.

There are no material receivables that have been subjected to a re-negotiation of repayment terms.

continued on next page ...

E1-1 Risks relating to financial instruments held (continued)

Credit risk profile

Receivables – rates and annual charges

Credit risk on rates and annual charges is minimised by the ability of Council to recover these debts as a secured charge over the land; that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue rates and annual charges at higher than market rates which further encourages payment.

$ '000	Notes	Not yet due	overdue rates and annual charges < 5 years	≥ 5 years	Total
2024					
Gross carrying amount	C1-4	**–**	**3,840**	**330**	**4,170**
2023					
Gross carrying amount	C1-4	–	3,391	273	3,664

Receivables - non-rates and annual charges and contract assets

Council applies the simplified approach for non-rates and annual charges debtors and contract assets to provide for expected credit losses (ECL), which permits the use of the lifetime expected loss provision at inception. To measure the expected credit losses, non-rates and annual charges debtors and contract assets have been grouped based on shared credit risk characteristics and the days past due.

The loss allowance provision is determined as follows. The expected credit losses incorporate forward-looking information.

$ '000	Notes	Not yet due	Overdue debts 0 - 30 days	31 - 60 days	61 - 90 days	> 91 days	Total
2024							
Gross carrying amount	C1-4,C1-6	**24,091**	**1,381**	**237**	**1,643**	**8,072**	**35,424**
Expected loss rate (%)		**0.00%**	**0.00%**	**0.00%**	**0.00%**	**0.26%**	**0.06%**
ECL provision	C1-4	**–**	**–**	**–**	**–**	**21**	**21**
2023							
Gross carrying amount	C1-4,C1-6	37,633	854	62	168	3,518	42,235
Expected loss rate (%)		0.00%	0.12%	0.04%	0.19%	1.46%	0.12%
ECL provision	C1-4	–	1	–	–	51	52

continued on next page ...

E1-1 Risks relating to financial instruments held (continued)

(c) Liquidity risk

Payables, lease liabilities and borrowings are both subject to liquidity risk; that is, the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due.

Council manages this risk by monitoring its cash flow requirements and liquidity levels, and by maintaining an adequate cash buffer. Payment terms can be extended, and overdraft facilities drawn upon in extenuating circumstances.

Borrowings are also subject to interest rate risk: the risk that movements in interest rates could adversely affect funding costs. Council manages this risk through diversification of borrowing types, maturities and interest rate structures.

The finance team regularly reviews interest rate movements to determine if it would be advantageous to refinance or renegotiate part or all of the loan portfolio.

The timing of cash flows presented in the table below to settle financial liabilities reflects the earliest contractual settlement dates. The timing of expected outflows is not expected to be materially different from contracted cashflows.

The amounts disclosed in the table of the maturity analysis and interest rate exposure are the undiscounted contracted cash flows for non-lease liabilities (refer to Note C2-1(b) for lease liabilities) and therefore the balances in the table may not equal the balances in the Statement of Financial Position due to the effect of discounting.

$ '000	Notes	Weighted average interest rate	Subject to no maturity	payable in: ≤ 1 Year	1 - 5 Years	> 5 Years	Total cash outflows	Actual carrying values
2024								
Payables	C3-1	**0.00%**	**6,324**	**15,035**	**–**	**–**	**21,359**	**22,981**
Borrowings	C3-3	**3.30%**	**–**	**2,597**	**5,329**	**11,686**	**19,612**	**15,449**
Total financial liabilities			**6,324**	**17,632**	**5,329**	**11,686**	**40,971**	**38,430**
2023								
Payables	C3-1	0.00%	4,536	11,044	–	–	15,580	17,043
Borrowings	C3-3	3.40%	–	6,231	7,710	10,035	23,976	14,777
Total financial liabilities			4,536	17,275	7,710	10,035	39,556	31,820

E2-1 Fair value measurement

Council measures the following asset and liability classes at fair value on a recurring basis:
– Financial assets, measured at FVTPL, at FVOCI, or at amortised cost (Note C1-2), and
– Infrastructure, property, plant and equipment (Note C1-7).

Fair value hierarchy

All assets and liabilities measured at fair value are assigned to a level in the fair value hierarchy as follows:

Level 1: Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date

Level 2: Inputs other than quoted prices included within level 1 that are observable for the asset or liability, either directly or indirectly

Level 3: Unobservable inputs for the asset or liability

The table below shows the assigned level for each asset and liability held at fair value by Council:

		Fair value measurement hierarchy					
		Level 2 Significant observable inputs		Level 3 Significant unobservable inputs		Total	
$ '000	Notes	2024	2023	2024	2023	2024	2023
Recurring fair value measurements							
Financial assets							
Financial investments							
At amortised cost		202,500	185,500	–	–	202,500	185,500
Total financial assets	C1-2	202,500	185,500	–	–	202,500	185,500
Infrastructure, property, plant and equipment							
WIP		–	–	80,731	36,106	80,731	36,106
Plant & Equipment		–	–	14,877	15,303	14,877	15,303
Office Equipment		–	–	630	446	630	446
Furniture & Fittings		–	–	655	578	655	578
Operational Land		–	–	207,597	204,892	207,597	204,892
Community Land		–	–	71,676	71,712	71,676	71,712
Crown Land		–	–	21,103	21,103	21,103	21,103
Land Under Road (post 2008)		–	–	1,167	1,217	1,167	1,217
Buildings		–	–	164,294	141,888	164,294	141,888
Other Structures		–	–	9,166	8,258	9,166	8,258
Roads		–	–	453,277	548,949	453,277	548,949
Bridges		–	–	43,658	38,681	43,658	38,681
Footpaths		–	–	46,241	39,552	46,241	39,552
Bulk Earthworks		–	–	291,048	292,553	291,048	292,553
Stormwater Drainage		–	–	211,466	190,359	211,466	190,359
Water Supply Network		–	–	250,376	243,185	250,376	243,185
Sewerage Network		–	–	381,632	370,013	381,632	370,013
Open Space/Recreational Assets		–	–	30,682	23,496	30,682	23,496
Artworks and monuments		–	–	2,185	1,966	2,185	1,966
Library Books and Other		–	–	424	424	424	424
Total infrastructure, property, plant and equipment	C1-7	–	–	2,282,885	2,250,681	2,282,885	2,250,681

continued on next page ...

E2-1 Fair value measurement (continued)

Valuation techniques

Level 2 measurements

Financial assets

Council obtains its fair values for fair value through profit and loss (FVTPL) or fair value through other comprehensive income (FVOCI) from an independent valuation.

Council has not invested in FVTPL and FVOCI assets for the year ended 30 June 2024.

Council obtains its fair values for held to maturity investments measured at amortised cost from audit confirmations provided by Approved Deposit Taking Institutions (ADIs).

Level 3 measurements

Infrastructure, property, plant and equipment (IPPE)

Property, Plant and Equipment, Furniture and Fittings
Council's Plant & Equipment, Furniture & Fittings incorporates:

- Major plant; trucks, tractors, street sweepers
- Fleet vehicles; cars, vans, utes etc.
- Minor plant: chainsaws, brush cutters, mowers, concrete mixers
- Furniture & fittings: desks, chairs, display systems
- Office equipment: computers, monitors, etc.

Plant equipment, office equipment and furniture & fittings are valued at cost but are disclosed at fair value in the notes. Council assumes that the carrying amount reflects the fair value of the asset due to the nature of the items as shown above.

The unobservable Level 3 inputs used include:

- Pattern of consumption
- Useful life
- Asset condition
- Residual value
- Gross replacement cost

There has been no change to the valuation process during the reporting period.

Operational Land
Council's "Operational" land by definition has no special restriction other than those that may apply to any piece of land.

Council obtains its fair values for operational land from an external valuer using Level 3 inputs.

Generally, fair value is the most advantageous price reasonably obtainable by the seller and the most advantageous price reasonably obtained by the buyer.

The unobservable Level 3 inputs used include:

- Rate per square metre
- Description of land

The 'Market Approach' is used to value Operational Land. There has been no change to the valuation process during the reporting period.

Community and Crown Land
Council's "Community" land (including land owned by Council, the Crown and various other Government Agencies that is managed by Council) by definition is land intended for public access and use or where other restrictions applying to the land create some obligation to maintain public access (such as a trust deed, dedication under Section 7.11 of the Environment Planning and Assessment Act 1979). This gives rise to the restrictions in the Act, intended to preserve the qualities of the land.

Community land:

- Cannot be sold
- Cannot be leased, licensed, or any other estate granted over the land for more than 21 years and;
- Must have a plan of management for it

In relation to community land the Office of Local Government has reviewed its position on the use of the NSW Valuer General's valuations of community land and in association with the Local Government Accounting Advisory Group; the Office has determined that community land may be valued as follows:

continued on next page ...

E2-1 Fair value measurement (continued)

• The NSW Valuer General's valuations may be used under the revaluation model to represent fair value for the revaluation of community land under Clause 31 of AASB 116

Council fair values community land using unobservable Level 3 inputs based on inputs on either the UCV (Unimproved Capital Value) provided by the NSW Valuer General or an average unit rate based on the UCV and allocated by Council against those properties where the NSW Valuer General did not provide a UCV.

The 'Market Approach' is used to value community land. There has been no change to the valuation process during the reporting period.

Land under roads
Land under roads consists of land under roadways and road reserves as per AASB 1051. Council has not elected to recognise as an asset land under roads acquired before 1 July 2008.

Land under roads acquired since 1 July 2008 has been recognised in accordance with AASB 116 Property, Plant and Equipment. Where Council has acquired land under roads it is recognised at cost where the cost represents fair value. Where the land under roads is dedicated or acquired at nominal value the land is recognised at its fair value.

Land under roads has been valued using the englobo method, which is a discounted method.

Property – Buildings (Specialised & Non-Specialised)
Council buildings comprise:
- Libraries
- Public amenities
- Sporting club houses
- Kiosks and amenities
- Depot buildings and workshops
- Community centres
- Rural Fire Service buildings

Council fair values buildings using level 3 inputs. Valuations are generally carried out by an external valuer using the cost approach. This approach estimates the replacement cost for each building by componentising the building (for complex structures) into significant parts with different useful life and taking in to account a range of factors. Some of the inputs used in the valuation of these assets require significant professional judgement and are unobservable. As such these assets are classified as having being valued using Level 3 inputs.

The unobservable Level 3 inputs used include:
- Consumption rate
- Future economic benefits
- Condition
- Useful life of an asset

The 'Cost Approach' is used to value specialised buildings. There has been no change to the valuation process during the reporting period.

Other Structures
Council's other structures incorporates the following classes of assets:

• Significant single assets such as playgrounds, floodlighting systems, irrigation systems, tennis courts, tennis shelters, artificial turf playing surfaces etc. and;
• Aggregated lower value assets such as recreational/park infrastructures (picnic tables, seats, bollards, fences, BBQs etc.)

Council carries fair value of other structures assets (non-componentised) using Level 3 inputs. Such valuations are under taken by Council staff or by an external valuer depending on the structure.

The unobservable Level 3 inputs used include:
- Pattern of consumption
- Residual value
- Asset condition
- Useful life

The "Cost Approach' is used to value other structures. There has been no change to the valuation process during the reporting period.

Roads, Bridges, Bulk Earthworks & Footpaths
This asset class comprises:
- Road carriageways

continued on next page ...

E2-1 Fair value measurement (continued)

- Bus shelters
- Car parks
- Guardrails
- Kerb and guttering
- Bulk earthworks
- Bridges
- Footpaths
- Traffic facilities
- Road drainage

The road carriageway is defined as the trafficable portion of a road, between but not including the kerb and gutter, and would include any paved marked parking places along roadside.

Council's Asset Management System (Conquest) contains detailed dimensions and specifications for all Council road assets.

Council applies fair values to road infrastructure assets using Level 3 inputs at a component level.

The 'Cost Approach' is used to value roads by componentising the assets into significant parts and then rolling up these component values to provide an overall road valuation (for each road segment) within Council's asset system.

The unobservable Level 3 inputs used include:
- Pattern of consumption
- Useful life
- Asset condition
- Remaining life of carriageway
- Gross replacement cost

The 'Cost Approach' is used to value road assets. There were no changes in valuation technique from prior year.

Stormwater Drainage
Council's drainage assets comprise:
- Pits
- Pipes
- Culverts
- Open channels
- Headwalls
- Various types of water quality device used to collect, store and remove stormwater

Council's Asset Management System (Conquest) contains detailed dimensions and specification for all Council drainage assets. Council applies fair values to drainage infrastructure assets using Level 3 inputs at a component level.

The 'Cost Approach' is used to value drainage by componentising the assets into significant parts and then rolling up these component values to provide an overall drainage valuation within Council's asset system.

The unobservable Level 3 inputs used include:
- Pattern of consumption
- Useful life
- Asset condition
- Remaining life
- Gross replacement cost

There has been no change to the valuation process during the reporting period.

Water Supply Network
Council's water supply network comprises:
- Treatment Works
- Dams
- Reservoirs
- Pumping stations
- Water reticulation (pipes, valves, hydrants, meters, service lines)

Council's Asset Management System (Conquest) contains detailed dimensions and specification for all Council water assets. Council applies fair values to water infrastructure assets using Level 3 inputs at a component level.

The 'Cost Approach' is used to value water assets by componentising the assets into significant parts and then rolling up these component values to provide an overall water valuation within Council's asset system.

continued on next page ...

E2-1 Fair value measurement (continued)

The unobservable Level 3 inputs used include:
- Pattern of consumption
- Useful life
- Asset condition
- Remaining life
- Gross replacement cost

There has been no change to the valuation process during the reporting period.

Sewerage Supply Network
Assets within this class comprise:
- Treatment works
- Pumping stations
- Sewerage reticulation (pipes, manholes, valves, vents)

Council's Asset Management System (Conquest) contains detailed dimensions and specification for all Council sewerage assets. Council applies fair values to sewerage infrastructure assets using Level 3 inputs at a component level.

The 'Cost Approach' is used to value sewer assets by componentising the assets into significant parts and then rolling up these component values to provide an overall sewerage valuation within Council's asset system.

The unobservable Level 3 inputs used include:
- Pattern of consumption
- Useful life
- Asset condition
- Remaining life
- Gross replacement cost

There has been no change to the valuation process during the reporting period.

Other Assets
Council's other assets comprise:
- Library books
- Reference materials
- CD's & DVD's
- Art collections

Council fair values other assets using Level 3 inputs.

Council library books are disclosed at fair value in the notes. Council assumes that the carrying amount reflects the fair value of the asset due to the nature of the items.

The unobservable Level 3 inputs used include:
- Pattern of consumption
- Useful life
- Asset condition
- Residual value
- Gross replacement cost

There has been no change to the valuation process during the reporting period.

continued on next page ...

E2-1 Fair value measurement (continued)

Fair value measurements using significant unobservable inputs (level 3)

Significant unobservable valuation inputs used (for level 3 asset classes) and their relationship to fair value.

The following table summarises the quantitative information relating to the significant unobservable inputs used in deriving the various level 3 asset class fair values.

	Valuation technique/s	Unobservable inputs
Infrastructure, property, plant and equipment		
Plant & Equipment	Cost approach	Gross Replacement Cost Remaining useful life of asset Residual Value
Office Equipment	Cost approach	Gross Replacement Cost Remaining useful life of asset Residual Value
Furniture & Fittings	Cost approach	Gross Replacement Cost Remaining useful life of asset Residual Value
Operational Land	Market approach	Price per square metre
Community and Crown Land	Market approach	Average unit rate based on unimproved capital value per square metre
Land Under Roads	Englobo method. Land values obtained from the NSW Valuer-General	Price per square metre.
Buildings	Market / cost approach	Gross Replacement Cost Remaining useful life of asset Residual Value Asset condition
Other Structures	Cost approach	Gross Replacement Cost Remaining useful life of asset Asset condition
Roads	Cost approach	Gross Replacement Cost Remaining useful life of asset Asset condition
Bridges	Cost approach	Gross Replacement Cost Remaining useful life of asset Asset condition
Footpaths	Cost approach	Gross Replacement Cost Remaining useful life of asset Asset condition
Bulk Earthworks (non-depreciable)	Cost approach	Gross Replacement Cost Remaining useful life of asset Asset condition
Stormwater Drainage	Cost approach	Gross Replacement Cost Remaining useful life of asset Asset condition
Water Supply Network	Cost approach	Gross Replacement Cost Remaining useful life of asset Asset condition
Sewerage Supply Network	Cost approach	Gross Replacement Cost Remaining useful life of asset Asset condition
Other Open Space/Recreational Assets	Cost approach	Gross Replacement Cost Remaining useful life of asset Asset condition
Library Books	Cost approach	Gross Replacement Cost Remaining useful life of asset Residual value Asset condition

continued on next page ...

E2-1 Fair value measurement (continued)

	Valuation technique/s	Unobservable inputs
Other	Cost approach	Gross Replacement Cost Remaining useful life of asset Residual value Asset condition

A reconciliation of the movements in recurring fair value measurements allocated to Level 3 of the hierarchy is provided below:

	Total IPP&E	
$ '000	**2024**	2023
Opening balance	**2,250,681**	2,068,935
Total gains or losses for the period		
Recognised in other comprehensive income – revaluation surplus	**(7,284)**	173,601
Other movements		
Purchases (GBV)	**88,116**	62,364
Disposals (WDV)	**(7,832)**	(16,568)
Depreciation and impairment	**(40,796)**	(37,651)
Closing balance	**2,282,885**	2,250,681

Highest and best use

All of Council's non-financial assets are considered as being utilised for their highest and best use.

E3-1 Contingencies

The following assets and liabilities do not qualify for recognition in the Statement of Financial Position, but their knowledge and disclosure is considered relevant to the users of Council's financial report.

CONTINGENT LIABILITIES

1. Guarantees

(i) Defined benefit superannuation contribution plans

Council is party to an Industry Defined Benefit Plan under the Local Government Superannuation Scheme (Active Super), named The Local Government Superannuation Scheme - Pool B (the Fund) which is a defined benefit plan that has been deemed to be a 'multi-employer fund' for purposes of AASB119 Employee Benefits for the following reasons:

– Assets are not segregated within the sub-group according to the employees of each sponsoring employer.

– The contribution rates have been the same for all sponsoring employers. That is, contribution rates have not varied for each sponsoring employer according to the experience relating to the employees of that sponsoring employer.

– Benefits for employees of all sponsoring employers are determined according to the same formulae and without regard to the sponsoring employer.

– The same actuarial assumptions are currently used in respect of the employees of each sponsoring employer.

Given the factors above, each sponsoring employer is exposed to the actuarial risks associated with current and former employees of other sponsoring employers, and hence shares in the associated gains and losses (to the extent that they are not borne by members).

Description of the funding arrangements

Pooled Employers are required to pay future service employer contributions and past service employer contributions to the Scheme.

The future service employer contributions were determined using the new entrant rate method under which a contribution rate sufficient to fund the total benefits over the working life-time of a typical new entrant is calculated. The current future service employer contribution rates are::

Division B	1.9 times member contributions for non-180 Point Members; Nil for 180 Point Members*
Division C	2.5% salaries
Division D	1.64 times member contributions

* For 180 Point Members, Employers are required to contribute 8.5% (2023: 8.0%) of salaries for the year ended 30 June 2024 (increasing to 9.0% in line with the increase in the Superannuation Guarantee) to these members' accumulation accounts, which are paid in addition to members' defined benefits.

The past service contribution for each Pooled Employer is a share of the total past service contributions of $20.0 million per annum for 1 January 2022 to 31 December 2024, apportioned according to each employer's share of the accrued liabilities as at 30 June 2023. These past service contributions are used to maintain the adequacy of the funding position for the accrued liabilities.

The adequacy of contributions is assessed at each triennial actuarial investigation and monitored annually between triennials.

Description of the extent to which Council can be liable to the plan for other Council's obligations under the terms and conditions of the multi-employer plan

As stated above, each sponsoring employer (Council) is exposed to the actuarial risks associated with current and former employees of other sponsoring employers and hence shares in the associated gains and losses.

However, there is no relief under the Fund's trust deed for employers to walk away from their defined benefit obligations. Under limited circumstances, an employer may withdraw from the plan when there are no active members, on full payment of outstanding additional contributions.

There is no provision for allocation of any surplus which may be present at the date of withdrawal of Council.

There are no specific provisions under the Fund's trust deed dealing with deficits or surplus on wind-up.

continued on next page ...

E3-1 Contingencies (continued)

The amount of Council contributions to the defined benefit section of the Fund and recognised as an expense for the year ended 30 June 2024 was $159,944 (2023: $172,605). The last valuation of the Fund was performed by the Fund Actuary, Richard Boyfield FIAA as at 30 June 2023.

According to the Fund Trustee, Council has attributed 0.43% (2023: 0.46%) to the $20.0 million accrued liabilities for the year ended 30 June 2024. The amount of additional contributions included in the total employer contribution advised above is $42,886 (2023: $92,902).

Council's expected contributions to the Fund for the next annual reporting period are $114,612 (2023: $171,812).

The estimated employer reserves financial position for the Pooled Employers at 30 June 2024 is:

Employer reserves only *	$millions	Asset Coverage
Assets	2,237.5	
Past Service Liabilities	2,141.9	104.5%
Vested Benefits	2,159.8	103.6%

* excluding member accounts and reserves in both assets and liabilities.

Council's share of that employer reserves cannot be accurately calculated as the Fund is a mutual arrangement where assets and liabilities are pooled together for all member councils. For this reason, no liability for the deficiency (if any) has been recognised in Council's accounts. Council has a possible obligation that may arise should the Fund require immediate payment to correct the deficiency (if any).

The key economic long term assumptions used to calculate the present value of accrued benefits are:

Investment return	6.0% per annum
Salary inflation *	3.5% per annum
Increase in CPI	3.5% per annum for FY 2023/24, 2.5% pa thereafter

* Plus promotional increases

The contribution requirements may vary from the current rates if the overall sub-group experience is not in line with the actuarial assumptions in determining the funding program; however, any adjustment to the funding program would be the same for all sponsoring employers in the Pooled Employers group.

The estimated employer reserves financial position above is a preliminary calculation, and once all the relevant information has been received by the Funds Actuary, the final end of year review will be completed by December 2024.

(ii) Statewide Limited

Council is a member of Statewide Mutual, a mutual pool scheme providing liability insurance to local government.

Membership includes the potential to share in either the net assets or liabilities of the fund depending on its past performance. Council's share of the net assets or liabilities reflects Council's contributions to the pool and the result of insurance claims within each of the fund years.

The future realisation and finalisation of claims incurred but not reported to the year ended 30 June 2024 may result in future liabilities or benefits as a result of past events that Council will be required to fund or share in respectively.

(iii) StateCover Limited

Council is a member of StateCover Mutual Limited and holds a partly paid share in the entity.

StateCover is a company providing workers compensation insurance cover to the NSW local government industry and specifically Council.

Council has a contingent liability to contribute further equity in the event of the erosion of the company's capital base as a result of the company's past performance and/or claims experience or as a result of any increased prudential requirements from the APRA.

These future equity contributions would be required to maintain the company's minimum level of net assets in accordance with its licence requirements.

(iv) Other guarantees

Council has provided no other guarantees other than those listed above.

continued on next page ...

E3-1 Contingencies (continued)

2. Other liabilities

(i) Third party claims

Council is involved from time to time in various claims incidental to the ordinary course of business including claims for damages relating to its services.

Council believes that it is appropriately covered for all claims through its insurance coverage and does not expect any material liabilities to eventuate.

(ii) Potential land acquisitions due to planning restrictions imposed by Council

Council has classified a number of privately owned land parcels as local open space or bushland.

As a result, where notified in writing by the various owners, Council will be required to purchase these land parcels.

At reporting date, reliable estimates as to the value of any potential liability (and subsequent land asset) from such potential acquisitions has not been possible.

CONTINGENT ASSETS

(i) Infringement notices/fines

Fines and penalty income, the result of Council issuing infringement notices is followed up and collected by the Infringement Processing Bureau.

Council's revenue recognition policy for such income is to account for it as revenue on receipt. Accordingly, at year end, there is a potential asset due to Council representing issued but unpaid infringement notices.

Due to the limited information available on the status, value and duration of outstanding notices, Council is unable to determine the value of outstanding income as at 30 June 2024.

F People and relationships

F1 Related party disclosures

F1-1 Key management personnel (KMP)

The aggregate amount of KMP compensation included in the Income Statement is:

$ '000	2024	2023
Compensation:		
Short-term benefits	**3,353**	1,623
Post-employment benefits	**348**	157
Termination benefits	**381**	66
Total	**4,082**	1,846

Other transactions with KMP and their related parties

Council has determined that transactions at arm's length between KMP and Council as part of KMP using Council services (e.g. access to library or Council swimming pool) will not be disclosed. Further details on reporting thresholds can be found in the footnotes below.

Nature of the transaction $ '000	Ref	Transactions during the year	Outstanding balances including commitments	Terms and conditions	Impairment provision on outstanding balances	Impairment expense
2024						
Payment of rates and water charges to Council	1	**30**	**–**		**–**	**–**
Payment by Council for the provision of services	2	**19**	**1**		**–**	**–**
2023						
Payment of rates and water charges to Council	1	–	–		–	–

1 According to Council's Related Party Disclosures Policy the ordinary citizen transactions such as the payment of rates are not required to be disclosed, unless their aggregate amount exceeds $10,000. As at the reporting date, no amount relates to rates and water account payments of Council's key management personnel (including their related parties). Outstanding balances are secured against property.

2 Council purchased designing services during the year from a company that has a close family member of Council's KMP. Amounts were billed based on normal rates for such supplies and were due and payable under normal payment terms following Council's procurement processes.

F1-2 Interim Administrator / Administrator fees and associated expenses

$ '000	Notes	2024	2023
The aggregate amount of Interim Administrator / Administrator fees and associated expenses included in materials and services expenses in the Income Statement are as below. An Administrator was appointed to Council on 14 July 2022.			
Interim Administrator / Administrator fees		**278**	278
Interim Administrator / Administrator expenses		**48**	62
Total	B3-2	**326**	340

F2 Other relationships

F2-1 Audit fees

$ '000	Notes	2024	2023
During the year, the following fees were incurred for services provided by the auditor of Council, related practices and non-related audit firms			
Auditors of the Council - NSW Auditor-General:			
(i) Audit and other assurance services			
Audit and review of financial statements [1]		**200**	125
Total Auditor-General remuneration		**200**	125
Non NSW Auditor-General audit firms			
(ii) Audit and other assurance services			
Due diligence services		**16**	15
Total remuneration of non NSW Auditor-General audit firms		**16**	15
Total audit fees	B3-2	**216**	140

(1) It is noted that 2022/23 costs for Audit Services for additional works were not accrued into the 2022/23 financial reports

G Other matters

G1-1 Statement of Cash Flows information

(a) Reconciliation of Operating Result

$ '000	Notes	2024	2023
Net operating result from Income Statement		**37,229**	10,823
Add / (less) non-cash items:			
Depreciation and amortisation	B3-4	**41,201**	38,050
(Gain) / loss on disposal of assets	B4-1	**6,540**	15,540
Non-cash capital grants and contributions	B2-4	**(8,054)**	(2,365)
Amortisation of premiums, discounts and prior period fair valuations			
– Interest on all fair value adjusted interest free advances made by Council	B2-5	**(17)**	(19)
Movements in operating assets and liabilities and other cash items:			
(Increase) / decrease of receivables		**253**	(2,445)
Increase / (decrease) in provision for impairment of receivables		**(25)**	(52)
(Increase) / decrease of inventories		**(74)**	(218)
(Increase) / decrease of other current assets		**(195)**	(55)
(Increase) / decrease of contract asset		**5,969**	(10,407)
Increase / (decrease) in payables		**4,680**	433
Increase / (decrease) in accrued interest payable		**(3)**	(26)
Increase / (decrease) in other accrued expenses payable		**(678)**	758
Increase / (decrease) in other liabilities		**1,939**	1,822
Increase / (decrease) in contract liabilities		**22,912**	5,933
Increase / (decrease) in employee benefit provision		**960**	371
Increase / (decrease) in other provisions	C3-5	**(660)**	1,612
Net cash flows from operating activities		**111,977**	59,755

(b) Non-cash investing and financing activities

Bushfire grants		**8**	434
Other dedications		**8,046**	1,931
	B2-4	**8,054**	2,365

G2-1 Commitments

Capital commitments (exclusive of GST)

$ '000	2024	2023
Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:		
Infrastructure, property, plant and equipment		
Buildings	**2,771**	413
Plant and equipment	**145**	81
Infrastructure	**4,883**	12,604
Water system assets	**1,551**	854
Sewer system assets	**83,885**	49,657
Open Space	**330**	4,441
Total commitments	**93,565**	68,050
These expenditures are payable as follows:		
Within the next year	**41,872**	46,050
Later than one year and not later than 5 years	**51,693**	22,000
Total payable	**93,565**	68,050
Sources for funding of capital commitments:		
Unrestricted general funds	**726**	2,946
Sect 64 and 94 funds/reserves	**378**	1,904
Unexpended grants	**3,593**	15,211
Externally restricted reserves (water and sewer)	**86,647**	39,411
Internally restricted reserves	**2,221**	8,578
Total sources of funding	**93,565**	68,050

G3-1 Events occurring after the reporting date

Council is unaware of any material or significant 'non-adjusting events' that should be disclosed.

G4 Statement of developer contributions

G4-1 Summary of developer contributions

$ '000	Notes	Opening balance at 1 July 2023	Contributions received during the year - Cash	Interest and investment income earned	Amounts expended	Held as restricted asset at 30 June 2024
Roads	G4-2	7,800	818	433	–	9,051
Community facilities	G4-2	554	30	30	–	614
Open Space & Community Facilities	G4-2	8,005	522	421	(361)	8,587
Administration	G4-2	989	124	53	(107)	1,059
Resource Recovery Centre	G4-2	–	65	–	(54)	11
Community Facilities Library	G4-2	927	110	52	–	1,089
Administration (MVEC)	G4-2	2	–	–	–	2
Future Works (MVEC)	G4-2	219	23	12	–	254
Land Acquisition (MVEC)	G4-2	(1)	2	–	–	1
S7.11 contributions – under a plan		18,495	1,694	1,001	(522)	20,668
S7.12 levies – under a plan	G4-2	990	165	59	–	1,214
Total S7.11 and S7.12 revenue under plans		19,485	1,859	1,060	(522)	21,882
S7.11 not under plans (VPA)	G4-3	3,712	–	189	–	3,901
S7.11 not under plans Parking		323	–	17	–	340
S64 Contributions Water		17,141	2,145	969	(26)	20,229
S64 Contributions Sewer		13,417	1,890	721	(1,798)	14,230
S64 Stormwater		640	307	–	(869)	78
Total contributions	C1-3a	54,718	6,201	2,956	(3,215)	60,660

Under the Environmental Planning and Assessment Act 1979, Council has significant obligations to provide Section 7.11 (contributions towards provision or improvement of amenities or services) infrastructure in new release areas. It is possible that the funds contributed may be less than the cost of this infrastructure, requiring Council to borrow or use general revenue to fund the difference.

G4-2 Developer contributions by plan

$ '000	Notes	Opening balance at 1 July 2023	Contributions received during the year - Cash	Interest and investment income earned	Amounts expended	Held as restricted asset at 30 June 2024
CONTRIBUTION PLAN 1						
Roads		7,800	818	433	–	9,051
Community facilities		554	30	30	–	614
Open Space & Community Facilities		8,005	522	421	(361)	8,587
Administration		989	124	53	(107)	1,059

continued on next page ...

G4-2 Developer contributions by plan (continued)

$ '000	Notes	Opening balance at 1 July 2023	Contributions received during the year - Cash	Interest and investment income earned	Amounts expended	Held as restricted asset at 30 June 2024
Resource Recovery Centre		–	65	–	(54)	11
Community Facilities Library		927	110	52	–	1,089
Total	G4-1	18,275	1,669	989	(522)	20,411
S94 CONTRIBUTIONS - UNDER A PLAN (MVEC)						
Administration (MVEC)		2	–	–	–	2
Future Works (MVEC)		219	23	12	–	254
Land Acquisition (MVEC)		(1)	2	–	–	1
Total	G4-1	220	25	12	–	257

S7.12 Levies – under a plan

S94A Plan						
S94A		990	165	59	–	1,214
Total	G4-1	990	165	59	–	1,214

G4-3 Contributions not under plans

S94 not under Plans (VPA)						
Drainage		21	–	1	–	22
Roads		526	–	28	–	554
Open space		277	–	14	–	291
Community facilities		53	–	1	–	54
Sewer		1,314	–	66	–	1,380
Water		895	–	46	–	941
RRC		94	–	5	–	99
ASH		11	–	1	–	12
Administration		480	–	25	–	505
Management Contribution		41	–	2	–	43
Total	G4-1	3,712	–	189	–	3,901

G5 Statement of performance measures

G5-1 Statement of performance measures – consolidated results

$ '000	Amounts 2024	Indicator 2024	Indicators 2023	Indicators 2022	Benchmark
1. Operating performance ratio					
Total continuing operating revenue excluding capital grants and contributions less operating expenses [1, 2]	**1,896**	**1.27%**	(3.20)%	8.35%	> 0.00%
Total continuing operating revenue excluding capital grants and contributions [1]	**149,693**				
2. Own source operating revenue ratio					
Total continuing operating revenue excluding all grants and contributions [1]	**136,575**	**71.31%**	67.66%	66.67%	> 60.00%
Total continuing operating revenue [1]	**191,535**				
3. Unrestricted current ratio					
Current assets less all external restrictions	**48,226**	**2.78x**	3.03x	4.09x	> 1.50x
Current liabilities less specific purpose liabilities	**17,357**				
4. Debt service cover ratio					
Operating result before capital excluding interest and depreciation/impairment/amortisation [1, 2]	**42,934**	**10.45x**	5.15x	10.46x	> 2.00x
Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)	**4,110**				
5. Rates and annual charges outstanding percentage					
Rates and annual charges outstanding	**4,837**	**4.80%**	6.07%	5.14%	< 10.00%
Rates and annual charges collectable	**100,808**				
6. Cash expense cover ratio					
Current year's cash and cash equivalents plus all term deposits	**233,013**	**23.52 months**	17.68 months	23.76 months	> 3.00 months
Monthly payments from cash flow of operating and financing activities	**9,906**				

(1) Excludes reversal of impairment losses on receivables, net gain on sale of assets and includes pensioner rate subsidies

(2) Excludes net loss on disposal of assets and landfill remediation and restoration

G5-2 Statement of performance measures by fund

$ '000	General Indicators [3] 2024	General Indicators [3] 2023	Water Indicators 2024	Water Indicators 2023	Sewer Indicators 2024	Sewer Indicators 2023	Benchmark
1. Operating performance ratio							
Total continuing operating revenue excluding capital grants and contributions less operating expenses [1, 2] / Total continuing operating revenue excluding capital grants and contributions [1]	**(6.48)%**	(8.98)%	**2.60%**	0.01%	**26.89%**	21.10%	> 0.00%
2. Own source operating revenue ratio							
Total continuing operating revenue excluding capital grants and contributions [1] / Total continuing operating revenue [1]	**67.87%**	59.92%	**87.48%**	91.05%	**73.32%**	92.76%	> 60.00%
3. Unrestricted current ratio							
Current assets less all external restrictions / Current liabilities less specific purpose liabilities	**2.78x**	3.03x	**27.05x**	37.64x	**2.12x**	20.09x	> 1.50x
4. Debt service cover ratio							
Operating result before capital excluding interest and depreciation/impairment/amortisation [1, 2] / Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)	**5.17x**	6.29x	**∞**	∞	**317.51x**	3.04x	> 2.00x
5. Rates and annual charges outstanding percentage							
Rates and annual charges outstanding / Rates and annual charges collectable	**6.43%**	5.98%	**0.00%**	11.44%	**0.00%**	5.13%	< 10.00%
6. Cash expense cover ratio							
Current year's cash and cash equivalents plus all term deposits / Monthly payments from cash flow of operating and financing activities	**21.46 months**	7.02 months	**∞**	72.32 months	**∞**	51.44 months	> 3.00 months

(1) Excludes reversal of impairment loses on receivables, net gain on sale of assets and includes pensioner rebates subsidies

(2) Excludes net loss on disposal of assets and landfill remediation and restoration

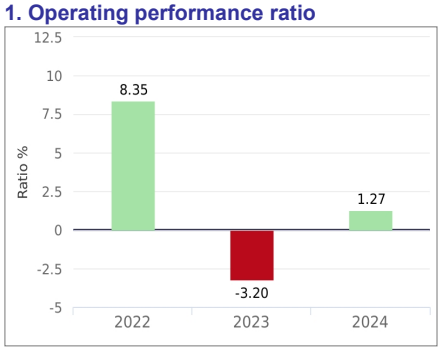
(3) General fund refers to all of Council's activities for its water and sewer activities which are listed seperately

End of the audited financial statements

H Additional Council disclosures (unaudited)

H1-1 Statement of performance measures – consolidated results (graphs)

1. Operating performance ratio



Purpose of operating performance ratio

This ratio measures Council's achievement of containing operating expenditure within operating revenue.

Commentary on 2023/24 result

2023/24 ratio 1.27%

Council Operating performance Ratio was slightly under the benchmark of zero as operating expenditure exceeded operating revenue and increased in comparison to the prior year. The improved performance in this benchmark, in comparison to the 2022/23 financial year, was predominately due to lower Disaster Recovery Funding Arrangements (DRFA) expenditure in comparison to 2022/23 expenditure. The result of this indicator aligns to Council's projections of this ratio forecast in the Long-Term Financial Plan.

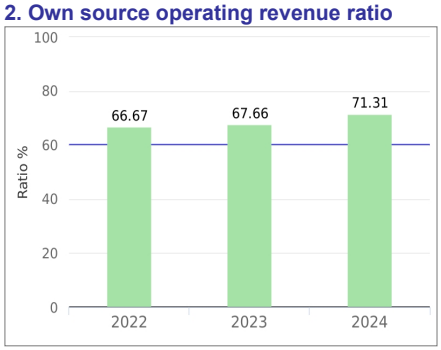
Benchmark: — > 0.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

2. Own source operating revenue ratio



Purpose of own source operating revenue ratio

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions.

Commentary on 2023/24 result

2023/24 ratio 71.31%

Council Own Source Operating Revenue slightly increased during this financial year which relates to the amount grants that were accounted for during the year. This was due to higher interest income received in comparison to the 2022/23 financial year ($4.3M), attributable to the water and sewer fund. This will continue to remain at these levels as Council brings to account some large-scale infrastructure grants in the coming years.

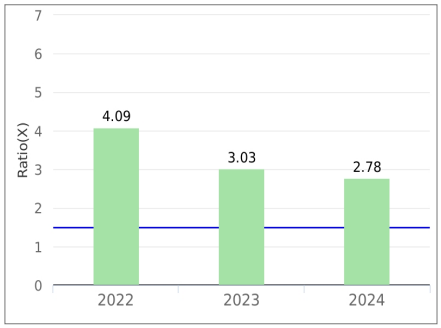
Benchmark: — > 60.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

3. Unrestricted current ratio



Purpose of unrestricted current ratio

To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.

Commentary on 2023/24 result

2023/24 ratio 2.78x

Council's liquidity remains above benchmark as it utilises it cash reserves to complete a number of legacy projects. This will be monitored to ensure Council has sufficient liquidity to fund its operations.

Benchmark: — > 1.50x

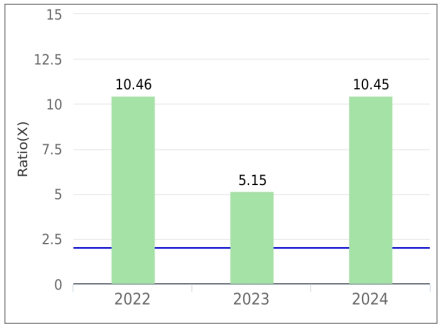
Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

H1-1 Statement of performance measures – consolidated results (graphs) (continued)

4. Debt service cover ratio



Purpose of debt service cover ratio	Commentary on 2023/24 result
This ratio measures the availability of operating cash to service debt including interest, principal and lease payments	2023/24 ratio 10.45x This ratio has increased as Council's operating result before capital, excluding interest and depreciation/impairment/amortisation has increased by approximately $6M from the 2022/23 financial year. This ratio will diminish as Council seeks to fund the upgrade of the Bowral and Moss Vale Sewage Treatment Plants in the coming year.

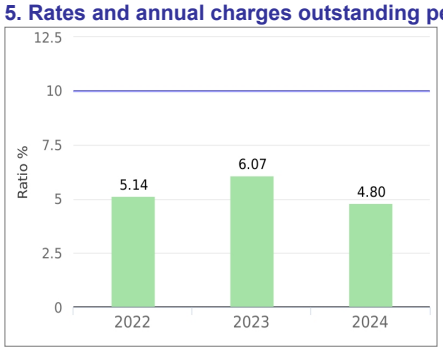
Benchmark: — > 2.00x

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

5. Rates and annual charges outstanding percentage



Purpose of rates and annual charges outstanding percentage	Commentary on 2023/24 result
To assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts.	2023/24 ratio 4.80% This ratio has improved as Council has implemented a direct debit payment system (Payble) to assist ratepayers with paying debt on weekly or fortnightly payment arrangements. This will be monitored in the coming year as the current cost of living crisis extends into the new financial year.

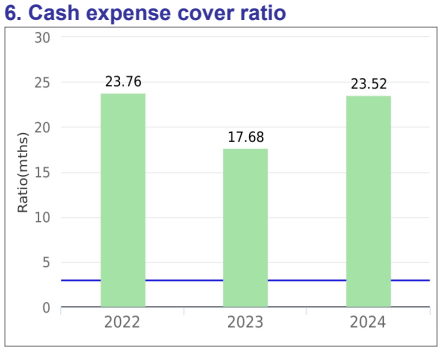
Benchmark: — < 10.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

6. Cash expense cover ratio



Purpose of cash expense cover ratio	Commentary on 2023/24 result
This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow.	2023/24 ratio 23.52 months This indicator has increased as Council's cash position has increased by $33M from the 2022/23 financial year. This ratio is expected to diminish as funds are expended on large scale projects such as the Bowral and Moss Vale Sewage Treatment Plants upgrades in the coming year.

Benchmark: — > 3.00months

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

INDEPENDENT AUDITOR'S REPORT

Report on the general purpose financial statements

Wingecarribee Shire Council

To the Councillors of Wingecarribee Shire Council

Opinion

I have audited the accompanying financial statements of Wingecarribee Shire Council (the Council), which comprise the Statement by Councillors and Management, the Income Statement and Statement of Comprehensive Income for the year ended 30 June 2024, the Statement of Financial Position as at 30 June 2024, the Statement of Changes in Equity and Statement of Cash Flows for the year then ended, and notes to the financial statements, including material accounting policy information and other explanatory information.

In my opinion:

- the Council's accounting records have been kept in accordance with the requirements of the *Local Government Act 1993*, Chapter 13, Part 3, Division 2 (the Division)
- the financial statements:
  - have been prepared, in all material respects, in accordance with the requirements of this Division
  - are consistent with the Council's accounting records
  - present fairly, in all material respects, the financial position of the Council as at 30 June 2024, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards
- all information relevant to the conduct of the audit has been obtained
- no material deficiencies in the accounting records or financial statements have come to light during the audit.

My opinion should be read in conjunction with the rest of this report.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Statements' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants (including Independence Standards)' (APES 110).

Level 19, Darling Park Tower 2, 201 Sussex Street, Sydney NSW 2000
GPO Box 12, Sydney NSW 2001 | t 02 9275 7101 | mail@audit.nsw.gov.au | audit.nsw.gov.au

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as auditor of councils
- precluding the Auditor-General from providing non-audit services.

I have fulfilled my other ethical responsibilities in accordance with APES 110.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Other Information

The Council's annual report for the year ended 30 June 2024 includes other information in addition to the financial statements and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the special purpose financial statements and Special Schedules (the Schedules).

My opinion on the financial statements does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the special purpose financial statements and Special Schedule - Permissible income for general rates.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Councillors' Responsibilities for the Financial Statements

The Councillors are responsible for the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards and the *Local Government Act 1993* and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to:

- obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial statements.

A description of my responsibilities for the audit of the financial statements is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar4.pdf. The description forms part of my auditor's report.

The scope of my audit does not include, nor provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- on the Original Budget information included in the Income Statement, Statement of Cash Flows, and Note B5-1 'Material budget variations'
- on the Special Schedules. A separate opinion has been provided on Special Schedule - Permissible income for general rates
- about the security and controls over the electronic publication of the audited financial statements on any website where they may be presented
- about any other information which may have been hyperlinked to/from the financial statements.

[redacted]

Furqan Yousuf
Delegate of the Auditor-General for New South Wales

31 October 2024
SYDNEY

Mr Jesse Fitzpatrick
Mayor
Wingecarribee Shire Council
PO Box 141
MOSS VALE NSW 2577

Contact: Furqan Yousuf
Phone no: 02 9275 7470
Our ref: R008-2124742775-8641

31 October 2024

Dear Mayor

Report on the Conduct of the Audit

for the year ended 30 June 2024

Wingecarribee Shire Council

I have audited the general purpose financial statements (GPFS) of the Wingecarribee Shire Council (the Council) for the year ended 30 June 2024 as required by section 415 of the *Local Government Act 1993* (the Act).

I expressed an unmodified opinion on the Council's GPFS.

This Report on the Conduct of the Audit (the Report) for the Council for the year ended 30 June 2024 is issued in accordance with section 417 of the Act. This Report should be read in conjunction with my audit opinion on the GPFS issued under section 417(2) of the Act.

INCOME STATEMENT

Operating result

	2024 $m	2023 $m	Variance %
Rates and annual charges revenue	95.5	90.0	6.1
Grants and contributions revenue	55.0	59.5	7.6
Operating result from continuing operations	37.2	10.8	244
Net operating result before capital grants and contributions	-4.6	-22.0	79.0

Level 19, Darling Park Tower 2, 201 Sussex Street, Sydney NSW 2000
GPO Box 12, Sydney NSW 2001 | t 02 9275 7101 | mail@audit.nsw.gov.au | audit.nsw.gov.au

Rates and annual charges revenue ($95.6 million) increased by $5.5 million (6.1 per cent) in 2023–24 mainly due to rate peg increase of 4.1 per cent.

Grants and contributions revenue ($55.0 million) decreased by $4.5 million (7.6 per cent) in 2023–24 mainly due to:

- decrease of $2.0 million of financial assistance grants. Council received 85% of financial assistance grants for 2024–25 in advance (100% in 2022–23)
- decrease of $23.6 million in grants received for transport and communication.

The above decreases were partially offset by:

- increase of $4.0 million in grants received for recreation and culture
- increase of $4.3 million in stormwater management funding
- increase of $6.1 million in donated non-cash contributions
- increase of $6.4 million in sewerage services funding received during the year.

Council's operating result from continuing operations ($37.2 million including depreciation, amortisation and impairment expense of $41.2 million) was $26.4 million higher than the 2022–23 result, mainly due to the:

- increase in rates and annual charges revenue by $5.5 million
- decrease in materials and services expenses by $15.3 million
- decrease in net loss from the disposal of assets by $9.0 million.

The net operating result before capital grants and contributions (deficit of $4.6 million) was $17.4 million higher than the 2022–23 result, mainly due to the increase in rates and annual charges revenue and a decrease in materials and services expenses, as mentioned above.

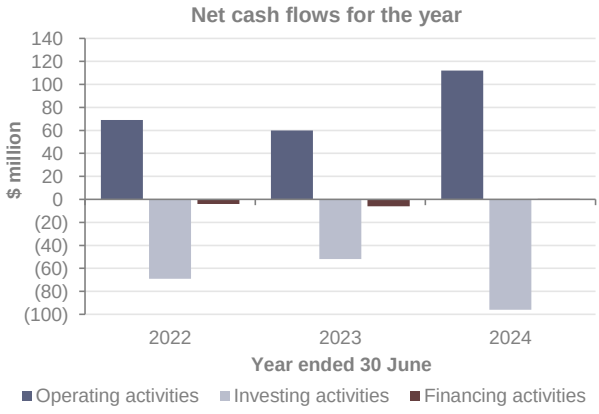
STATEMENT OF CASH FLOWS

The Council's cash and cash equivalents balance at 30 June 2024 was $30.5 million ($13.9 million as at 30 June 2023). There was a net increase in cash and cash equivalents of $16.6 million.

Net cash from operating activities increased by $52.2 million, mainly due to an increase in cash receipts from grants and contributions and a decrease in payments for materials and services.

Net cash outflows from investing activities decreased by $43.7 million, mainly due to increase in acquisition of term deposits and infrastructure, property, plant & equipment.

Net cash from financing activities increased by $6.3 million mainly due to proceeds from borrowings.



FINANCIAL POSITION

Cash and investments

Cash and investments	2024	2023	Commentary
	$m	$m	
Total cash, cash equivalents and investments	**233.0**	**199.4**	Externally restricted balances comprise mainly of specific purpose unexpended grants, developer contributions, domestic waste, water and sewer funds.
Restricted and allocated cash, cash equivalents and investments:			Internal allocations are determined by council policies or decisions, which are subject to change. The Council's internally restricted cash and cash equivalents have increased by $4.6 million mainly due to an increase in unexpended loan funds and bonds and deposits.
• External restrictions	211.5	179.3	
• Internal allocations	17.5	12.9	

Debt

At 30 June 2024, Council had:

- $15.4 million in secured loans ($14.8 million in 2022–23)
- $0.6 million in bank overdraft facility with Nil used
- $250,000 in credit card facility with $36,000 used.

PERFORMANCE

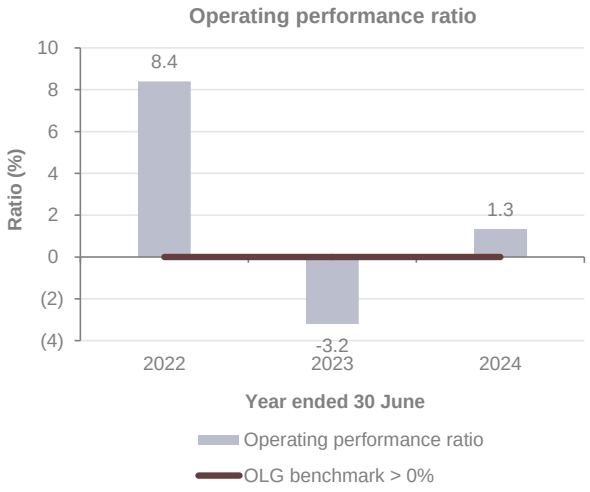
Performance measures

The following section provides an overview of the Council's performance against the performance measures and performance benchmarks set by the Office of Local Government (OLG) within the Department of Planning, Housing and Infrastructure.

Operating performance ratio

Council exceeded the benchmark for the current reporting period.

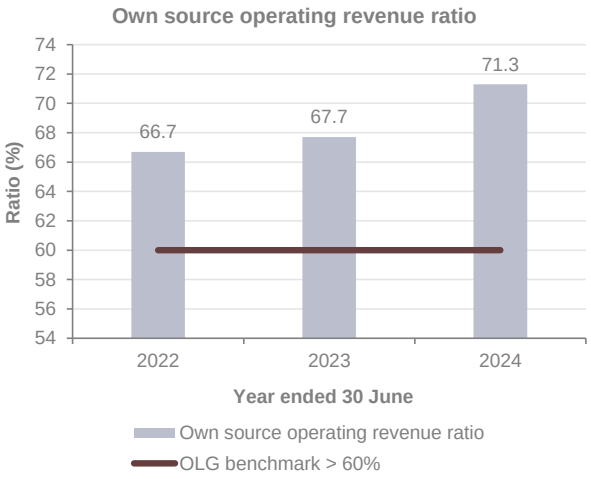
The 'operating performance ratio' measures how well council contained operating expenditure within operating revenue (excluding capital grants and contributions, fair value adjustments, and reversal of revaluation decrements). The benchmark set by OLG is greater than 0%.



Own source operating revenue ratio

Council exceeded the benchmark for the current reporting period.

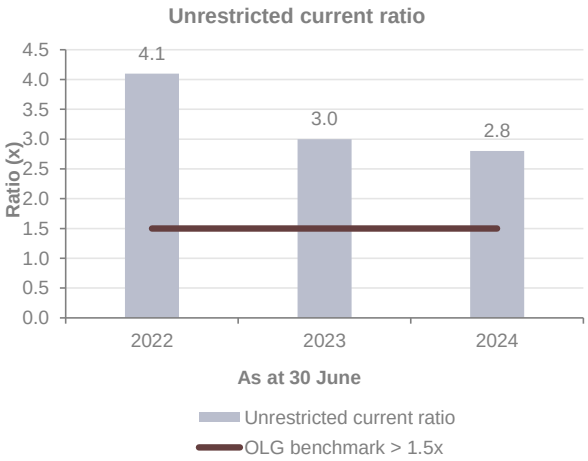
The 'own source operating revenue ratio' measures council's fiscal flexibility and the degree to which it relies on external funding sources such as operating grants and contributions. The benchmark set by OLG is greater than 60%.



Unrestricted current ratio

Council exceeded the benchmark for the current reporting period.

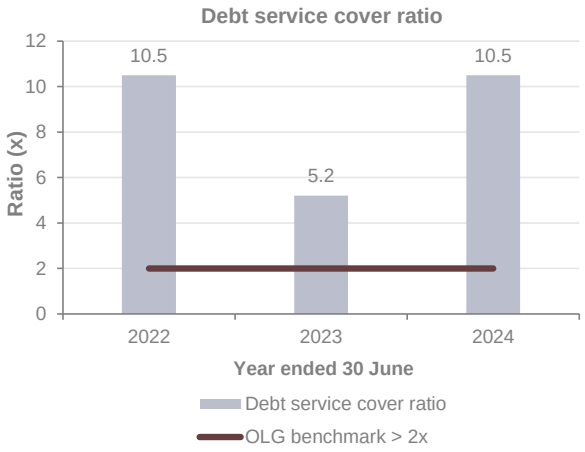
The 'unrestricted current ratio' is specific to local government and represents council's ability to meet its short-term obligations as they fall due. The benchmark set by OLG is greater than 1.5 times.



Debt service cover ratio

Council exceeded the benchmark for the current reporting period.

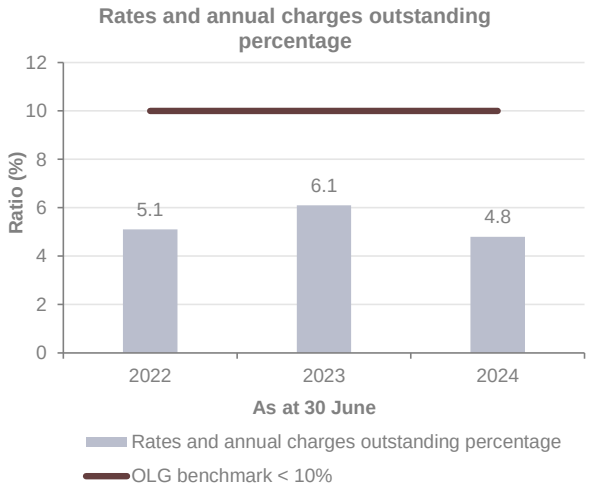
The 'debt service cover ratio' measures the operating cash to service debt including interest, principal and lease payments. The benchmark set by OLG is greater than two times.



Rates and annual charges outstanding percentage

Council met the benchmark for the current reporting period.

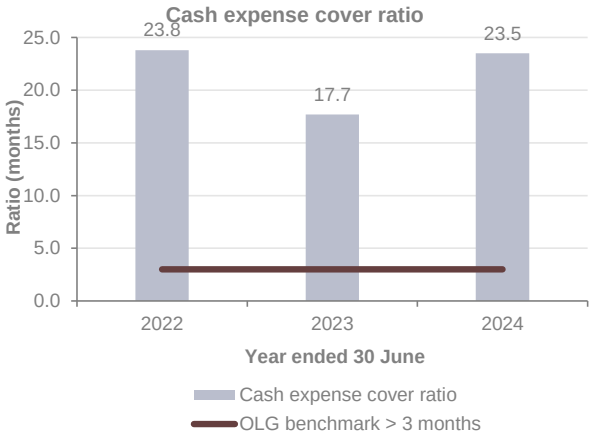
The 'rates and annual charges outstanding percentage' assesses the impact of uncollected rates and annual charges on council's liquidity and the adequacy of debt recovery efforts. The benchmark set by OLG is less than 10% for regional and rural councils.



Cash expense cover ratio

Council exceeded the benchmark for the current reporting period.

This liquidity ratio indicates the number of months the council can continue paying for its immediate expenses without additional cash inflow. The benchmark set by OLG is greater than three months.



Infrastructure, property, plant and equipment renewals

Council renewed $43.3 million of infrastructure, property, plant and equipment during the 2023–24 financial year. This was mainly due to an increase in capital work-in-progress. A further $44.9 million was spent on new assets including, capital work-in-progress, buildings, roads, footpaths, water supply network, sewerage network, stormwater drainage and open space and recreational assets.

Legislative compliance

My audit procedures did not identify any instances of material non-compliance with the financial reporting requirements in Chapter 13, Part 3, Division 2 of the LG Act and the associated regulation or a material deficiency in the Council's accounting records or financial statements. The Council's:

- accounting records were maintained in a manner and form to allow the GPFS to be prepared and effectively audited
- staff provided all accounting records and information relevant to the audit.

[redacted]

Furqan Yousuf
Director, Financial Audit

Delegate of the Auditor-General for New South Wales

Wingecarribee
SHIRE COUNCIL

Special Purpose
Financial Statements

For the year ended 30 June 2024



We're with you

Wingecarribee Shire Council

Special Purpose Financial Statements

for the year ended 30 June 2024

Contents Page

Statement by Councillors and Management 3

Special Purpose Financial Statements:

Income Statement of water supply business activity 4
Income Statement of sewerage business activity 5

Statement of Financial Position of water supply business activity 6
Statement of Financial Position of sewerage business activity 7

Note – Material accounting policy information 8

Auditor's Report on Special Purpose Financial Statements 11

Background

i. These Special Purpose Financial Statements have been prepared for the use by both Council and the Office of Local Government in fulfilling their requirements under National Competition Policy.

ii. The principle of competitive neutrality is based on the concept of a 'level playing field' between persons/entities competing in a market place, particularly between private and public sector competitors.

Essentially, the principle is that government businesses, whether Commonwealth, state or local, should operate without net competitive advantages over other businesses as a result of their public ownership.

iii. For Council, the principle of competitive neutrality and public reporting applies only to declared business activities.

These include **(a)** those activities classified by the Australian Bureau of Statistics as business activities being water supply, sewerage services, abattoirs, gas production and reticulation, and **(b)** those activities with a turnover of more than $2 million that Council has formally declared as a business activity (defined as Category 1 activities).

iv. In preparing these financial statements for Council's self-classified Category 1 businesses and ABS-defined activities, councils must **(a)** adopt a corporatisation model and **(b)** apply full cost attribution including tax-equivalent regime payments and debt guarantee fees (where the business benefits from Council's borrowing position by comparison with commercial rates).

Wingecarribee Shire Council

Special Purpose Financial Statements
for the year ended 30 June 2024

Statement by Councillors and Management made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

The attached Special Purpose Financial Statements have been prepared in accordance with:

- the NSW Government Policy Statement *'Application of National Competition Policy to Local Government'*,
- the Division of Local Government Guidelines *'Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality'*,
- the Local Government *Code of Accounting Practice and Financial Reporting*,
- sections 3 and 4 of the NSW Department of Planning and Environment, Water's *Regulatory and assurance framework for local water utilities.*

To the best of our knowledge and belief, these statements:

- present fairly the operating result and financial position for each of Council's declared business activities for the year, and
- accord with Council's accounting and other records.
- present overhead reallocation charges to the water and sewerage businesses as fair and reasonable.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 09 September 2024.

[redacted]

Clr Jesse Fitzpatrick
Mayor
30 October 2024

[redacted]

Lisa [illegible]
General Manager
30 October 2024

[redacted]

Pav Kuzmanovski
Responsible Accounting Officer
30 October 2024

Wingecarribee Shire Council

Income Statement of water supply business activity

for the year ended 30 June 2024

$ '000	2024	2023
Income from continuing operations		
Access charges	**4,496**	4,175
User charges	**10,743**	8,808
Fees	**517**	445
Interest and investment income	**3,548**	2,046
Grants and contributions provided for operating purposes	**–**	–
Other income	**1,010**	1,264
Total income from continuing operations	**20,314**	16,738
Expenses from continuing operations		
Employee benefits and on-costs	**4,198**	3,390
Materials and services	**7,465**	5,647
Water purchase charges	**1,567**	1,334
Depreciation, amortisation and impairment	**6,528**	6,328
Other expenses	**27**	37
Net loss from the disposal of assets	**1,003**	8,109
Calculated taxation equivalents	**317**	267
Total expenses from continuing operations	**21,105**	25,112
Deficit from continuing operations before capital amounts	**(791)**	(8,374)
Grants and contributions provided for capital purposes	**2,906**	1,646
Surplus from continuing operations after capital amounts	**2,115**	(6,728)
Surplus from all operations before tax	**2,115**	(6,728)
Surplus after tax	**2,115**	(6,728)
Plus opening accumulated surplus	**98,609**	105,070
Plus adjustments for amounts unpaid:		
– Taxation equivalent payments	**317**	267
Closing accumulated surplus	**101,041**	98,609
Return on capital %	**(0.3)%**	(3.2)%
Subsidy from Council	**12,560**	19,036
Calculation of dividend payable:		
Surplus after tax	**2,115**	(6,728)
Less: capital grants and contributions (excluding developer contributions)	**(2,906)**	(1,646)
Surplus for dividend calculation purposes	**–**	–
Potential dividend calculated from surplus	**–**	–

Wingecarribee Shire Council

Income Statement of sewerage business activity

for the year ended 30 June 2024

$ '000	2024	2023
Income from continuing operations		
Access charges	**21,137**	19,530
User charges	**1,432**	1,318
Liquid trade waste charges	**1**	2
Fees	**284**	327
Interest and investment income	**3,756**	2,026
Other income	**633**	826
Total income from continuing operations	**27,243**	24,029
Expenses from continuing operations		
Employee benefits and on-costs	**3,168**	3,781
Materials and services	**8,499**	7,356
Borrowing costs	**49**	160
Depreciation, amortisation and impairment	**8,184**	7,646
Other expenses	**18**	17
Net loss from the disposal of assets	**1,540**	1,695
Calculated taxation equivalents	**313**	262
Debt guarantee fee (if applicable)	**27**	98
Total expenses from continuing operations	**21,798**	21,015
Surplus from continuing operations before capital amounts	**5,445**	3,014
Grants and contributions provided for capital purposes	**9,914**	1,875
Surplus from continuing operations after capital amounts	**15,359**	4,889
Surplus from all operations before tax	**15,359**	4,889
Less: corporate taxation equivalent (25%) [based on result before capital]	**(1,361)**	(754)
Surplus after tax	**13,998**	4,135
Plus opening accumulated surplus	**193,965**	188,716
Plus adjustments for amounts unpaid:		
– Taxation equivalent payments	**313**	262
– Debt guarantee fees	**27**	98
– Corporate taxation equivalent	**1,361**	754
Closing accumulated surplus	**209,664**	193,965
Return on capital %	**1.3%**	0.8%
Subsidy from Council	**13,175**	12,784
Calculation of dividend payable:		
Surplus after tax	**13,998**	4,135
Less: capital grants and contributions (excluding developer contributions)	**(9,914)**	(1,875)
Surplus for dividend calculation purposes	**4,084**	2,260
Potential dividend calculated from surplus	**2,042**	1,130

Wingecarribee Shire Council

Statement of Financial Position of water supply business activity
as at 30 June 2024

$ '000	2024	2023
ASSETS		
Current assets		
Cash and cash equivalents	**9,695**	4,729
Investments	**55,346**	56,780
Receivables	**4,465**	3,813
Inventories	**617**	553
Total current assets	**70,123**	65,875
Non-current assets		
Investments	**9,000**	6,500
Infrastructure, property, plant and equipment	**273,703**	265,247
Total non-current assets	**282,703**	271,747
Total assets	**352,826**	337,622
LIABILITIES		
Current liabilities		
Payables	**1,215**	854
Contract liabilities	**109**	169
Employee benefit provisions	**784**	619
Total current liabilities	**2,108**	1,642
Non-current liabilities		
Employee benefit provisions	**54**	54
Total non-current liabilities	**54**	54
Total liabilities	**2,162**	1,696
Net assets	**350,664**	335,926
EQUITY		
Accumulated surplus	**101,042**	98,610
Revaluation surplus	**249,622**	237,316
Total equity	**350,664**	335,926

Wingecarribee Shire Council

Statement of Financial Position of sewerage business activity

as at 30 June 2024

$ '000	2024	2023
ASSETS		
Current assets		
Cash and cash equivalents	**10,679**	4,736
Investments	**61,876**	56,883
Receivables	**9,213**	6,322
Inventories	**87**	76
Total current assets	**81,855**	68,017
Non-current assets		
Investments	**9,000**	6,500
Infrastructure, property, plant and equipment	**434,154**	396,976
Total non-current assets	**443,154**	403,476
Total assets	**525,009**	471,493
LIABILITIES		
Current liabilities		
Payables	**5,319**	932
Contract liabilities	**22,386**	5,129
Borrowings	**623**	1,209
Employee benefit provisions	**815**	957
Total current liabilities	**29,143**	8,227
Non-current liabilities		
Borrowings	**–**	1,217
Employee benefit provisions	**28**	41
Total non-current liabilities	**28**	1,258
Total liabilities	**29,171**	9,485
Net assets	**495,838**	462,008
EQUITY		
Accumulated surplus	**209,664**	193,968
Revaluation surplus	**286,174**	268,040
Total equity	**495,838**	462,008

Note – Material accounting policy information

A statement summarising the supplemental accounting policies adopted in the preparation of the special purpose financial statements (SPFS) for National Competition Policy (NCP) reporting purposes follows.

These financial statements are SPFS prepared for use by Council and the Office of Local Government. For the purposes of these statements, Council is a non-reporting not-for-profit entity.

The figures presented in these special purpose financial statements have been prepared in accordance with the recognition and measurement criteria of relevant Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board (AASB) and Australian Accounting Interpretations.

Councils are to provide details of any changes in accounting policies, errors or changes in accounting estimates during the year - the disclosures in G4 of Section 1 of the Code or the relevant disclosures from AASB 1060 (paragraphs 106 - 108 for changes in accounting policy, paragraph 109 for changes in accounting estimates or paragraph 110 for errors), can be used by the council where these changes have occurred.

The disclosures in these special purpose financial statements have been prepared in accordance with the *Local Government Act 1993* (Act), the *Local Government (General) Regulation 2005* (Regulation) and the Local Government Code of Accounting Practice and Financial Reporting.

The statements are prepared on an accruals basis. They are based on historic costs and do not take into account changing money values or, except where specifically stated, fair value of non-current assets. Certain taxes and other costs, appropriately described, have been imputed for the purposes of the National Competition Policy.

The Statement of Financial Position includes notional assets/liabilities receivable from/payable to Council's general fund. These balances reflect a notional intra-entity funding arrangement with the declared business activities.

National Competition Policy

Council has adopted the principle of 'competitive neutrality' in its business activities as part of the National Competition Policy which is being applied throughout Australia at all levels of government. The framework for its application is set out in the June 1996 NSW Government Policy statement titled 'Application of National Competition Policy to Local Government'. *The Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality* issued by the Office of Local Government in July 1997 has also been adopted.

The pricing and costing guidelines outline the process for identifying and allocating costs to activities and provide a standard for disclosure requirements. These disclosures are reflected in Council's pricing and/or financial reporting systems and include taxation equivalents, Council subsidies, and returns on investments (rate of return and dividends paid).

Declared business activities

In accordance with *Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality*, Council has declared that the following are to be considered as business activities:

Category 1
(where gross operating turnover is over $2 million)

a. Wingecarribee Shire Council Water Fund
Comprising the whole of the operations and assets of the water supply systems servicing the major towns of Moss Vale, Bowral, Mittagong, Robertson and Bundanoon and surrounding villages, and the village of Berrima.

b. Wingecarribee Shire Council Sewerage Fund
Comprising the whole of the operations and assets of the sewerage reticulation and treatment system servicing the major towns of Moss Vale, Bowral and Bundanoon, Robertson, and Mittagong and surrounding villages, and the village of Berrima.

Category 2
(where gross operating turnover is less than $2 million)

Nil

Taxation equivalent charges

Council is liable to pay various taxes and financial duties. Where this is the case, they are disclosed as a cost of operations just like all other costs.

continued on next page ...

Note – Material accounting policy information (continued)

However, where Council does not pay some taxes which are generally paid by private sector businesses, such as income tax, these equivalent tax payments have been applied to all Council-nominated business activities and are reflected in Special Purpose Financial Statements.

For the purposes of disclosing comparative information relevant to the private sector equivalent, the following taxation equivalents have been applied to all Council-nominated business activities (this does not include Council's non-business activities):

Notional rate applied (%)

Corporate income tax rate – **25.0%** (2023: 25.0%)

Land tax – the first $1,075,000 (2023: $969,000) of combined land values attracts **0%**. For the combined land values in excess of $1,075,000 up to $6,571,000 the rate is **$100 + 1.6%**. For the remaining combined land value that exceeds $6,571,000 (2023: $5,925,000) a premium marginal rate of **2.0%** applies.

In accordance with section 4 of Department of Planning and Environment (DPE) – Water's regulatory and assurance framework, a payment for the amount calculated as the annual tax equivalent charges (excluding income tax) must be paid from water supply and sewerage business activities.

The payment of taxation equivalent charges, referred to in the regulatory and assurance framework as a 'dividend for taxation equivalent', may be applied for any purpose allowed under the Act.

Achievement of substantial compliance to sections 3 and 4 of DPE – Water's regulatory and assurance framework is not a prerequisite for the payment of the tax equivalent charges; however the payment must not exceed $3 per assessment.

Income tax

An income tax equivalent has been applied on the profits of the business activities.

Whilst income tax is not a specific cost for the purpose of pricing a good or service, it needs to be taken into account in terms of assessing the rate of return required on capital invested.

Accordingly, the return on capital invested is set at a pre-tax level - gain/(loss) from ordinary activities before capital amounts, as would be applied by a private sector competitor. That is, it should include a provision equivalent to the corporate income tax rate, currently 25.0% (2023: 25.0%).

Income tax is only applied where a gain from ordinary activities before capital amounts has been achieved.

Since the taxation equivalent is notional – that is, it is payable to Council as the 'owner' of business operations - it represents an internal payment and has no effect on the operations of Council. Accordingly, there is no need for disclosure of internal charges in the SPFS.

The rate applied of 25.0% is the equivalent company tax rate prevalent at reporting date. No adjustments have been made for variations that have occurred during the year.

Local government rates and charges

A calculation of the equivalent rates and charges for all Category 1 businesses has been applied to all assets owned, or exclusively used by the business activity.

Loan and debt guarantee fees

The debt guarantee fee is designed to ensure that Council business activities face 'true' commercial borrowing costs in line with private sector competitors. In order to calculate a debt guarantee fee, Council has determined what the differential borrowing rate would have been between the commercial rate and Council's borrowing rate for its business activities.

(i) Subsidies

Government policy requires that subsidies provided to customers, and the funding of those subsidies, must be explicitly disclosed. Subsidies occur where Council provides services on a less than cost recovery basis. This option is exercised on a range of services in order for Council to meet its community service obligations. The overall effect of subsidies is contained within the Income Statements of business activities.

continued on next page ...

Note – Material accounting policy information (continued)

(ii) Return on investments (rate of return)
The NCP policy statement requires that councils with Category 1 businesses 'would be expected to generate a return on capital funds employed that is comparable to rates of return for private businesses operating in a similar field'.

Funds are subsequently available for meeting commitments or financing future investment strategies. The rate of return is disclosed for each of Council's business activities on the Income Statement.

The rate of return is calculated as follows:

$$\frac{\text{Operating result before capital income + interest expense}}{\text{Written down value of I,PP\&E as at 30 June}}$$

As a minimum, business activities should generate a return equal to the Commonwealth 10 year bond rate which is 4.02% at 30/6/2023 (2022: 3.66%).

(iii) Dividends

Council is not required to pay dividends to either itself (as owner of a range of businesses) or to any external entities.

Local government water supply and sewerage businesses are permitted to pay an annual dividend from their water supply or sewerage business surplus.

Each dividend must be calculated and approved in accordance with section 4 of DPE – Water's regulatory and assurance framework and must not exceed:

- 50% of this surplus in any one year, or
- the number of water supply or sewerage assessments at 30 June 2024 multiplied by $30 (less the payment for tax equivalent charges, not exceeding $3 per assessment).

In accordance with section 4 of DPE – Water's regulatory and assurance framework, statement of compliance and statement of dividend payment, dividend payment form and unqualified independent financial audit report are submitted to DPE – Water.

Wingecarribee Shire Council

Special Purpose Financial Statements

for the year ended 30 June 2024

INDEPENDENT AUDITOR'S REPORT

Report on the special purpose financial statements

Wingecarribee Shire Council

To the Councillors of Wingecarribee Shire Council

Opinion

I have audited the accompanying special purpose financial statements (the financial statements) of Wingecarribee Shire Council's (the Council) Declared Business Activities, which comprise the Statement by Councillors and Management, the Income Statement of each Declared Business Activity for the year ended 30 June 2024, the Statement of Financial Position of each Declared Business Activity as at 30 June 2024 and the Material accounting policy information note.

The Declared Business Activities of the Council are:

- Water Supply
- Sewerage

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Council's declared Business Activities as at 30 June 2024, and their financial performance for the year then ended, in accordance with the Australian Accounting Standards described in the Material accounting policy information note and the Local Government Code of Accounting Practice and Financial Reporting 2023–24 (LG Code).

My opinion should be read in conjunction with the rest of this report.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Statements' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants (including Independence Standards)' (APES 110).

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as the auditor of councils
- precluding the Auditor-General from providing non-audit services.

I have fulfilled my other ethical responsibilities in accordance with APES 110.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Level 19, Darling Park Tower 2, 201 Sussex Street, Sydney NSW 2000
GPO Box 12, Sydney NSW 2001 | t 02 9275 7101 | mail@audit.nsw.gov.au | audit.nsw.gov.au

Emphasis of Matter - Basis of Accounting

Without modifying my opinion, I draw attention to the Material accounting policy information note to the financial statements which describes the basis of accounting. The financial statements have been prepared for the purpose of fulfilling the Council's financial reporting responsibilities under the LG Code. As a result, the financial statements may not be suitable for another purpose.

Other Information

The Council's annual report for the year ended 30 June 2024 includes other information in addition to the financial statements and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the general purpose financial statements and Special Schedules (the Schedules).

My opinion on the financial statements does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the general purpose financial statements and Special Schedule 'Permissible income for general rates'.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Councillors' Responsibilities for the Financial Statements

The Councillors are responsible for the preparation and fair presentation of the financial statements and for determining that the accounting policies, described in the Material accounting policy information note to the financial statements, are appropriate to meet the requirements in the LG Code. The Councillors' responsibility also includes such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to:

- obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial statements.

A description of my responsibilities for the audit of the financial statements is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar4.pdf. The description forms part of my auditor's report.

The scope of my audit does not include, nor provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- about the security and controls over the electronic publication of the audited financial statements on any website where they may be presented
- about any other information which may have been hyperlinked to/from the financial statements.



Furqan Yousuf
Delegate of the Auditor-General for New South Wales

31 October 2023
SYDNEY

Special Schedules

Wingecarribee
SHIRE COUNCIL

For the year ended 30 June 2024



Wingecarribee Shire Council

Special Schedules
for the year ended 30 June 2024

Contents Page

Special Schedules:

Permissible income for general rates 3

Report on infrastructure assets as at 30 June 2024 5

Wingecarribee Shire Council

Permissible income for general rates

$ '000	Notes	2023/24	2024/25
Notional general income calculation [1]			
Last year notional general income yield	a	55,748	**58,261**
Plus or minus adjustments [2]	b	223	**288**
Notional general income	c = a + b	**55,971**	**58,549**
Permissible income calculation			
Percentage increase	d	4.10%	**4.60%**
Plus percentage increase amount [3]	f = d x (c + e)	2,295	**2,693**
Sub-total	g = (c + e + f)	**58,266**	**61,242**
Plus (or minus) last year's carry forward total	h	20	**25**
Sub-total	j = (h + i)	**20**	**25**
Total permissible income	k = g + j	58,286	**61,267**
Less notional general income yield	l	58,261	**61,237**
Catch-up or (excess) result	m = k – l	25	**30**
Carry forward to next year [6]	p = m + n + o	25	**30**

Notes

(1) The notional general income will not reconcile with rate income in the financial statements in the corresponding year. The statements are reported on an accrual accounting basis which include amounts that relate to prior years' rates income.

(2) Adjustments account for changes in the number of assessments and any increase or decrease in land value occurring during the year. The adjustments are called 'supplementary valuations' as defined in the *Valuation of Land Act 1916 (NSW)*.

(3) The 'percentage increase' is inclusive of the rate-peg percentage, and/or special variation and/or Crown land adjustment (where applicable).

(6) Carry-forward amounts which are in excess (an amount that exceeds the permissible income) require Ministerial approval by order published in the *NSW Government Gazette* in accordance with section 512 of the Act. The OLG will extract these amounts from Council's Permissible income for general rates Statement in the financial data return (FDR) to administer this process.

OFFICIAL

INDEPENDENT AUDITOR'S REPORT

Special Schedule – Permissible income for general rates

Wingecarribee Shire Council

To the Councillors of Wingecarribee Shire Council

Opinion

I have audited the accompanying Special Schedule – Permissible income for general rates (the Schedule) of Wingecarribee Shire Council (the Council) for the year ending 30 June 2025.

In my opinion, the Schedule is prepared, in all material respects in accordance with the requirements of the Local Government Code of Accounting Practice and Financial Reporting 2023–24 (LG Code) and is in accordance with the books and records of the Council.

My opinion should be read in conjunction with the rest of this report.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Schedule' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants (including Independence Standards)' (APES 110).

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as auditor of councils
- precluding the Auditor-General from providing non-audit services.

I have fulfilled my other ethical responsibilities in accordance with APES 110.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Emphasis of Matter - Basis of Accounting

Without modifying my opinion, I draw attention to the special purpose framework used to prepare the Schedule. The Schedule has been prepared for the purpose of fulfilling the Council's reporting obligations under the LG Code. As a result, the Schedule may not be suitable for another purpose.

Level 19, Darling Park Tower 2, 201 Sussex Street, Sydney NSW 2000
GPO Box 12, Sydney NSW 2001 | t 02 9275 7101 | mail@audit.nsw.gov.au | audit.nsw.gov.au

OFFICIAL

OFFICIAL

Other Information

The Council's annual report for the year ended 30 June 2024 includes other information in addition to the Schedule and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the general purpose financial statements, special purpose financial statements and Special Schedule 'Report on infrastructure assets' as at 30 June 2024.

My opinion on the Schedule does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the general purpose financial statements and the special purpose financial statements.

In connection with my audit of the Schedule, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the Schedule or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Councillors' Responsibilities for the Schedule

The Councillors are responsible for the preparation of the Schedule in accordance with the LG Code. The Councillors' responsibility also includes such internal control as the Councillors determine is necessary to enable the preparation of the Schedule that is free from material misstatement, whether due to fraud or error.

In preparing the Schedule, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

Auditor's Responsibilities for the Audit of the Schedule

My objectives are to:

- obtain reasonable assurance whether the Schedule as a whole is free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the Schedule.

A description of my responsibilities for the audit of the Schedule is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar8.pdf. The description forms part of my auditor's report.

OFFICIAL

OFFICIAL

The scope of my audit does not include, nor provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- about the security and controls over the electronic publication of the audited Schedule on any website where it may be presented
- about any other information which may have been hyperlinked to/from the Schedule.



Furqan Yousuf
Delegate of the Auditor-General for New South Wales

31 October 2024
SYDNEY

OFFICIAL

Wingecarribee Shire Council

Report on infrastructure assets as at 30 June 2024

Asset Class	Asset Category	Estimated cost to bring assets to satisfactory standard $ '000	Estimated cost to bring to the agreed level of service set by Council $ '000	2023/24 Required maintenance [a] $ '000	2023/24 Actual maintenance $ '000	Net carrying amount $ '000	Gross replacement cost (GRC) $ '000	Assets in condition as a percentage of gross replacement cost 1	2	3	4	5
Buildings	Other	1,462	1,462	2,367	4,595	164,294	219,095	54.8%	25.0%	17.2%	3.0%	0.0%
	Sub-total	**1,462**	**1,462**	**2,367**	**4,595**	**164,294**	**219,095**	**54.8%**	**25.0%**	**17.2%**	**3.0%**	**0.0%**
Other structures	Other structures	81	81	125	231	9,166	13,484	40.0%	28.0%	29.0%	3.0%	0.0%
	Sub-total	**81**	**81**	**125**	**231**	**9,166**	**13,484**	**40.0%**	**28.0%**	**29.0%**	**3.0%**	**0.0%**
Roads	Sealed roads	14,464	14,464	5,873	4,988	327,489	552,530	4.6%	56.4%	31.7%	7.3%	0.0%
	Unsealed roads	1,838	1,838	1,646	2,149	52,808	92,952	1.0%	58.0%	34.1%	6.9%	0.0%
	Bridges	129	129	20	26	43,658	50,721	83.3%	13.9%	1.5%	1.3%	0.0%
	Footpaths	75	75	230	539	46,241	56,432	65.0%	29.3%	5.1%	0.6%	0.0%
	Other road assets	62	62	887	1,100	72,980	97,377	28.0%	65.3%	6.5%	0.3%	0.0%
	Bulk earthworks	–	–	–	–	291,048	291,048	0.0%	100.0%	0.0%	0.0%	0.0%
	Other	–	–	–	–	–	–	0.0%	0.0%	0.0%	0.0%	0.0%
	Sub-total	**16,568**	**16,568**	**8,656**	**8,802**	**834,224**	**1,141,060**	**11.6%**	**65.2%**	**19.0%**	**4.2%**	**0.0%**
Water supply network	Other	2,592	2,592	12,794	12,616	250,376	473,628	72.0%	16.6%	10.0%	0.6%	0.9%
	Sub-total	**2,592**	**2,592**	**12,794**	**12,616**	**250,376**	**473,628**	**72.0%**	**16.6%**	**10.0%**	**0.6%**	**0.8%**
Sewerage network	Other	7,534	7,534	11,326	11,100	381,632	581,814	77.2%	16.5%	3.0%	1.1%	2.2%
	Sub-total	**7,534**	**7,534**	**11,326**	**11,100**	**381,632**	**581,814**	**77.2%**	**16.5%**	**3.0%**	**1.1%**	**2.2%**
Stormwater drainage	Other	5,934	5,934	682	470	211,466	261,305	36.9%	32.1%	24.0%	4.0%	3.0%
	Sub-total	**5,934**	**5,934**	**682**	**470**	**211,466**	**261,305**	**36.9%**	**32.1%**	**24.0%**	**4.0%**	**3.0%**
Open space / recreational assets	Open space / recreational assets	901	901	2,243	2,127	30,682	52,932	27.0%	40.0%	26.0%	7.0%	0.0%
	Sub-total	**901**	**901**	**2,243**	**2,127**	**30,682**	**52,932**	**27.0%**	**40.0%**	**26.0%**	**7.0%**	**0.0%**
Other infrastructure assets	Public Art and Monuments	10	10	–	–	2,185	2,678	66.0%	28.0%	4.0%	2.0%	0.0%
	Sub-total	**10**	**10**	**–**	**–**	**2,185**	**2,678**	**66.0%**	**28.0%**	**4.0%**	**2.0%**	**0.0%**
	Total – all assets	**35,082**	**35,082**	**38,193**	**39,941**	**1,884,025**	**2,745,996**	**42.3%**	**39.4%**	**14.6%**	**2.9%**	**0.8%**

(a) Required maintenance is the amount identified in Council's asset management plans.

continued on next page ...

Wingecarribee Shire Council

Report on infrastructure assets as at 30 June 2024 (continued)

Infrastructure asset condition assessment 'key'

1	**Excellent/very good**	No work required (normal maintenance)
2	**Good**	Only minor maintenance work required
3	**Satisfactory**	Maintenance work required
4	**Poor**	Renewal required
5	**Very poor**	Urgent renewal/upgrading required

Wingecarribee Shire Council

Report on infrastructure assets as at 30 June 2024

Infrastructure asset performance indicators (consolidated) *

$ '000	Amounts 2024	Indicator 2024	Indicators 2023	Indicators 2022	Benchmark
Buildings and infrastructure renewals ratio					
Asset renewals [1] / Depreciation, amortisation and impairment	43,257 / 37,905	114.12%	131.70%	140.65%	> 100.00%
Infrastructure backlog ratio					
Estimated cost to bring assets to a satisfactory standard / Net carrying amount of infrastructure assets	35,082 / 1,964,756	1.79%	1.66%	1.72%	< 2.00%
Asset maintenance ratio					
Actual asset maintenance / Required asset maintenance	39,941 / 38,193	104.58%	104.43%	116.03%	> 100.00%
Cost to bring assets to agreed service level					
Estimated cost to bring assets to an agreed service level set by Council / Gross replacement cost	35,082 / 2,745,996	1.28%	1.20%	1.24%	

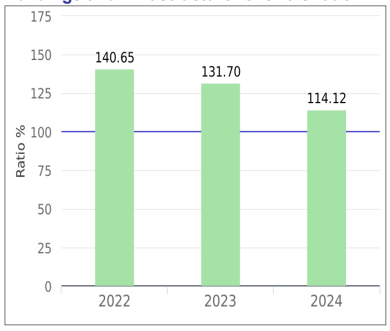
(*) All asset performance indicators are calculated using classes identified in the previous table.

(1) Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.

Wingecarribee Shire Council

Report on infrastructure assets as at 30 June 2024

Buildings and infrastructure renewals ratio



Buildings and infrastructure renewals ratio	Commentary on result
	23/24 ratio 114.12%
To assess the rate at which these assets are being renewed relative to the rate at which they are depreciating.	Council's Buidling and Infrastructure Renewal Ratio has remained above benchmark as Council continues to renew its assets. This level of investment will continue in Council's Long Term Financial Plan and will be monitored as Council's infrastructure network is impacted by the inclement weather events that have directly impacted the condition of the network.

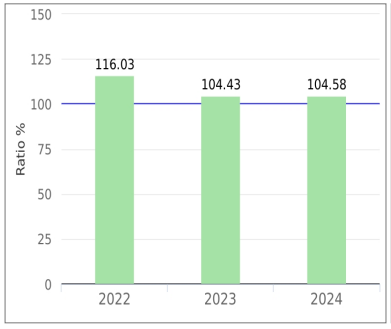
Benchmark: — > 100.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

Asset maintenance ratio



Asset maintenance ratio	Commentary on result
	23/24 ratio 104.58%
Compares actual vs. required annual asset maintenance. A ratio above 1.0 indicates Council is investing enough funds to stop the infrastructure backlog growing.	This ratio has trended consistently as Council maintains its assets as required.

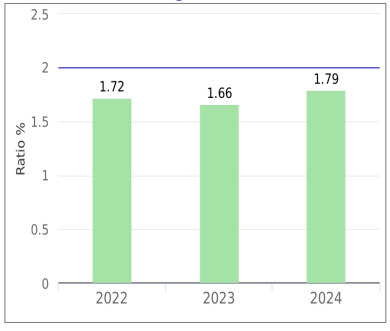
Benchmark: — > 100.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

Infrastructure backlog ratio



Infrastructure backlog ratio	Commentary on result
	23/24 ratio 1.79%
This ratio shows what proportion the backlog is against the total value of a Council's infrastructure.	Council's Infrastructure Backlog ratio has exceeded the benchmark, but the impacts of the inclement weather events have impacted the condition of the infrastructure network. This will be monitored as advocacy continues in seeking grant opportunities to expedite the repair of the infrastructure network in addition to existing renewal and maintenance investment.

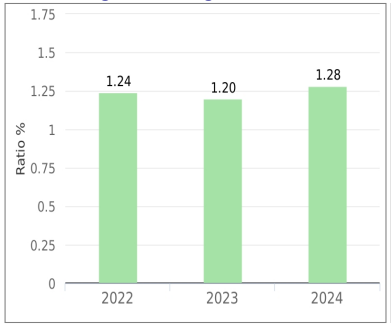
Benchmark: — < 2.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

Cost to bring assets to agreed service level



Cost to bring assets to agreed service level	Commentary on result
	23/24 ratio 1.28%
This ratio provides a snapshot of the proportion of outstanding renewal works compared to the total value of assets under Council's care and stewardship.	The cost to bring assets to agreed service levels has slightly diminished as the inclement weather events have caused further deterioration to the infrastructure network. This will be monitored as advocacy continues in seeking grant opportunities to expedite the repair of the infrastructure network in addition to existing renewal and maintenance investment.

Wingecarribee Shire Council

Report on infrastructure assets as at 30 June 2024

Infrastructure asset performance indicators (by fund)

$ '000	General fund 2024	General fund 2023	Water fund 2024	Water fund 2023	Sewer fund 2024	Sewer fund 2023	Benchmark
Buildings and infrastructure renewals ratio							
Asset renewals [1] / Depreciation, amortisation and impairment	**170.86%**	191.90%	**21.01%**	19.62%	**18.34%**	50.01%	> 100.00%
Infrastructure backlog ratio							
Estimated cost to bring assets to a satisfactory standard / Net carrying amount of infrastructure assets	**1.87%**	1.68%	**1.04%**	1.09%	**1.97%**	1.96%	< 2.00%
Asset maintenance ratio							
Actual asset maintenance / Required asset maintenance	**115.29%**	136.48%	**98.61%**	91.45%	**98.00%**	82.98%	> 100.00%
Cost to bring assets to agreed service level							
Estimated cost to bring assets to an agreed service level set by Council / Gross replacement cost	**1.48%**	1.32%	**0.55%**	0.59%	**1.29%**	1.31%	

(1) Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.

Wingecarribee
SHIRE COUNCIL

Audit Risk and Improvement Committee

Draft Annual Report 2023/24

5 September 2024



We're with you

WINGECARRIBEE SHIRE COUNCIL

Acknowledgement of Country

Wingecarribee Shire Council acknowledges the Gundungurra and Dharawal people as the Traditional Custodians of this land. We pay respect to the Traditional Custodians, their Ancestors who cared for this Country for many thousands of years, and their Elders and descendants who continue to care for Country.

Contents

Acknowledgement of Country 2
About the Audit Risk and Improvement Annual Report 4
Audit, Risk and Improvement Committee 4
ARIC Roles and Responsibilities 5
ARIC and the Local Government (General) Regulation 2021 Changes 5
Member Profiles 7
Stephen Horne 7
Mark McCoy 7
Simone Schwarz 7
Michael Quirk 8
Other Regular Attendees 8
Key Achievements of the Committee – Report from the Chair 9
WSC ARIC areas of Focus (Year 3) 9
ARIC Activity 10
Meeting held during the year 10
ARIC Shire Tour 10
Committee Report Card 11
Internal Audit 12
Internal Audit Activity Status 13
External Audit 13

About the Audit Risk and Improvement Annual Report

This Annual Report documents the operation and activities of the Audit, Risk and Improvement Committee (ARIC) for Wingecarribee Shire Council from the 1 July 2023 to 30 June 2024.

Wingecarribee Shire Council's ARIC provided Council with independent assurance and assistance on its financial management, control framework, risk management, governance and external accountability. Council's ARIC was established under section 428A of the *Local Government Amendment (Governance and Planning) Act 2016.*

The committee operates under a formal Charter approved by Council and meets at least four (4) times per year. An additional meeting is held annually to endorse Council's financial statements.

There are four (4) independent members on the Committee, including one member who is the Chair of the Committee. The profile of each of the members is outlined on page 7 of this report.

Audit, Risk and Improvement Committee

Background to the Establishment of the Committee

On 12 March 2021 the Minister for Local Government suspended the Councillors of Wingecarribee Shire Council and appointed Mr Viv May PSM as the Interim Administrator.

As a part of a broader organisational review program, at the Extraordinary Meeting of Council held on 17 March 2021 the Interim Administrator requested a review of the Charter and membership of the Audit, Risk and Improvement Committee (ARIC).

A review of Council's ARIC Charter and committee membership was undertaken to ensure it reflected best practice and complied with foreshadowed legislative changes relating to audit, risk and improvement committees.

At the Ordinary Meeting of Council held on 21 April 2021, Council adopted the revised Terms of Reference and dissolved the Audit, Risk and Improvement Committee (ARIC). Subsequently thereafter Council called for Expressions of Interest.

At the Ordinary Meeting of Council held on 28 July 2021, Council:

- Endorsed the appointment of Mr Stephen Horne, Mr Mark McCoy, Ms Simone Schwarz and Mr Michael Quirk to the Audit, Risk and Improvement Committee from 1 September 2021 for a three (3) year term expiring 31 August 2024 and
- Appointed Mr Stephen Horne as Chair of the Audit, Risk and Improvement Committee for the three-year term.

ARIC Roles and Responsibilities

The ARIC provides an advisory and assurance role only, and has no administrative function, delegated financial responsibility or any management functions. The Committee provides advice and assurance to the General Manager and Council.

The Committee's responsibilities relate to the following functions:

- Internal Audit
- External Audit
- Risk Management
- Control Framework
- Community Strategic Planning
- Service Delivery
- Performance Data and Measurement.

The obligations of the ARIC, as well as the objectives, authority, roles and responsibilities, reporting requirements and other key information is specified in the Committee's Terms of Reference that were adopted by Council in April 2021.

ARIC and the Local Government (General) Regulation 2021 Changes

In late 2023, amendments were made to the *Local Government (General) Regulation 2021* which came into effect from the 1 July 2024. The amendments set out new requirements for all ARICs. From 1 July 2024, all NSW Councils were required to adopt by Council resolution an ARIC Terms of Reference and an Internal Audit Charter to guide how the ARIC and internal audit function will operate.

The Office of Local Government (OLG) has issued Guidelines for Risk Management and Internal Audit for Local Government (Guidelines) to support the amendments to the Regulation. The Guidelines have been issued under section 23A of the Local Government Act 1993 (Act). Councils are required to consider the Guidelines when implementing the requirements prescribed under the Act and the Local Government (General) Regulation 2021 (Regulation). These guidelines relate to the Audit, Risk and Improvement Committee, risk management and internal audit functions. The model Terms of Reference are also contained within these Guidelines.

At its 15 May 2024 meeting, Council adopted revised Audit, Risk and Improvement Committee (ARIC) Terms of Reference (ToR) and an Internal Audit Charter. These documents are consistent with the Office of Local Government (OLG) Guidelines and take effect from 1 July 2024.

The three (3) year appointment term of the four (4) independent members is due to expire on 31 August 2024. Section 216G of Regulation specifies:

1. A Council may appoint a member of the council's Audit, Risk and Improvement Committee for a term of no more than 4 years.
2. A person who continues to be eligible for appointment may be reappointed.
3. A person must not be a member of an Audit, Risk and Improvement Committee for a particular council for more than 8 years in a 10-year period.

Given that Local Government Elections are scheduled to be held on 14 September 2024 and Council has been in Administration since March 2021, it was recommended to Council that the

current four (4) independent members (including the Chair) are reappointed to the ARIC, with a staggered term end date. Reappointing the current members will provide stability while the newly elected Council are onboarded and inducted. This will ensure that:

- Knowledge of the Council's operations, financial reporting, structure and other important aspects are not lost to the Audit, Risk and Improvement Committee when members change.
- The ARIC independence is maintained. This staggered approach is consistent with the Guidelines, which also recommends no more than one member should leave the ARIC because of rotation in anyone year.

All committee members must meet the independence and eligibility criteria prescribed under the Regulation. Based on this, at the Council meeting held on 19 June 2024, Council resolved to reappoint the ARIC members as follows:

- Mr Stephen Horne as Chair of the Audit, Risk and Improvement Committee for a further four-year term, 1 September 2024 – 31 August 2028.
- Mr Mark McCoy as an independent member of the Audit, Risk and Improvement Committee for a further three-year term, 1 September 2024 – 31 August 2027.
- Mr Michael Quirk as an independent member of the Audit, Risk and Improvement Committee for a further two-year term, 1 September 2024 – 31 August 2026.
- Ms Simone Schwarz as an independent member of the Audit, Risk and Improvement Committee for a further one-year term, 1 September 2024 – 31 August 2025.

Member Profiles

Stephen Horne



Stephen Horne is a qualified Company Director, Governance Professional and Internal Auditor. He has developed a portfolio of audit committee experience spanning the Commonwealth, NSW Local Government and Victorian Local Government sectors. He is also a trainer in the fields of internal audit, risk and integrity.

Mr Horne previously had a 38-year career in the NSW public sector. His executive roles included NSW Assistant Auditor-General (Performance Audit), and Chief Executive of a Government Trading Enterprise, the Internal Audit Bureau.

Mark McCoy



Mark has twenty years of experience as a non-executive director in banking, software, hospital and aged care sectors, and as chair of various board committees for over fifteen years.

His 'day job' is running his own professional practice advising the boards and CEOs of public and private sector clients on a wide range of governance and business improvement issues.

His earlier career included several C-level roles (Director of Operations, Chief Executive Officer and Chief Financial Officer) in a mix of large international and smaller local organisations, as well as both audit and risk management roles.

Mark has taught twenty different units of study to post-graduate and undergraduate students across four different disciplines at four universities during the last fifteen years, and he is a published author in matters of corporate governance.

Simone Schwarz



Simone Schwarz is a consultant with over 30 years' experience in Councils. She is passionate about local government and community wellbeing.

Simone has subject matter expertise in Community Strategic Planning, Government and Public Administration and is an innovative leader and implementation specialist. She brings intellectual freedom and is highly experienced in the day-to-day operations of councils and the governance requirements of various functions within local government. Simone has particular expertise in performance management frameworks, external accountability and the link to organisational and community strategy and outcomes.

She has Bachelor of Arts (Communications) and Masters of Applied Social Research Degrees and is an Associate at the UTS Institute of Public Policy and Governance.

Simone has experience as a senior executive at Inner West, Marrickville, City of Ryde and Sutherland Shire Councils. She has managed all facets of local government and a workforce of 800+EFT and a budget of $140+million.

She served as a board Member of the Benevolent Society for over 10 years and Local Government Professionals NSW for 5 Terms.

Michael Quirk



Michael Quirk held senior audit and management roles in local and state government for over 30 years, following an earlier career as a draftsman and systems design/review specialist. Michael has managed governance and internal audit operations at a number of major Sydney Councils. He established and managed a shared internal audit service for seven Lower North Shore Councils in Sydney. Michael now provides consulting services to government and the not-for-profit sectors and is an independent member of a number of audit and risk committees.

Michael holds a master's degree in e-Business, is a Certified Information Systems Auditor, and is a past Scholarship winner of the ICAC/ANU Corruption and Anti-corruption Executive Program. Michael previously held executive positions on the NSW Corruption Prevention Network (CPN), and the Local Government Internal Auditors Network (LGIAN).

Other Regular Attendees

Non-Committee members who regularly attend meetings include the Audit Office of NSW, KPMG – Internal Audit Partner, General Manager, Directors, Manager Governance and Corporate Performance, Chief Financial Officer and Chief Information Officer.

Key Achievements of the Committee

WSC ARIC areas of Focus (Year 3)

Now in our third year of operation, the ARIC was keen to:

- Monitor progress with Council's Organisational Roadmap (which sets out a comprehensive agenda for reform and performance) and Delivery Program
- Continue to support maturation of risk management across Council
- Continue to support maturation of financial management across Council
- Further explore Council's cyber risk capabilities and vulnerabilities
- Generate momentum in the internal audit program, to provide ongoing testing and assurance over the control environment.

During this reporting period the ARIC also:

- Assisted Council in determining the scope and approach for an ongoing program of Service Reviews (as required by OLG) to progressively examine the efficient and effective operation of all Council services
- Initiated a gap analysis against the statutory requirements for ARICs, Internal Audit and Risk Management, which became mandatory from 1 July 2024, to ensure that Council will be compliant with all mandatory elements, and that other suggested areas of best practice are examined and adopted as appropriate.

The ARIC was satisfied with the working relationship of Council with key stakeholders such as the Office of Local Government (the regulator) and the NSW Audit Office (the external auditor).

Mindful of the approaching conclusion of the period of Administration, and return of an elected Council, the ARIC was also focused on:

- Council's progress in finalising actions from various independent reviews commissioned by the Administrator
- Council's progress in finalising actions from the Public Inquiry
- Supporting the development by Council of comprehensive orientation initiatives for prospective Councillor candidates
- Supporting and assisting with the development by Council of a comprehensive induction program for new Councillors.

ARIC Activity

Meeting held during the year

The Committee held four ordinary meetings during the 2023/2024 financial year. Council's 2023/24 Audited Annual Financial Statements were presented to the Committee on 11 September 2023 for endorsement.

Attendance/Meeting Date (1 July 2023 – 30 June 2024)				
11 September 2023*	14 September 2023	14 December 2023	7 March 2024	6 June 2024
Independent Members				
Stephen Horne	Stephen Horne	Stephen Horne	Stephen Horne	Stephen Horne
Mark McCoy	Mark McCoy	Mark McCoy	Mark McCoy	Mark McCoy
Michael Quirk	Michael Quirk	Michael Quirk	Michael Quirk	Michael Quirk
		Simone Schwarz	Simone Schwarz	Simone Schwarz
Other Key Attendees				
NSW Audit Office	NSW Audit Office	NSW Audit Office	NSW Audit Office	KPMG – Internal Audit
KPMG – Internal Audit	KPMG – Internal Audit	KPMG – Internal Audit	KPMG – Internal Audit	
	Consultant, Votar Partners			
In Camera Sessions (held prior to the ARIC Meeting)				
Nil	General Manager	General Manager	General Manager	General Manager
	NSW Audit Office	KPMG	NSW Audit Office	KPMG
				Professional Conduct Coordinator
Number of Reports Received Per Meeting				
1	15	23	15	17

* This was an Extraordinary ARIC Meeting to consider Council's 2023/24 Audited Annual Financial Statements

ARIC Shire Tour

Following the ARIC meeting held on 14 December 2023, the Chair and independent members were taken on an ARIC Shire Tour. The purpose of the Tour was to provide ARIC with an overview and progress with significant projects occurring across the Shire. Sites visited were:

- Southern Highlands Innovation Park
- Resource Recovery Centre
- Bowral Sewage Treatment Plant
- Bowral South New Living Area
- Old South Road
- Ashbourne Estate.

Committee Report Card

Committee Charter	Compliance
Committee Meetings	A quorum was maintained at every meeting. An invitation to attend meetings was extended to the General Manager, Directors and as required the relevant managers.
Composition	Chair and three (3) independent members.
Broad range of skills and experience	The Committee has a diverse range of strong local government, state government and commercial experience.
Sufficient time allocated to tasks	The Committee agenda and timing of meetings allowed sufficient time to consider all agenda items thoroughly. The Committee received and considered reports across all areas of responsibility.
Internal Audit	The internal audit program for 2023/24 was delivered, with the final audit report being considered at the September 2024 ARIC meeting.
External Audit	The Committee provided review and oversight of the preparation of Council's annual financial statements in accordance with legislated timeframes.
Risk management	The review and further development of Council's risk management framework was reported to the Committee, including progress towards meeting the requirements of the Office of Local Government Guidelines for Risk Management and Internal Audit for Local Government NSW.
Control framework	Reviewed internal controls and policies and procedures through internal audit reports and high-level briefings were received.
Strategic Planning	The Committee received a regular report on how Council was adhering to its Integrated Planning and Reporting requirements. The General Manager provided a regular report on progress implementing the Organisational Roadmap
Service Delivery	The Committee provided review and oversight of the development of Council's Delivering Better Services Framework including a program of service delivery reviews.
Responsibilities of Committee Members	All Committee Members have remained aware of their responsibilities under the ARIC Charter, including declarations of interest.

Internal Audit

KPMG commenced as Council's internal audit firm in August 2022 and is contracted to August 2026. A three-year Strategic Internal Audit Plan was prepared and considered by the Audit Risk and Improvement Committee at the June 2023 meeting. The Plan considered Council's risk register and consideration of strategic and operational risks within the local government sector, and discussions with Council's management. The following internal audits were scheduled for the 2023/24 financial year and a status update is provided below:

- **Procurement Processes Compliance** – The objective was to consider the effectiveness and efficiency of Council's procurement processes and controls, to assess compliance with key controls and identify improvement opportunities.

  This internal audit has been completed and resulted in three (3) recommendations which are currently being implemented.

- **Policy Compliance (code of conduct, gifts and benefits, employee expenses)** – The objective was to consider the design of processes and controls in place for Council's Code of Conduct, Gifts and Benefits, and Employee Expenses policies.

  This internal audit has been completed and resulted in two (2) recommendations which are currently being implemented.

- **Human Resources Processes and Controls** – The objective was to consider the design of HR processes and controls.

  This internal audit has been completed and resulted in two (2) recommendations which are currently being implemented.

- **IT Disaster Recovery Health Check** – The objective was to consider the design of the IT Disaster Recovery Plan, to manage security and resilience of Council's information systems and assets.

  This internal audit has commenced and will be reported to the 5 September ARIC meeting.

The following internal audits are scheduled to be completed during the 2024/25 financial year:

- Contract Management Processes
- Closure of Audit Actions Items
- Cyber Security Framework
- Payroll Processes
- Data Governance including Records Management.

Internal Audit Activity Status

As at the 30 June 2024, the following actions remain open from previous internal audits.

Audit Report	Total Number Actions	Open Actions	Progressing within the original due date	Progressing within the revised due date	Overdue
Developer Contributions		2	0	0	2
On-Site Sewage Management		6	0	0	6
Psychological Health and Safety		9	0	0	9
Development Assessment Processes		5	1	0	4
Customer Service Processes		1	0	1	0
Total Actions Open		**23**	**1**	**1**	**21**

At the June 2024 ARIC meeting the Committee requested an internal audit be undertaken to report on the statis of current outstanding internal audit actions. The Report on this internal audit will be considered at the September 2024 ARIC meeting.

External Audit

The Committee reviews and comments on the annual engagement of the External Auditor (Audit Office of New South Wales) and provides input into the preparation and referral of financial statements to External Audit and, ultimately, Council.

The Committee receives an annual report from the External Auditor on the status of our financial statements. Representatives from the Audit Office attended Committee meetings as observers and advisors with regard to the external audit process.

Development Assessment Performance: NSW Planning Council League Table - October 2024

1 July - 31 October 2024

Development application lodgement performance

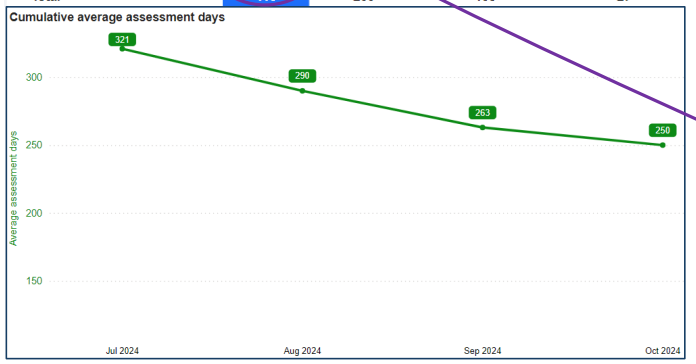
14 days	26 days	41%	0%
Lodgement days expectation^	Average lodgement days	% of applications meeting expectation^	% of councils meeting expectation^

Council name	Average lodgement days	Number of applications lodged	Number of applications meeting expectation^	% of applications meeting expectation^	Total development cost
Wingecarribee	26	140	58	41%	$298,560,708
Total	**26**	**140**	**58**	**41%**	**$298,560,708**

Development application assessment performance

Expectations days differ by council, see column below	250 days	20%	0%
	Average assessment days	% of applications meeting expectation^	% of councils meeting expectation^

Council name	Expectation days^	Average assessment days	Number of applications assessed	Number of applications meeting expectation^	% of applications meeting expectation^	Total development cost
Wingecarribee	115	250	138	27	20%	$129,141,125
Total	**115**	**250**	**138**	**27**	**20%**	**$129,141,125**



Target 62%
Mayoral Minute
Oct 2025 Goal

October 2024

• Lodgements Value	$18.7m
• Lodgements	33
• Lodgements meeting expectations	17
• Lodgements meeting expectations	52%

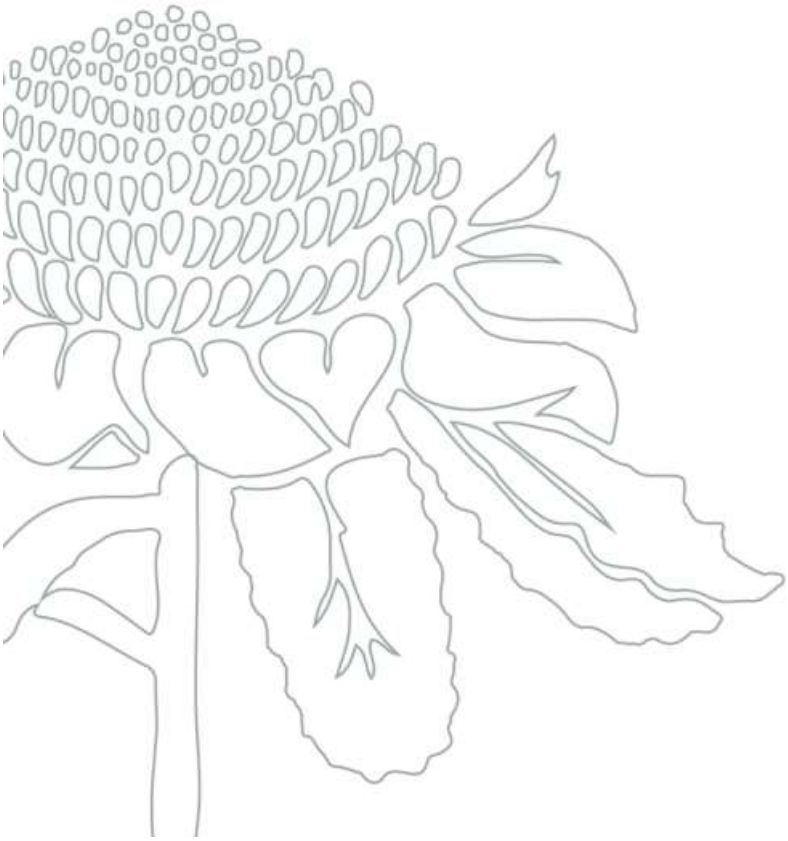
• Assessments Value	$28.8m
• Assessments	47
• Assessments meeting expectations	12
• Assessments meeting expectations	26%

	October 2024	Overall
• Determination Rate (Assessments / Lodgements)	142%	99%
• In-House Allocation	88%	37%
• L&E Court Cases	1	15
○ deemed refusals	0	6

Wingecarribee SHIRE COUNCIL

Wingecarribee
SHIRE COUNCIL

Water Determination Policy



We're with you

WINGECARRIBEE SHIRE COUNCIL

Leadership - Wingecarribee Community Strategic Plan 2041-

Goal 1.1 - Ethical and trusted levels of government that work together in the best interest of the Shire

Document Type	Council Policy
Document Reference No.	[Governance to insert]
Version No.	[Governance to insert]
Council File Reference	Policy (FIN)
Adoption Date	[Governance to insert]
Resolution Number	[Governance to insert]
Document Owner	Chief Financial Officer
Responsible Branch	Finance
Responsible Business Unit	Revenue
Review Schedule	Four years
Review Date	[Governance to insert]

DRAFT

Contents

1 Objectives 4
2 Policy Statement 4
2.1 Provisions 5
2.2 Extreme Weather Event 5
2.3 Calculation of the Adjustment 5
3 Scope 5
4 Responsibilities 5
4.1 Councillors 5
4.2 General Manager 5
4.3 Chief Financial Officer 5
4.4 Managers 5
4.5 Council staff 6
5 Performance Measures 6
6 Definitions 6
7 Related Material 6
7.1 Related Legislation 6
7.2 Related Policies, Procedures 6
8 Non-compliance with this Policy 6
9 Document Control 6
9.1 Version Control 6
10 Attachments 6

DRAFT

1 Objectives

To provide a determination (or adjustment) to the owner of a property in a situation where high-water usage (and any associated sewerage usage charges) on a water & sewerage account are the result of circumstances that are beyond the owner's control.

2 Policy Statement

Once water has passed through the meter at a property it becomes the responsibility of the owner of the property.

There is no provision in the Local Government Act 1993 that require or allow for a water & sewerage account to be adjusted for high water usage (and any associated sewerage usage charges) that are the consequence of a water leak, so it becomes the Policy of the respective Water Authority of whether an adjustment is provided.

This policy provides some (but not full) compensation to an owner where high-water usage (and any associated sewerage usage charges) was the result of a concealed, undetectable or an inaccessible leak.

2.1 Provisions

Council will provide an adjustment under this Policy where the following conditions are met:

- An application for a determination under this Policy will not be accepted where the water & sewerage account is in arrears unless the owner has previously entered into an arrangement to pay those arrears, and
- Where a water & sewerage account is not in arrears, the access charges on the affected notice(s) should be paid by the due date of the notice(s), as any adjustment will only be made in respect of the water usage charges, and
- An application for an adjustment under this Policy must be received by the due date of the affected water and sewerage notice(s), and
- The applicant must an owner of the property, or their authorised agent, and
- Only one application for assistance will be allowed every five (5) years of ownership (whether sole or part); and an entitlement to this assistance cannot be accrued. For example, if a property was purchased by a ratepayer in 2015 and an application for assistance approved in 2024, a new application cannot be made by the ratepayer until 2029, and
- A claim for adjustment under this Policy must be made in writing and include a copy of the invoice for any repairs undertaken by a licensed plumber, and
- The Council must be satisfied that the leak would not have been noticed in day-to-day activities either because it was concealed, undetectable or not easily accessed, and
- The Council must be satisfied that any repairs have been undertaken in a timely manner, and
- Before an adjustment is processed to a water & sewerage account, the owner is required to sign and return a deed of release to Council agreeing to the claim;
- If the repair of the leak has not been undertaken by a licensed plumber, a statutory declaration must be provided by the owner stating:
    - Who has repaired the leak; and
    - The property address where the work was carried out; and
    - The date, nature and location (at the property) of the repairs; and
    - A statement that the defect was not readily visible or apparent.

2.2 Extreme Weather Event

Where an extreme weather event (like flooding) masks the presence of a leak or delays the repair of a leak, Council may choose to:

- provide an adjustment over more than one (1) billing period provided they are consecutive billing periods, and
- accept an application for a water determination outside of the deadline required by this Policy.

An extreme weather event is one that is declared as a natural disaster by the NSW State Government (Natural disaster declarations | NSW Government).

An extreme weather event counts as a claim within a 5-year period.

2.3 Calculation of the adjustment

The maximum adjustment provided will be equivalent to:

- 50% of the difference between the water usage charge on the affected notice and an estimate of the consumption for that period based on the average of the usage of the four (4) billing periods immediately preceding the affected notice, and
- 100% of the sewerage charges associated with the increase in water usage calculated in step 1 above.

Where current ownership of the property is less than two (2) consecutive billing periods, Council may choose to obtain two (2) additional readings over consecutive months to determine the average consumption to be used when calculating the adjustment.

Where the leak appears to affect more than one billing period, Council may choose to replace the additionally affected billing period in the calculation with the usage from another billing period.

3 Scope

This Policy applies to all Councillors and Council's Officers and manages the recovery of all debt owed to Council.

4 Responsibilities

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

4.1 Councillors

The Councillors shall be aware of the process described by this Policy.

4.2 General Manager

The General Manager will ensure relevant staff have the appropriate delegation to enact this policy.

4.3 Chief Financial Officer

The Chief Financial Officer shall:

- provide guidance to Councillors, Executive and other Council staff as to the content and implementation of this Policy;
- ensure the timely review of this Policy; and
- conduct investigations into alleged non-compliance with this Policy – if the policy owner is responsible for dealing with such matters].

4.4 Managers

Managers shall provide guidance to Council staff within their respective branches as to the content and implementation of this Policy, seeking guidance from the policy owner as required.

DRAFT

4.5 Council staff

Council staff shall be aware of the process outlined by this Policy and of the need to seek assistance and guidance from Council's Revenue Team.

5 Performance Measures

The success of this Policy will be measured by:

- The number and dollar value of applications processed;
- The number of applications rejected;
- The number and type of feedback received.

6 Definitions

Water Determination	An adjustment provided to a water & sewerage account

7 Related Material

7.1 Related Legislation

The following legislative material(s) is related to this Policy:

- The Local Government Act 1993

7.2 Related Policies, Procedures

The following Policy is related to this Policy:

- Council's Revenue Policy included in the Annual Operational Plan

8 Non-compliance with this Policy

Non-compliance with this Policy should be reported to the Chief Financial Officer who will investigate and determine the appropriate course of action.

9 Document Control

9.1 Version Control

Version	Adoption Date	Notes
1.0	9 December 2009	Initial adoption of document
2.0	17 May 2023	The policy has been updated to ensure a determination can now be received at a minimum once every seven years, and includes provisions for consideration during extreme weather events such as flooding, where leaks are more difficult to identify.
3.0		

10 Attachments

There are no attachments to this Policy.

Approved by:
WINGECARRIBEE SHIRE COUNCIL

Wingecarribee
SHIRE COUNCIL

Outdoor Dining and Goods on Footpath Policy



We're with you

WINGECARRIBEE SHIRE COUNCIL

{Main Category} Wingecarribee Community Strategic Plan 2031 - {Subcategory -Link to CSP Goal}

Document Type	Council Policy
Document Reference No.	[Governance to insert] (example: 2020/001)
Version No.	[Governance to insert]
Council File Reference	[Insert departmental file number, generally the relevant electronic records management system subject reference]
Adoption Date	[Governance to insert]
Resolution Number	[Governance to insert]
Document Owner	Manager Assets
Responsible Branch	Assets
Responsible Business Unit	Park and Building Assets
Review Schedule	Four years
Review Date	[Governance to insert]

Contents

1 Objectives 4
2 Policy Statement 4
3 Scope 4
4 Outdoor Dining and Goods on Footpath Approvals 4
4.1 Approval 4
4.2 Making an application 4
4.3 Application Requirements 4
4.4 Assessment 5
4.5 Site Requirements 5
4.5.1 Outdoor Dining 5
4.5.2 Goods on Footpath 5
4.6 Outdoor Furniture Standards 6
4.7 Duration of Approval 6
5 Outdoor Dining Operating Requirements 6
5.1 Smoking 7
5.2 Dogs 7
5.3 Maintenance and Repair 7
5.4 Cleaning and Storage of Waste 7
5.5 Neighbourhood Amenity 7
5.6 Disabled Access & Mobility 7
5.7 Change of Ownership 8
6 Responsibilities 8
6.1 Councillors 8
6.2 Executive 8
6.3 Manager Assets 8
6.4 Managers 8
7 Definitions 8
8 Related Material 8
8.1 Related Legislation 8
8.2 Related Policies, Procedures, Guidelines 9
9 Non-compliance with this Policy 9
10 Document Control 9
10.1 Version Control 9

1 Objectives

The objective of the Policy is:

- To encourage outdoor dining in areas that are suitable
- To foster improvement in the street vitality and economic viability within the Shire
- To provide clear guidelines for applicants, staff, Council, and the community with respect to Council's expectations in relation to outdoor dining

2 Policy Statement

This policy is developed to outline the use of footpaths and other similar public domain areas for outdoor dining and placement of goods within the Wingecarribee Shire Local Government area.

3 Scope

This policy applies to all outdoor dining and goods on footpath applications on land which is controlled by Council under the Roads Act 1993 (roads and footpaths) within the Wingecarribee Shire Local Government Area.

4 Outdoor Dining and Goods on Footpath Approvals

4.1 Approval

Council approval must be obtained for an outdoor dining area or for placement of goods on footpath.

4.2 Making an application

Application must be made using the Outdoor Dining and Goods on Footpath Application Form, available on Council's website www.wsc.nsw.gov.au.

4.3 Application Requirements

The approval of Outdoor Dining areas requires the submission of a license application. The application shall include:

- A plan drawn to a scale of 1:100 detailing:
    - The outdoor area to be used (boundaries, dimensions, etc).
    - Location and number of chairs and tables, other furniture, etc.
    - The area maintained for public access.
    - The relationship to the existing restaurant / business premises
    - The type of furniture to be used (design, materials, colours etc) is to be illustrated.
    - Details of any menu boards (if proposed).
    - Details of temporary elements (landscape planters, bollards, fencing etc) shall be provided.
- Details of trading hours.
- Evidence of Public Liability Insurance to the minimum value of twenty million dollars ($20,000,000), with the Policy noting the interest of Wingecarribee Shire Council.
- Payment of the necessary fees.

4.4 Assessment

In assessing applications, Council will consider the following:

- Endure pedestrian circulation, continuous accessible path of travel (including for people with a mobility or visual impairment).
- Ensure that the furniture used in the outdoor eating area is of high quality and complements the existing streetscape.
- Ensure that Council is indemnified from public liability by requiring businesses who use public lands for outdoor eating to hold adequate public liability insurance.
- Ensure that the area being used is kept in a clean manner and maintained on a regular basis.
- Ensure that access issues for all members of the community are taken into account in relation to public streets, footpath areas and associated spaces.

4.5 Site Requirements

4.5.1 Outdoor Dining

Outdoor dining areas may only be located in areas approved by Council.

The public space must be wide enough to accommodate the outdoor dining area and maintain clear pathway for pedestrians including those using a mobility aid.

A business may locate an outdoor dining area against the shop front, provided:

- The width of the outdoor dining area is no greater than 800mm from the front of the shop
- A clear distance of 1800mm exists between outdoor eating furniture and the kerb line and fixed street furniture. such as garbage bins, seats, streetlights, and planters
- The outdoor eating area does not obstruct vehicular traffic that is entitled to cross the footpath
- Minor modifications of the nominated clearances may be appropriate subject to Council's approval.
- Tactile ground surface indicators in accordance with the are installed to surround the designated area, as illustrated below.

Alternatively, where sufficient footpath width exists, outdoor chairs and tables can also be approved to be placed no closer than 1800mm from the shop frontage to which they relate and no closer than 600mm to the kerb edge.

Where appropriate, outdoor dining areas can also be permitted on street blister areas – two examples being south east corner of Boolwey Street and Bong Bong Street Bowral, and south west corner of Wingecarribee Street and Bong Bong Street Bowral.
Applications for outdoor dining in areas like these will be considered on case by case basis, using the standard principles of Section 4.4.

4.5.2 Goods on Footpath

A-frame 'Sandwich Board' advertising structures will be considered in accordance with the relevant DCP. Where permitted by the DCP, A-frame 'Sandwich Board' advertising structures are to be placed directly infront of the corresponding business at a location approved by Council. The standard principles of Section 4.4 will be utilised when determining this location.

Please note, A-frame 'Sandwich Board' advertising structures are currently prohibited in the Bowral DCP and permissible in the Moss Vale and Mittagong DCPs.

Other goods on footpath, like display of goods for sale or items for beatification of shop fronts, will be considered on case by case basis using the standard principles of Section 4.3. However the site requirements that the application will be assessed against will generally be that of Section 4.5.1 for outdoor dining against shop fronts.

4.6 Outdoor Furniture Standards

- The design of all outdoor furniture, including style and materials, is to be approved by Council.
- The furniture used must be aesthetically pleasing and involve a colour scheme and materials that are both practical and serviceable and in keeping with its surrounding area and shop front.
- The furniture used shall be suitable to the weather conditions, and will be, therefore, waterproof, able to withstand long periods of exposure to sunlight and of sufficient weight to cope with windy weather.
- Umbrellas shall be securely anchored and not have sharp protrusions.
- No advertisement or advertising structure shall be placed upon outdoor furniture or the area subject to licence, without specific approval of Council.
- All landscape material and containers shall be approved by Council. Council will assess all material and containers on their merits.
- Removable barriers, bollards, and the like shall be approved by Council and will be assessed by Council on their merits.
- The outdoor furniture shall only be used during normal trading hours and be capable of being easily removed and stored within the business after closing time.

4.7 Duration of Approval

Outdoor Dining and Goods on Footpath applications can be approved for up to four years.

Following the provision of a four weeks notice period, an Outdoor Dining and Goods on Footpath approval can be revoked by Council at any time. However this notice period can be waived if there are significant safety concerns associated with the Outdoor Dining and Goods on Footpath approval.

5 Outdoor Dining Operating Requirements

Applicants are expected to comply with the following operational requirements and are reminded that Council staff will inspect the outdoor dining area from time to time confirm compliance.

- The licenced area and its immediate surrounds are to be maintained and cleaned on regular basis throughout the day.
- All outdoor furniture shall be kept strictly within the bounds of the area to be licensed and not permitted to encroach upon the adjoining footway at any time.
- All outdoor furniture shall be always maintained in a physically sound state and be able to sustain frequent use to prevent damage and movement to ensure public safety.
- All reasonable action should be taken to ensure that the outdoor dining area does not produce any nuisance or offensive noise. If the operation of the outdoor earing area is found to cause undue inconvenience or disruption to pedestrian movement or to the adjoining business premises, Council may review the licence.
- No entertainment or amplified music will be permitted in the outdoor dining area.

- Food and drink must not be prepared in the area licensed for outdoor dining.
- The licensee is not to sell or serve, or permit to be sold or served, any alcoholic or intoxicating liquor in or from the licensed area except where Council has granted specific approval, and an appropriate liquor license is obtained from licensing authorities.
- Outdoor dining areas and associated commercial activities shall be able to be used during all the business hours of the related premises.
- No advertisement or advertising structure shall be placed upon outdoor furniture or the area subject to licence, without specific approval of Council.

5.1 Smoking

The Smoke Free Environment Act 2000 bans smoking in commercial outdoor dining areas. The premises' operator must ensure compliance with this requirement.

5.2 Dogs

As per Section 14A (1) of Companion Animals Act 1998, an operator of food premises may permit dogs (other than dangerous, menacing, or restricted dog) to be in an outdoor dining area if:

- The dog is under the effective control of some competent person and is restrained by means of an adequate chain, cord or leash that is attached to the dog, and
- The person does not feed the dog or permit the dog to be fed, and
- The dog is kept on the ground

The premises' operator must not permit a dog to be in an outdoor dining area if the above-mentioned requirements are not complied with.

5.3 Maintenance and Repair

The proprietor will, upon termination of any Approval ensure that the approved outdoor dining area is in good and substantial condition in all respects and clean and free from rubbish.

Furniture must not be fixed to pavement within the approved outdoor dining area unless directed to do so by Council and then only in the manner that has been stipulated by Council.

5.4 Cleaning and Storage of Waste

The approved outdoor dining area must be cleaned daily in a proper manner. The area is to be kept free from dirt and rubbish to be removed regularly.

5.5 Neighbourhood Amenity

The approval holder for outdoor dining area must take into consideration the amenity of neighbours and other users of the public space. The approved area shall not give rise to any nuisance or offensive noise as defined in the Protection of the Environment Operations Act 1997 to adjoining properties or the public.

5.6 Disabled Access & Mobility

All premises are to be accessible for people with disabilities, and in particular the requirements as stipulated in the:

- Disability Discrimination Act 1992 (DDA); and
- National Construction Code (NCC); and
- AS1428.1-2021 Design for access and mobility, Part 1: General requirements for access - New building work; and
- AS/NZS 1428.4:2002 Design for access and mobility, Part 4: Tactile indicators.

5.7 Change of Ownership

Outdoor dining approvals will cease upon change of ownership. A new application is required to be submitted following a change of ownership.

6 Responsibilities

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

6.1 Councillors

The Mayor shall:

- Lead Councillors in their understanding of and compliance with this policy

6.2 Executive

The Executive shall:

- lead relevant staff (either directly or through delegated authority) in their understanding of and compliance with this policy

6.3 Manager Assets

The Manager Assets shall:

- provide guidance to Councillors, Executive and other Council staff as to the content and implementation of this Policy;
- ensure the timely review of this Policy; and
- conduct investigations into alleged non-compliance with this Policy

6.4 Managers

Managers shall:

- provide guidance to Council staff within their respective branches as to the content and implementation of this Policy, seeking guidance from the policy owner as required

7 Definitions

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

Council	Wingecarribee Shire Council
DCP	Development Control Plan
Outdoor Dining	Outside area associated with adjacent principal cafe or restaurant
LGA	Local Government Area

8 Related Material

8.1 Related Legislation

The following legislative materials are related to this Policy:

- Companion Animals Act 1998
- Disability Discrimination Act 1992
- Environmental Planning and Assessment Act 1979
- Food Act 2003

- Liquor Act 2007
- Local Government Act 1993
- Protection of the Environment Operations Act 1997
- Roads Act 1993
- Work Health and Safety Act 2011
- Smoke-free Environment Act 2000
- State Environmental Planning Policy (Exempt and Complying Development Codes) 2008

8.2 Related Policies, Procedures, Guidelines

The following procedures and guidelines are related to this Policy:

- Wingecarribee Shire Council Current Fees and Charges
- Wingecarribee Shire Council Development Control Plans (DCP)

9 Non-compliance with this Policy

Non-compliance with this Policy should be reported to Manager Assets who will investigate and determine the appropriate course of action.

10 Document Control

10.1 Version Control

Version	Adoption Date	Notes
Version 1.0	[TBC]	Adoption of first Outdoor Dining and Goods on Footpath Policy

Approved by:

WINGECARRIBEE SHIRE COUNCIL
[Governance to insert adoption date]

Wingecarribee
SHIRE COUNCIL

Draft Data Breach Policy



We're with you

WINGECARRIBEE SHIRE COUNCIL

Wingecarribee Community Strategic Plan 2041 -
Goal 1.1 – Ethical and trusted levels of Government that work together in the best interests of the Shire.

Document Type	Council Policy
Document Reference No.	[Governance to insert] (example: 2020/001)
Version No.	[Governance to insert]
Council File Reference	Policy – Organisation wide Policies (CMGT)
Adoption Date	[Governance to insert]
Resolution Number	[Governance to insert]
Document Owner	[Chief Information Officer
Responsible Branch	Corporate Strategy and Resourcing
Responsible Business Unit	Information and Customer Service
Review Schedule	[Governance to insert]
Review Date	[Governance to insert]

Contents

1 Objectives 4
2 Scope 4
3 Policy Statement 4
3.1 Background 4
3.2 Strategic Context 4
3.3 Policy Requirements 4
3.4 Record Keeping 6
3.5 Cyber Incident Response 6
3.6 Communication and Notification 6
4 Responsibilities 7
4.1 General Manager 7
4.2 Chief Information Officer 7
4.3 Council staff, representatives, contractors and third parties 7
5 Performance Measures 8
6 Definitions 8
7 Related Material 9
7.1 Related Legislation 9
7.2 Related Policies, Procedures 9
8 Non-compliance with this Policy 10
9 Document Control 10
9.1 Version Control 10
9.2 Superseded Documents 10
10 Attachments 10
10.1 Attachment A: Data Breach Assessment Template 10
10.2 Attachment B: Exemption for Risk of Serious Harm to Health or Safety (Section 59W) 10
10.3 Attachment C: Exemption for Compromised Cyber Security (Section 59X) 11
10.4 Attachment D: Data Breach Self-Assessment (MDBN) 11
Self-Assessment Criteria 11
Self-Assessment Checklist 11

1 Objectives

The objectives of this Policy are to:

- Ensure prompt and effective response to data breaches.
- Minimise potential harm to individuals affected by data breaches.
- Comply with legal and regulatory requirements.
- Improve data security practices to prevent future breaches.
- Maintain public trust through transparency and accountability.

2 Scope

This policy applies to all Wingecarribee Shire Council staff, representatives, contractors, and third parties who handle personal information. It covers the identification, management, and notification of data breaches in compliance with the Privacy and *Personal Information Protection Act 1998* (PPIP Act) and the Mandatory Notification of Data Breach (MNDB) obligations.

3 Policy Statement

This policy provides guidance to Council staff on managing data breaches of Council-held data in accordance with the requirements of the PPIP Act. It aims to provide the community with confidence that Council will continue to deliver services while addressing privacy and security considerations.

3.1 Background

Amendments to the PPIP Act took effect on 28 November 2023. These amendments impact Council's responsibilities under the PPIP Act to notify affected individuals in the event of an eligible data breach of their personal or health information by Council.

3.2 Strategic Context

The PPIP Act provides for the protection of personal information and the privacy of individuals. Section 33 of the PPIP Act requires Council to prepare a Privacy Management Plan, outlining its policies and practices for compliance with the requirements of that Act and the *Health Records and Information Privacy Act 2002* (HRIP Act).

Under section 33(2)(c1) of the PPIP Act, the Privacy Management Plan must address the procedures and practices used by Council to ensure compliance with the obligations and responsibilities set out in Part 6A of the MNDB Scheme. In doing so, it makes reference to this Policy.

The MNDB Scheme requires Council to notify the Privacy Commissioner and affected individuals about eligible data breaches. Council must prepare and publish a Data Breach Policy setting out how it will respond to a data breach.

3.3 Policy Requirements

Transparency and Accountability: Council publishes its Data Breach Policy to provide transparency and ensure accountability for the way it responds to data breaches.

Preventive Measures: Council establishes procedures to identify and prevent data breaches, including technical controls, monitoring services, audits, and reviews, as outlined in the Cyber Security Incident Response Plan.

Staff Awareness and Training: Council maintains staff awareness of privacy and cyber security principles, current threat trends, and provides training to identify, respond to, and manage data breaches, as outlined in the Privacy Management Plan and the Cyber Security Incident Response Plan.

Public Reporting: A member of the public or other external party can report a known or suspected data breach by phoning Council at 02 4868 0888 or by sending an email to mail@wsc.nsw.gov.au.

Internal Reporting: A Council official must follow the Data Breach Response Plan that is in the Cyber Incident Response Plan to report a known or suspected data breach as soon as possible and within 24 hours of the breach becoming known or suspected.

Management Procedures: Council establishes procedures to manage a reported, known, or suspected data breach, as detailed in the Cyber Incident Response Plan. This includes:

- Evaluating and triaging breach reports.
- Containing the breach and minimising any possible damage.
- Assessing the information involved and the associated risks and implementing appropriate actions to resolve and recover from the breach.
- Notifying affected individuals, the Privacy Commissioner, and other organisations as required.
- Reviewing the incident and taking action to prevent a recurrence.

Incident Response Team: In the event of an information security incident, Council will activate the Cyber Incident Response Team (CIRT) and appoint a CIRT Response Lead to enable a coordinated response. The CIRT responsibilities and escalation procedures are detailed in the Cyber Incident Response Plan.

Containment and Assessment: The CIRT must immediately take all reasonable steps to contain a reported, known, or suspected data breach and within 30 days, assess whether the incident falls within the scope of an eligible data breach. If the breach cannot be assessed within 30 days, Council must give written notice to the Privacy Commissioner regarding the extension period necessary to conduct the assessment.

Communications: The CIRT Response Lead coordinates internal and external communications regarding information security incidents, with support from the Chief Information Officer. Key contacts are recorded in the Cyber Security Incident Response Plan.

Registers: Council maintains an internal register of all eligible data breaches which records the information specified under section 59ZE(2) of the PPIP Act. Council also maintains a public notification register in accordance with sections 59N(2) and 59P of the

PPIP Act, to make information available when Council is unable to notify any or all of the individuals affected by an eligible data breach.

Engagement with Stakeholders: Council may need to notify or engage with other external stakeholders, suppliers, or partners, depending on the circumstances of the data breach and the categories of information involved, as outlined in the Data Breach Response Procedure.

Contracts and Agreements: Council ensures that contracts, memorandums of understanding, and agreements with external service providers (including other agencies) include controls to ensure compliance with privacy requirements and provisions in relation to the notification and remediation of data breaches.

3.4 Record Keeping

Council maintains appropriate records to provide evidence of how suspected breaches are managed, including those not escalated to the CIRT or notified to the Privacy Commissioner. Record-keeping requirements are described in the Cyber Security Incident Response Plan and aligned with the Information Management Policy.

3.5 Cyber Incident Response

The Cyber Incident Response Manager provides support and advice to the Chief Information Officer on the implementation of this Policy, and written guidance to help staff meet their responsibilities.

3.6 Communication and Notification

Council recognises that notification to individuals or organisations affected by a data breach can assist in mitigating any damage for those affected. Council will also consider the impact on individuals and the need to balance any harm or distress caused through notification against the potential harm that may result from the breach.

Council must notify individuals in the case of an eligible data breach, unless an exemption applies, and will consider notification in all cases of data breach.

Council will notify individuals or organisations affected by a data breach as soon as practicable. In some circumstances, it may be appropriate to delay notification, for example, where notification would compromise an investigation into the cause of the breach or reveal a software vulnerability.

Council will notify affected individuals or organisations directly by telephone, letter, email, or in person. Indirect notification, such as information posted on Council's website, a public notice in a newspaper, or a media release, will only occur where the contact information of affected parties is unknown, or where direct notification is prohibitively expensive or could cause further harm (for example, by alerting a person who stole the laptop as to the value of the information contained).

The notification advice will be tailored to the circumstances of the identified breach. Content of a notification could include:

- The date the breach occurred

- A description of the breach
- How the breach occurred (if known)
- The type of breach that occurred
- The amount of time the personal information was disclosed for
- Actions that have been taken or are planned to ensure the personal information is secure, of to control or mitigate the harm done to the individual
- Information about:
    - The making of privacy related complaints under Part 4, Division 3
    - Internal reviews of certain conduct of public sector agencies under Part 5
- What steps the person or organisation can take to further protect themselves and what Council will do to assist people with this
- Council contact details for questions or requests for information; and
- The right to lodge a privacy complaint with the Privacy Commissioner.

4 Responsibilities

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

4.1 General Manager

The General Manager is responsible for ensuring compliance with the PPIP Act and HRIP Act, including Council's Privacy Management Plan and obligations under the MNDB Scheme.

4.2 Chief Information Officer

The Chief Information Officer shall:

- Investigate data breaches
- Prepare Data Breach Reports and Action Plans
- Maintain the internal and public register for data breaches.

4.3 Council staff, representatives, contractors and third parties

Council staff, representatives, contractors and third parties shall:

- Ensure compliance with this policy and the Cyber Incident Response Plan
- Be responsible for immediately reporting a suspected data breach in accordance with this policy.
- Notify the Chief Information Officer of any data breaches immediately of becoming aware that a data breach has occurred and provide information about the data breach.

5 Performance Measures

The success of this Policy will be measured by ensuring all Councillors and staff are compliant with this policy

6 Definitions

Council	Wingecarribee Shire Council.
Council Official	Councillors, contractors, consultants, volunteers, delegates of the Council and members of Council committees who represent or act on behalf of Wingecarribee Shire Council
Council Staff	Any person with an employment contract with Council and works on a full time, part time, casual or term contract basis.
Councillor	A person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the Mayor
Data breach	An incident in which there has been unauthorised access to, unauthorised disclosure of, or loss of, personal or health information held by Council in circumstances that are likely to result in unauthorised access to, or unauthorised disclosure of, the information.
Eligible data breach	An eligible data breach occurs when personal information (including health information) that is held by Council is accessed or disclosed without authorisation or lost in circumstances that are likely to lead to unauthorised access or disclosure; and the access or disclosure of the information would be likely to result in serious harm to an individual to whom the information relates.
General Manager	The General Manager of Council and includes their delegate or authorised representative
Personal Information	Information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes information about staff, councillors, customers, residents, owners of property within our local government area, developers, suppliers and contractors, volunteers and other contacts. Examples include: • details such as name, residential address, phone number, email address or date of birth

- drivers' licence, tax file numbers
- a person's signature
- medical records and other health information
- credit card or bank account details
- recruitment, performance management, training records and evaluation reports
- payroll, attendance and leave records
- workers compensation records
- fingerprints, retina prints, body samples or genetic characteristics
- records containing sensitive information about an individual including information relating to their sexual orientation, ethnicity, religion or political opinions

or any other kind of information of a personal nature that could be used to cause harm to an individual if secured by a third party without the consent of the owner of the information.

(CIRT) Cyber Incident Response Team	The group of Council employees and resources responsible for responding to information security breaches – as established in the Cyber Incident Response Plan
Information	Any data, document or message held by Council or staff

7 Related Material

7.1 Related Legislation

The following legislative material(s) are related to this Policy:

- *Privacy and Personal Information Protection Act 1998*
- *Health Records and Information Privacy Act 2002*
- *State Records Act 1998*

7.2 Related Policies, Procedures

The following Policies and Procedures are related to this Policy:

- *Government Information (Public Access) Act 2009 (NSW)* (GIPA Act)
- *Privacy and Personal Information Protection Act 1998 (NSW)* (PIPPA Act)
- *State Records Act 1998 (NSW)*
- Privacy Code of Practice for Local Government
- Complaints and Feedback Management Policy
- Wingecarribee Shire Council ICT Disaster Recovery Plan
- Cyber Incident Response Plan
- Data Breach Response Plan
- Wingecarribee Shire Council's Privacy Management Plan
- Wingecarribee Shire Council's Code of Conduct

8 Non-compliance with this Policy

Non-compliance with this Policy may be taken to be a breach of Council's Code of Conduct. Complaints alleging non-compliance with this Policy must be made in accordance with the Code of Conduct and will be dealt with in accordance with the Procedures for the Administration of the Code of Conduct.

9 Document Control

9.1 Version Control

Version	Adoption Date	Notes
[V1]	[insert date on which version was adopted]	New policy adopted by Council

9.2 Superseded Documents

Document Title	Adoption Date	Notes

10 Attachments

10.1 Attachment A: Data Breach Assessment Template

Item	Details
Breach Date	
Description of Breach	
Type of Personal Information Involved	
Cause of Breach	
Extent of Breach	
Duration of Breach	
Risk of Harm Assessment	
Likelihood of Harm	
Severity of Harm	
Mitigation Actions Taken	
Notifications Sent	
Follow-Up Actions	

10.2 Attachment B: Exemption for Risk of Serious Harm to Health or Safety (Section 59W)

Criteria	Details
Details of Serious Harm to Health or Safety	
Justification for Non-Notification Based on Serious Harm Risk	
Approval from Data Protection Officer (DPO) and Governance	

10.3 Attachment C: Exemption for Compromised Cyber Security (Section 59X)

Criteria	Details
Details of Compromised Cyber Security	
Justification for Non-Notification Based on Cyber Security Risk	
Approval from DPO and Governance	

10.4 Attachment D: Data Breach Self-Assessment (MDBN)

Self-Assessment Criteria

Self-Assessment Criteria	Details
Compliance with MDBN Obligations	
Effectiveness of Data Breach Response	
Identification of Areas for Improvement	

Self-Assessment Checklist

Self-Assessment Checklist	Details
Incident Reporting	
Breach Assessment	
Notification Procedures	
Risk Mitigation	
Record Keeping	

Approved by:

WINGECARRIBEE SHIRE COUNCIL
[Governance to insert adoption date]

Wingecarribee
SHIRE COUNCIL

Code of Meeting Practice



We're with you

WINGECARRIBEE SHIRE COUNCIL

LEADERSHIP
Wingecarribee Community Strategic Plan 2041 -
1.1 Ethical and trusted levels of government that work together in the best interests of the Shire.

Document Type	Council Code
Document Reference No.	[Governance to insert] (example: 2020/001)
Version No.	[Governance to insert]
Council File Reference	[Insert departmental file number, generally the relevant electronic records management system subject reference]
Adoption Date	[Governance to insert]
Resolution Number	[Governance to insert]
Document Owner	Manager Governance and Corporate Performance
Responsible Branch	[Insert]
Responsible Business Unit	Governance
Review Schedule	Every 2 years
Review Date	February 2027

Table of Contents

1 INTRODUCTION....4
2 MEETING PRINCIPLES....4
3 BEFORE THE MEETING....5
4 PUBLIC FORUMS....10
5 COMING TOGETHER....12
6 THE CHAIRPERSON....16
7 MODES OF ADDRESS....17
8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS....17
9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS....18
10 RULES OF DEBATE....20
11 VOTING....23
12 COMMITTEE OF THE WHOLE....24
13 DEALING WITH ITEMS BY EXCEPTION....24
14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC....25
15 KEEPING ORDER AT MEETINGS....30
16 CONFLICTS OF INTEREST....32
17 DECISIONS OF THE COUNCIL....33
18 TIME LIMITS ON COUNCIL MEETINGS....35
19 AFTER THE MEETING....36
20 COUNCIL COMMITTEES....37
21 IRREGULARITES....41
22 DEFINITIONS....42

DRAFT

1 INTRODUCTION

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

The Model Meeting Code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

Transparent: Decisions are made in a way that are open and accountable.

Informed: Decisions are made based on relevant, quality information.

Inclusive: Decisions respect the diverse needs and interests of the local community.

Principled: Decisions are informed by the principles prescribed under Chapter 3 of the Act.

Trusted: The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.

Respectful: Councillors, staff and meeting attendees treat each other with respect.

Effective: Meetings are well organised, effectively run and skilfully chaired.

Orderly: Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

3 BEFORE THE MEETING

Timing of ordinary council meetings

3.1 Ordinary meetings of the council will be held on the following occasions:

On the third Wednesday of each month between February and November and the second Wednesday in December commencing at 1.30pm at the Civic Administration Building, Council Chambers, Elizabeth Street, Moss Vale.

3.2 Council may by resolution alter the ordinary meeting date of any given meeting as determined in Clause 3.1 provided the alternative meeting date is within the same month as previously set and provided due notice is given in accordance with Clause 3.6.

Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

Extraordinary meetings

3.3 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

Note: Clause 3.3 reflects section 366 of the Act.

3.4 The Mayor, in consultation with the general manager, or the general manager, in consultation with the mayor, may call an extraordinary meeting without the need to obtain the signature of two (2) councillors to consider urgent business.

For the purpose of clause 3.4, urgent business is any matter that, in the opinion of the mayor or the general manager, requires a decision by the council before the next scheduled ordinary meeting of the council.

Notice to the public of council meetings

3.5 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

Note: Clause 3.5 reflects section 9(1) of the Act.

3.6 For the purposes of clause 3.5, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be

published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

3.7 For the purposes of clause 3.5, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

3.8 The general manager must send to each councillor, at least seven (7) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.8 reflects section 367(1) of the Act.

3.9 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

Where all councillors are provided with secure facilities to access material electronically, the notice, agenda and business papers will only be given to councillors in electronic form.

Note: The first sentence of Clause 3.9 reflects section 367(3) of the Act.

Notice to councillors of extraordinary meetings

3.10 Notice of less than seven (7) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

Note: Clause 3.10 reflects section 367(2) of the Act.

Giving notice of business to be considered at council meetings

3.11 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted prior to the close of business at 4.30pm **ten (10)** business days before the meeting is to be held.

3.12 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

3.13 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion

with the business papers for the meeting at which the notice of motion is to be considered by the council.

3.14 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:

(a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or

(b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

Questions with notice

3.15 A councillor may, by way of a notice submitted under clause 3.11, ask a question for response by the general manager about the performance or operations of the council.

3.16 A councillor is not permitted to ask a question with notice under clause 3.15 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.

3.17 The general manager or their nominee may respond to a question with notice submitted under clause 3.15 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

Agenda and business papers for ordinary meetings

3.18 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.

3.19 The general manager must ensure that the agenda for an ordinary meeting of the council states:

(a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and

(b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and

(c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and

(d) any business of which due notice has been given under clause 3.11.

3.20 Nothing in clause 3.19 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.

3.21 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.

3.22 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:

(a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
(b) states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.22 reflects section 9(2A)(a) of the Act.

3.23 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Statement of ethical obligations

3.24 Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.

Availability of the agenda and business papers to the public

3.25 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

Note: Clause 3.25 reflects section 9(2) and (4) of the Act.

3.26 Clause 3.25 does not apply to the business papers for items of business that the general manager has identified under clause 3.22 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.26 reflects section 9(2A)(b) of the Act.

3.27 For the purposes of clause 3.25, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

Note: Clause 3.27 reflects section 9(3) of the Act.

3.28 A copy of an agenda, or of an associated business paper made available under clause 3.25, may in addition be given or made available in electronic form.

Note: Clause 3.28 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

3.29 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.

3.30 Despite clause 3.29, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:

(a) a motion is passed to have the business considered at the meeting, and
(b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

3.31 A motion moved under clause 3.30(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.

3.32 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.30(a) can speak to the motion before it is put.

3.33 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.30(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

3.34 Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.

3.35 Pre-meeting briefing sessions will only be closed to the public if they meet the relevant provisions of the Local Government Act 1993 (as set out at Part 14 of this code) and any guidelines issued by the Office of Local Government.

3.36 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.

3.37 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-

making must be left to the formal council or committee meeting at which the item of business is to be considered.

3.38 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

4 PUBLIC FORUMS

Holding a Public Forum

4.1 The council may hold a public forum commencing at 4.30pm on the day prior to each meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the Ordinary meeting of Council. Public forums commencing at 4.30pm may also be held on the day prior to extraordinary council meetings and meetings of committees of the council.

4.2 Public forums are to be chaired by the mayor or their nominee.

Speakers

4.3 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by close of business (4.30pm) two (2) business days before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.

4.4 A person may apply to speak on no more than one (1) item of business on the agenda of the council meeting and if approved must be physically present in the Council Chamber during Public Forum to address the item of business.

4.5 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.

4.6 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.

4.7 No more than two (2) speakers 'for' and two (2) speakers 'against' are permitted for each item of business on the agenda for the council meeting

4.8 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to

nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.

4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.

4.10 Only approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no less than two (2) business days before the public forum. The general manager or their delegate may refuse to allow such material to be presented..

4.11 The general manager or their delegate is to determine the order of speakers at the public forum.

4.12 Each speaker will be allowed five (5) minutes to address the council. This time is to be strictly enforced by the chairperson.

4.13 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

4.14 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.

4.15 Speakers are under no obligation to answer a question put under clause 4.14. Answers by the speaker to each question are to be limited to one (1) minute.

4.16 Speakers at public forums cannot ask questions of the council, councillors, or council staff.

4.17 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to two (2) minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.

4.18 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.

4.19 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.

4.20 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.19, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.

4.21 Clause 4.20 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.

4.22 Where a speaker engages in conduct of the type referred to in clause 4.19, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.

Publication of Written, Visual or Audio Material

4.23 Subject to copyright, any written, visual or audio material presented at the public forum will be published on the council's website.

Conflicts of Interest

4.24 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

5 COMING TOGETHER

Attendance by councillors at meetings

5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.

5.3 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.

5.4 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.

5.5 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.

5.6 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.6 reflects section 234(1)(d) of the Act.

5.7 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

<u>The quorum for a meeting</u>

5.8 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

Note: Clause 5.8 reflects section 368(1) of the Act.

5.9 Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 5.9 reflects section 368(2) of the Act.

5.10 A meeting of the council must be adjourned if a quorum is not present:

(a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
(b) within half an hour after the time designated for the holding of the meeting, or
(c) at any time during the meeting.

5.11 In either case, the meeting must be adjourned to a time, date, and place fixed:

(a) by the chairperson, or
(b) in the chairperson's absence, by the majority of the councillors present, or
(c) failing that, by the general manager.

5.12 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.

5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.

5.14 Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.3 or 3.4.

Entitlement of the public to attend council meetings

5.15 Everyone is entitled to attend a meeting of the council and committees of the council (i.e. those established by Council in accordance with clause 20.2 of this Code). The council must ensure that all meetings of the council and committees of the council are open to the public.

Note: Clause 5.15 reflects section 10(1) of the Act.

5.16 Clause 5.15 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

5.17 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

(a) by a resolution of the meeting, or
(b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.17 reflects section 10(2) of the Act.

Webcasting of meetings

5.18 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.

5.19 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:

(a) the meeting is being recorded and made publicly available on the council's website, and
(b) persons attending the meeting should refrain from making any defamatory statements.

5.20 The recording of a meeting is to be made publicly available on the council's website:

(a) at the same time as the meeting is taking place, or
(b) as soon as practicable after the meeting.

5.21 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.

5.22 Clauses 5.20 and 5.21 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

Note: Clauses 5.18 – 5.22 reflect section 236 of the Regulation.

5.23 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Attendance of the general manager and other staff at meetings

5.24 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

Note: Clause 5.24 reflects section 376(1) of the Act.

5.25 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

Note: Clause 5.25 reflects section 376(2) of the Act.

5.26 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

Note: Clause 5.26 reflects section 376(3) of the Act.

5.27 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.

6 THE CHAIRPERSON

The chairperson at meetings

6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

Note: Clause 6.1 reflects section 369(1) of the Act.

6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

Note: Clause 6.2 reflects section 369(2) of the Act.

Election of the chairperson in the absence of the mayor and deputy mayor

6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

6.4 The election of a chairperson must be conducted:

(a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
(b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.

6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

6.6 For the purposes of clause 6.5, the person conducting the election must:

(a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
(b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

6.9 When the chairperson rises or speaks during a meeting of the council:

(a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
(b) every councillor present must be silent to enable the chairperson to be heard without interruption.

7 MODES OF ADDRESS

7.1 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.

7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.

7.3 A councillor is to be addressed as 'Councillor [surname]'.

7.4 A council officer is to be addressed by their official designation or as Mr/Ms [surname].

8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

8.1 The general order of business for an ordinary meeting of the council shall be:

1. Opening meeting
2. Acknowledgement of country
3. Statement of Ethical Obligations
4. Apologies and applications for a leave of absence by councillors
5. Confirmation of minutes of previous meetings
6. Disclosures of interests
7. Mayoral minute(s)
8. Adoption of matters by exception
9 Reports to council
10. Notices of motions /Notices of Recission motions
11. Questions with notice
12. Confidential matters
13. Conclusion of the meeting

8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

8.3 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.2 may speak to the motion before it is put.

9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a council meeting

9.1 The council must not consider business at a meeting of the council:

(a) unless a councillor has given notice of the business, as required by clause 3.11, and
(b) unless notice of the business has been sent to the councillors in accordance with clause 3.8 in the case of an ordinary meeting or clause 3.10 in the case of an extraordinary meeting called in an emergency.

9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:

(a) is already before, or directly relates to, a matter that is already before the council, or
(b) is the election of a chairperson to preside at the meeting, or
(c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
(d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.

9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:

(a) a motion is passed to have the business considered at the meeting, and
(b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.

9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral minutes

9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.

9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.

9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.

9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.

9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.

Staff reports

9.11 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

Reports of committees of council

9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.

9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.11 and 3.15.

9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.

9.16 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.

9.17 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.

9.18 Councillors must put questions directly, succinctly, respectfully and without argument.

9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

10 RULES OF DEBATE

Motions to be seconded

10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

10.2 A councillor who has submitted a notice of motion under clause 3.11 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.

10.3 If a councillor who has submitted a notice of motion under clause 3.11 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.

10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:

(a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
(b) the chairperson may defer consideration of the motion until the next meeting of the council.

Chairperson's duties with respect to motions

10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.

10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.

10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.

10.8 Any motion, amendment, or other matter that the chairperson has ruled out of order is taken to have been lost.

Motions requiring the expenditure of funds

10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

Amendments to motions

10.10 An amendment to a motion must be moved and seconded before it can be debated.

10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.

10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.

10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.

10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.

10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.

10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Foreshadowed motions

10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.

10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.

10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.

10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.

10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than three (3) minutes at any one time.

10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than three (3) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.

10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:

(a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
(b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.

10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.

10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.

10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.

10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.

10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

11 VOTING

Voting entitlements of councillors

11.1 Each councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

Voting at council meetings

11.4 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

11.5 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

11.6 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

Voting on planning decisions

11.7 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the

decision.

11.8 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

11.9 Clauses 11.7–11.8 apply also to meetings that are closed to the public.

Note: Clauses 11.7–11.9 reflect section 375A of the Act.

Note: The requirements of clause 11.7 may be satisfied by maintaining a register of the minutes of each planning decision.

12 COMMITTEE OF THE WHOLE

12.1 The council may resolve itself into a committee to consider any matter before the council.

Note: Clause 12.1 reflects section 373 of the Act.

12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

Note: Clauses 10.20–10.30 limit the number and duration of speeches.

12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.

12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 DEALING WITH ITEMS BY EXCEPTION

13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.

13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the

chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.

13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.

13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.2.

13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.

13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.

13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

13.8 That prior to Council determining those items on the business paper to be determined by exception the Chairperson offer the General Manager the opportunity to bring to Council's attention those reports that should be dealt with individually and not by exception on the basis that such reports are:

(a) of significant public interest,
(b) had speakers that addressed Council,
(c) is a new policy or a substantial amendment to a current policy,
(d) is a new matter of such importance that the community should be made aware,
(e) is a report where new information has become available since the report was provided, or
(f) is a report that has significant budgetary implications for Council.

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:

(a) personnel matters concerning particular individuals (other than councillors),
(b) the personal hardship of any resident or ratepayer,
(c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,

(d) commercial information of a confidential nature that would, if disclosed:
  (i) prejudice the commercial position of the person who supplied it, or
  (ii) confer a commercial advantage on a competitor of the council, or
  (iii) reveal a trade secret,
(e) information that would, if disclosed, prejudice the maintenance of law,
(f) matters affecting the security of the council, councillors, council staff or council property,
(g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
(h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
(i) alleged contraventions of the council's code of conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

(a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
(b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

(a) are substantial issues relating to a matter in which the council or committee is involved, and
(b) are clearly identified in the advice, and
(c) are fully discussed in that advice.

Note: Clause 14.4 reflects section 10B(2) of the Act.

14.5 If a meeting is closed during the discussion of a motion to close another part of the

meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

(a) a person may misinterpret or misunderstand the discussion, or
(b) the discussion of the matter may:
  (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
  (ii) cause a loss of confidence in the council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.22 as a matter that is likely to be considered when the meeting is closed, but only if:

(a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
(b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
  (i) should not be deferred (because of the urgency of the matter), and
  (ii) should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by members of the public

14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

14.11 Where the matter has been identified in the agenda of the meeting under clause 3.22 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by close of business (4.30pm) two (2) business days prior to before the meeting at which the matter is to be considered.

14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.

14.13 No more than two (2) speakers are to be permitted to make representations under clause 14.9.

14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.

14.15 The general manager (or their delegate) is to determine the order of speakers.

14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than two 2) speakers to make representations in such order as determined by the chairperson.

14.17 Each speaker will be allowed one (1) minute to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

<u>Expulsion of non-councillors from meetings closed to the public</u>

14.18 If a meeting or part of a meeting of the council or a committee of the council is closed

to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.

14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Information to be disclosed in resolutions closing meetings to the public

14.20 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:

(a) the relevant provision of section 10A(2) of the Act,
(b) the matter that is to be discussed during the closed part of the meeting,
(c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.20 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

14.21 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.

14.22 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.21 during a part of the meeting that is webcast.

15 KEEPING ORDER AT MEETINGS

Points of order

15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.

15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.

15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

15.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.

15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.

15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.

15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.

15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.

15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:

(a) contravenes the Act, the Regulation or this code, or
(b) assaults or threatens to assault another councillor or person present at the meeting, or
(c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
(d) insults, makes unfavourable personal remarks about, or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
(e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

Note: Clause 15.11 reflects section 182 of the Regulation.

15.12 The chairperson may require a councillor:

(a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a), (b), or (e), or
(b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
(c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.11(d) and (e).

Note: Clause 15.12 reflects section 233 of the Regulation.

How disorder at a meeting may be dealt with

15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

15.14 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.

15.15 Clause 5.14 does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

15.16 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent

any other action from being taken against the councillor for the act of disorder concerned.

Note: Clause 15.16 reflects section 233(2) of the Regulation.

15.17 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.

15.18 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

15.19 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

Use of mobile phones and the unauthorised recording of meetings

15.20 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.

15.21 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.

15.22 Without limiting clause 15.17, a contravention of clause 15.21 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.17. Any person who contravenes or attempts to contravene clause 15.21, may be expelled from the meeting as provided for under section 10(2) of the Act.

15.23 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

16 CONFLICTS OF INTEREST

16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council and pre-meeting briefings (as described in clause 3.34) code of conduct. All declarations of conflicts of interest and how the

conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

17 DECISIONS OF THE COUNCIL

Council decisions

17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

Note: Clause 17.1 reflects section 371 of the Act

17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.11.

Note: Clause 17.3 reflects section 372(1) of the Act.

17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.11.

Note: Clause 17.5 reflects section 372(3) of the Act.

17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.12 with the consent of all signatories to the notice of motion.

17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than 4.30 pm the following business day after the meeting at which the resolution was adopted.

17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

Note: Clause 17.11 reflects section 372(6) of the Act.

17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

(a) a notice of motion signed by three councillors is submitted to the chairperson, and
(b) a motion to have the motion considered at the meeting is passed, and
(c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.

17.14 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

Recommitting resolutions to correct an error

17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:

(a) to correct any error, ambiguity or imprecision in the council's resolution, or
(b) to confirm the voting on the resolution.

17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.

17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.

17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.

17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

18 TIME LIMITS ON COUNCIL MEETINGS

18.1 Meetings of the council and committees of the council are to conclude no later than 5.30pm**.**

18.2 If the business of the meeting is unfinished at 5.30pm, the council may, by resolution, extend the time of the meeting. Where an extension of time is approved the meeting must conclude no later than 6.00pm.

18.3 If the business of the meeting is unfinished at 5.30pm and the council does not resolve to extend the meeting, the chairperson must either:

(a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
(b) adjourn the meeting to a time, date and place fixed by the chairperson.

18.4 Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.

18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must:

(a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
(b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied

is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

19 AFTER THE MEETING

Minutes of meetings

19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

Note: Clause 19.1 reflects section 375(1) of the Act.

19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

(a) details of each motion moved at a council meeting and of any amendments moved to it,
(b) the names of the mover and seconder of the motion or amendment,
(c) whether the motion or amendment was passed or lost, and
(d) such other matters specifically required under this code.

19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

Note: Clause 19.3 reflects section 375(2) of the Act.

19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

Note: Clause 19.5 reflects section 375(2) of the Act.

19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

DRAFT

Access to correspondence and reports laid on the table at, or submitted to, a meeting

19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

Note: Clause 19.12 reflects section 335(b) of the Act.

20 COUNCIL COMMITTEES

Application of this Part

20.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

20.2 The council may, by resolution, establish such committees as it considers necessary.

20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.

20.4 The quorum for a meeting of a committee of the council is to be:

(a) such number of members as the council decides, or
(b) if the council has not decided a number – a majority of the members of the committee.

Functions of committees

20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of committee meetings

20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least seven (7) days before each meeting of the committee, a notice specifying:

(a) the time, date and place of the meeting, and
(b) the business proposed to be considered at the meeting.

20.7 Notice of less than seven (7) days may be given of a committee meeting called in an emergency.

Attendance at committee meetings

20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:

(a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
(b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

(a) to give notice of business for inclusion in the agenda for the meeting, or
(b) to move or second a motion at the meeting, or
(c) to vote at the meeting.

DRAFT

Chairperson and deputy chairperson of council committees

20.11 The chairperson of each committee of the council must be:

(a) the mayor, or
(b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
(c) if the council does not elect such a member, a member of the committee elected by the committee.

20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.

20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.

20.17 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.

20.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting

or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.19 during a part of the meeting that is webcast.

Disorder in committee meetings

20.21 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

Minutes of council committee meetings

20.22 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:

(a) the names of councillors attending a meeting
(b) details of each motion moved at a meeting and of any amendments moved to it,
(c) the names of the mover and seconder of the motion or amendment,
(d) whether the motion or amendment was passed or lost, and
(e) such other matters specifically required under this code.

20.23 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

20.24 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.

20.25 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

20.26 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

20.27 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

20.28 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing

unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

21 IRREGULARITES

21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:

(a) a vacancy in a civic office, or
(b) a failure to give notice of the meeting to any councillor or committee member, or
(c) any defect in the election or appointment of a councillor or committee member, or
(d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
(e) a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

22 Council Workshops

22.1 Council may hold workshops for the purpose of conducting in-depth discussions on certain topics. A workshop may involve councillors, council staff and invited participants. Workshops are to be open to the public unless the General Manager is satisfied that grounds exist to exclude members of the public. Workshops provide an opportunity to: - explore more important or complex issues in detail - develop a commitment to working together - provide an opportunity for professional development

22.2 Formal decisions are not made at workshops. Workshops should not be used for detailed or advanced discussions where agreement is reached, and/or a de-facto decision is made. Any detailed discussion or exchange of views on an issue, and any policy decision should be left to the open forum of a formal council or committee meeting.

22.3 Council workshops will be minuted. Minutes will provide a record of attendance and proceedings in brief. Minutes will be reported to the Council meeting following the workshop.

DEFINITIONS

the Act	means the *Local Government Act 1993*
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the *Environmental Planning and Assessment Act 1979* including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including

DRAFT

	the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the *Local Government (General) Regulation 2021*
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

Version Control

Version	Adoption Date	Notes
1.0	12 June 2019	Initial adoption
1.1	27 November 2019	Clause 5.5 amended in accordance with Council resolution MN 550/19 to reflect that the speakers on a Visitor Item are allowed five minutes to speak
1.2	24 March 2021	Clause 3.1 amended in accordance with Council resolution MN 98/21 to amend the meeting frequency from two meetings each month to one a month on the second Wednesday of the month, excluding January
1.3	28 July 2021	Adoption following public exhibition period MN 224/21. Amendments to clause 8.1 to hold Public Forums outside of the Council meeting and section 21 on Workshops to clarify they are not decision-making forums and open to the public unless the General Manager is satisfied that grounds exist to exclude members of the public.
1.3.1	16 February 2022	Council resolution MN 23/22 to amend the meeting frequency to be held on the third Wednesday of the month.
1.4	15 June 2022	Following Council resolution MN 2022/121. Amendments to Section 8 'Order of Business at Ordinary Council Meetings' of the Code of Meeting Practice removing the 'Opening

		Prayer'. Has been replaced with 'Statement of Ethical Obligations
1.5	29 May 2024	Following Council resolution MN 2024/154. Inclusion of additional Clauses 13.8 and 13.9 regarding items to be determined by exception and amendments to Clauses 4.4 and 4.10 regarding speakers at a Public Forum.

25. Attachments

There are no attachments to this policy

Approved by

Wingecarribee Shire Council
date

DRAFT

Draft Wingecarribee Shire Council and Friends of the Wingecarribee Animal Shelter

Memorandum of Understanding (MOU)

Objectives

The objectives of this Memorandum of Understanding (MOU) are to:

a. Establish a framework for collaboration between Wingecarribee Shire Council (Council) and Friends of the Wingecarribee Animal Shelter (FOWAS).
b. Ensure that the provision of welfare for the animals within the care of the Wingecarribee Animal Shelter (WAS) is of a high standard and compliant with statutory requirements.
c. Explicitly define the separation of responsibilities of each of the parties to the MOU, being statutory obligations (Council) and discretionary, non-statutory activities as offered by Friends of the Wingecarribee Animal Shelter (FOWAS).
d. Ensure the continuation of a strong working relationship between Council and FOWAS.
e. This MOU does not create legally enforceable rights or obligations for either party.

1 Parties to the Agreement

1.1 The MOU is an agreement between the parties of:

Wingecarribee Shire Council (hereafter 'Council'), a body politic under *the Local Government Act 1993*, and,

1.2 Friends Of Wingecarribee Animal Shelter (FOWAS), a volunteer and fundraising organisation established to provide welfare and assistance to the animals within the Wingecarribee Animal Shelter.

1.3 Wingecarribee Shire Council is established under the *Local Government Act 1993* and has core functions and responsibilities under the *Companion Animals Act 1998* for companion animal management within the Wingecarribee Local Government Area (LGA).

1.4 The General Manager or his/her delegate is the authorised officer for the purposes of entering into this agreement.

1.5 FOWAS is established as a volunteer charity organisation under the *Associations Incorporation Act 2009* and has charitable status under the *Charitable Fundraising Act 1991* – CFN: 18658. FOWAS is registered with Australian Charities and Not for Profits Commission (ACNC) with ABN: 68 113 268 537.

1.6 The President of FOWAS or his/her delegate is the authorised officer for the purposes of entering into this agreement.

2 Period of the Agreement

2.1 The MOU shall come into effect following the signing of the agreement by both parties and shall remain in effect until terminated by either party.

2.2 This agreement is to be reviewed by both parties every 24 months.

2.3 Prior to the termination of the agreement, either party must service notice on the other party in writing of their intent to terminate the agreement 30 days prior to the date in which the termination is to take effect.

2.4 Should the need for an amendment to this agreement be required, the document may be amended with the consent of the authorised officer of both parties.

2.5 Where amendments are deemed to be significant, the amendments will take effect after both parties endorse the agreed amendment and the MOU has been re-endorsed by Council.

3 Roles of the parties to the Agreement

3.1 Council has legislative responsibilities for companion animal management and companion animal welfare within the WAS.

3.2 Council has sole financial responsibility for the operation, management, and capital maintenance of the WAS.

3.3 Council is responsible for provision, operation and maintenance of an 'approved premises' in accordance with the *Companion Animals Act 1998* and *Impounding Act 1991*.

3.4 Council's primary responsibilities are those outlined in the Department of Primary Industries NSW Animal Welfare Code of Practice No 5 – 'Dogs and cats in animal boarding establishments', being:

a. Provision of accommodation and equipment which suits the physical and behavioural requirements of the animals held.
b. The protection of animals from people, other animals, or adverse environmental conditions.
c. Provision of sufficient space for animals to stand, move around freely, stretch fully and rest.
d. Provision of sufficient quantities of appropriate food and water to maintain good health.
e. Protection of animals as far as possible from disease, distress, and injury.
f. Provision of prompt veterinary or other appropriate treatment in cases of illness or injury.
g. Maintenance of hygiene of the premises and health of the animals held.
h. Supervision of daily feeding, watering and inspection of animals held to ensure their well-being.
i. Supervision of staff, whether working full or part-time and whether working for fee or reward.
j. Collation and maintenance of relevant records.

3.5 FOWAS, through its volunteer activities, can support Council in fulfilling its primary responsibility of care described in the NSW Animal Welfare Code of Practice No.5 by way of:

a. Provision of appropriate donations in accordance with the adopted Animal Shelter Donations Policy.
b. Provision of community programs that promote and support responsible pet ownership in the Wingecarribee Shire Council LGA, such as;
   - Coordination of subsided registration, desexing and microchipping programs
   - Financial, promotional and collaboration support of responsible pet ownership education programs, such as community programs which will be promoted under the FOWAS and Wingecarribee Shire Council logo
c. In agreement with Council, provision of non-statutory support services and goods to provide additional levels of care to animals at the shelter as required and where practicable.
d. Provision of qualified dog training programs.

3.6 FOWAS shall indemnify Council and hold Council harmless against all actions, suits, claims, demands, proceedings, losses, damages, compensation, costs (including solicitor and client costs), charges and any expense whatsoever in respect of:

i. personal injury;
ii. property damage; and/or
iii. Nuisance

caused or contributed to by the negligent act or omission, breach of contract or breach of statutory duty by FOWAS and/or any person under the direction of FOWAS and arising out of, or incidental to, the provision of services and/or goods by FOWAS to Council described in clause 3.5.

3.7 FOWAS must provide Council with evidence, upon annual renewal, in the form of a Certificate of Currency, that they hold Public Liability insurance cover of at least $20 million and Voluntary Workers Personal Accident insurance cover for no less than 20 volunteers and the Certificates of Currency must note the interest of Council as the owner of the shelter and be signed by, or on behalf of, FOWAS' insurer, being an insurer listed on the Australian Prudential Regulation Authority's 'Register of Authorised Insurers'.

3.8 Both parties will:

3.8.1 Act to ensure any decision that impact the services, operations and costs of the other party are communicated in advance and the parties will undertake to ensure these decisions do not adversely impact the services, operations and costs of the other party.
3.8.2 Notify the other Party as soon as practicable of any issues or incidents that it becomes aware of which would affect the WAS operations or service delivery.
3.8.3 Respond to the other party's requests or queries (including the provision of information) to the best of its knowledge, and within a reasonable period, where that party is entitled to the information.
3.8.4 Use best efforts to resolve any issues or concerns of the other party in relation to the shared services or the management of this MOU.
3.8.5 Take responsibility to avoid any conflicts of interest and raise with the other Party where necessary to manage any such conflicts.
3.8.6 Be subject to their own legal and probity obligations which, to the extent of any conflict, will take precedence over this MOU; and
3.8.7 Make available appropriate personnel to attend any meetings or discussions with the other party at reasonable notice. The personnel should be informed about the subject matter of the meetings or discussions.

4 Provision of welfare support

4.1 Council is responsible for providing the basic welfare needs of the animals including suitable shelter, beds, feeding and watering facilities, security, and a disease-free environment in accordance with the Department of Primary Industry NSW guidelines for Animal Welfare for operation of shelters and Council's Alternatives to Euthanasia Policy.

4.2 FOWAS can provide Council with support services and goods, from time to time, to provide additional levels of care to animals in the shelter in addition to Council's primary care responsibilities. Such services and products are to be in accordance with the Animal Shelter Donations Policy.

5 Assets within the Shelter

5.1 Assets donated by FOWAS to the shelter shall be taken as assets donated to Council and shall remain within Council's tenure.

5.2 Council agrees that should the shelter cease operation and Council concludes its responsibility of an approved premise for companion animal management that those assets donated by FOWAS shall be disposed of in a manner acceptable to Council and the proceeds provided to FOWAS for the progress of future companion animal welfare programs by the organisation.

5.3 Council shall implement and maintain a donation register that shall be updated as required and signed by the Team Leader Shelter Operations and co-signed by an authorised FOWAS committee member, which clearly identifies all items within the shelter that have been donated by FOWAS to Council.

5.4 Council shall be responsible for all maintenance associated with any donated assets within their tenure. Where required, Council shall insure any donated assets.

5.5 Council shall take all reasonable care to ensure that any equipment or other assets are used in a manner for which they were intended and exercise care in their use.

5.6 Council at its discretion, may from time to time seek to dispose of any surplus and or damaged donated assets or items within the shelter without further notice to FOWAS. Council may however provide a donation to FOWAS from any proceeds that it may recover from the sale of such items in accordance with any adopted Council policy.

5.7 Assets may be donated to Council by FOWAS with naming rights displayed in recognition of the corporate sponsorship in accordance with the adopted Council Grants, Donations and Sponsorships Policy 2022.

6 Veterinary Services Support

6.1 The parties agree that some animals from time to time may require elective or non-essential surgery to increase their opportunities for rehoming.

6.2 It is agreed that the costs of elective surgery can far outweigh any income or revenue generated from the sale of an animal. Both FOWAS and Council agree that while the Shelter must be operated in an economically sustainable manner, it is acknowledged that, rehoming and welfare of animals should be acknowledged as a priority.

6.3 Both Council and FOWAS agree that where there is a potential for an animal to be rehomed and where that potential is reduced because of a medical condition that may be viably rectified by veterinary elective surgery, the parties agree that the animal may be provided with an appropriate level of veterinary attention to ensure its rehoming potential. This type of care is 'elective' or 'non-essential' surgery.

6.4 Proposals for elective surgery for identified animals may be made by either Council or FOWAS, and either party may make the nomination to the other party. Prior to the commencement of any surgery being undertaken a veterinary assessment shall be carried out by Council's nominated veterinary practitioner to confirm that the elective or non-essential surgery will enhance the ability

of the animal to be re-homed. If it is considered by the Vet that the surgery will increase its chances of being rehomed, an estimate of costs shall be provided to both Council and FOWAS for consideration.

6.5 If the parties agree that the costs are reasonable, each party shall contribute 50% of the costs of the surgery or another percentage as agreed between the parties. Any proposed expenditure shall be authorised by the President and Secretary on behalf of FOWAS, or in the case of Council, in accordance with Council's procurement guidelines including the raising of a purchase order. In this case, the Team Leader of the Shelter would raise the purchase order, and the relevant Manager would have delegation to approve the order.

6.6 No surgery shall be undertaken until such time as authorisation in writing has been provided by both parties to this agreement. Where an agreement cannot be reached for the purposes of elected surgery either party may agree to proceed with the surgery at their sole cost. In the event that there is an emergency situation where the animal in the opinion of a qualified veterinary practitioner is in imminent threat, pain, or suffering (emergency situation) work may be performed in the absence of a purchase order from Council or an impound number providing that the Manager – Business and Property Services is aware (or their delegate) and has provided his or her authorisation in accordance with their delegations from the General Manager, to undertake the work. Emergency situations may include weekends, public holidays, or after standard operating hours.

6.7 The veterinary service will separately invoice FOWAS according to the terms of their agreement with the veterinary service. In the case of Council/s appointed Veterinary Practitioner, the vet shall invoice Council on their monthly statement nominating the Purchase Order number provided. The purchase order shall also include the impounding number of the animal for reconciliation purposes.

6.8 Both Council and FOWAS will allocate an annual budget towards elective surgery each financial year of the MOU for their respective contributions to elective surgery. This amount will be reviewed annually based on Council's and FOWAS' budgetary considerations, animal welfare needs, and rehoming rates.

6.9 Council shall be responsible for all costs associated with the delivery of its primary obligations under legislation to ensure the operation of the Shelter, and where veterinary services are required including weekly vet checks, vaccinations, standard care medications, flea and worming treatments and euthanasia procedures. Elective surgery and veterinary services beyond welfare care will be agreed between the parties in accordance with clauses 6.4, 6.5, and 6.6.

6.10 Council shall retain veterinary services in accordance with its procurement guidelines and reserves the right to tender, call for expressions of interest, or use different veterinary suppliers from time to time to ensure cost effectiveness and compliance with procurement obligations. FOWAS will be advised immediately of any change in veterinary services agreements with Council.

7. Access to Staff / Contractors

7.1 FOWAS acknowledge that staff of the shelter are within the employment of Council or are contracted by Council. FOWAS shall not, at any time, direct staff to undertake duties at the shelter.

7.2 In circumstances where a matter requires attention, FOWAS representatives will liaise directly with the Team Leader Shelter Operations. The Team Leader Shelter Operations will assess whether the task is required to be undertaken and further prioritise where necessary.

7.3 FOWAS members shall respect Council staff and the operational roles that they fulfil. FOWAS members shall not threaten or attempt to threaten, intimidate, bully, harass or otherwise, Council staff or contractors of Council.

7.4 If a member of staff or a contractor of Council is threatened, intimidated, harassed, bullied or otherwise by a FOWAS member, the FOWAS member will be directed to leave the site, and the matter will be investigated in accordance with Council's policy. If the matter is substantiated following investigation, Council will impose, in writing, appropriate restrictions to the WAS and shelter staff, upon the FOWAS member.

7.5 Notwithstanding compliance with Council policies or procedures, Wingecarribee Animal Shelter volunteers or Council contractors shall not direct FOWAS members while on-site. If a FOWAS member feels threatened, intimidated, bullied, harassed, or otherwise mistreated, FOWAS will refer the matter to the Team Leader Shelter Operations who will respond in accordance with Council's formal complaint process.

7.6 Nothing in clause 7.2 or 7.3 prevents Council or member of its staff or its contractor from taking separate civil action against a FOWAS member for conduct referred to in these clauses.

8. Media Interaction

8.1 Council shall promote the work of the WAS through its designated corporate communication channels.

8.2 Council shall promote FOWAS in a positive manner demonstrating to the community the commitment of the organisation to upholding high standards of animal welfare, facilitating donations to the Shelter from the community in accordance with the Animal Shelter Donations Policy, and the provision of community education programs that encourage responsible pet ownership.

8.3 FOWAS shall promote Council in a positive manner acknowledging Council's obligations and commitment to companion animal management in the Local Government Area and legislative obligations under the *Companion Animals Act 1998* and the *Impounding Act 1991.* FOWAS shall promote itself and Council as leaders in providing alternatives to euthanasia, maximum rehoming opportunities and high standards of animal welfare. All media interaction will be appropriately branded and disseminated in line with Council's guidelines.

8.4 FOWAS shall not use Council logo, brand, name or make any representation on Council's behalf in its community donation or education programs without express consent from Council. FOWAS must provide, in writing, a draft of any printed or electronic material generated by FOWAS that includes the Council logo, and Council must be given a minimum of 2 business days to approve such material.

8.5 Council shall not use the FOWAS logo, brand, or name without the express consent of FOWAS. Council must provide, in writing, a draft of any printed or electronic material generated by Council that includes the FOWAS logo, and FOWAS must be given a minimum of 2 business days to approve such material.

8.6 Council and FOWAS logos' can be utilised together for collaborative projects or events. Council's Communications team will develop an image that can be used with approval from FOWAS prior to any distribution.

9. Policy Position of Council

9.1 FOWAS shall comply with all relevant and applicable Council policies and procedures.

10. Complaints

9.2 Should FOWAS have a complaint regarding the operations of the Shelter, the complaint should be raised with the Team Leader of Shelter Operations in the first instance. Should the complaint be unresolved or be regarding a staff matter, the complaint should be directed to the Manager – Business and Property Services at Council in writing.

9.3 Should FOWAS receive complaints from WSC volunteers or other third parties, FOWAS will refer the person or parties affected to the Team Leader Shelter Operation in the first instance to allow for a timely and positive resolution to the matter in accordance with Councils adopted protocols. Should the complaint be unresolved or be regarding a staff matter, the complaint should be directed to the Manager – Business and Property Services at Council in writing with all supporting documentation.

11. Grievances Associated with this Agreement

11.1 Grievances under this agreement should be raised in writing and be serviced on the other party for consideration. In the case of FOWAS, the President, and or in the case of Council, the Manager – Business and Property Services. Should the grievance not be resolved the parties should enter formal mediation.

12. Privacy and Personal Information

12.1 The Parties will only provide each other with personal or health information that is necessary, and only use that personal or health information for the purposes of delivering the shared services and in accordance with the Privacy and Personal Information Protection Act 1998 and the Health Records and Information Privacy Act 2002.

DRAFT

The agreement has been duly endorsed by the parties this on the day, of the month of 2024.

Signed: **Signed:**

Authorised officer on behalf of the Wingecarribee Shire Council **Witness:**

Signed: **Signed:**

Authorised officer on behalf of the Friends of the Wingecarribee Animal Shelter **Witness:**

DRAFT

Wingecarribee
SHIRE COUNCIL

Draft Wingecarribee Animal Shelter Donations Policy



We're with you

WINGECARRIBEE SHIRE COUNCIL

Wingecarribee Animal Shelter Donations Policy

Document Type	Council Policy
Document Reference No.	[Governance to insert] (example: 2020/001)
Version No.	[Governance to insert]
Council File Reference	[Insert departmental file number, generally the relevant electronic records management system subject reference]
Adoption Date	[Governance to insert]
Resolution Number	[Governance to insert]
Document Owner	
Responsible Branch	
Responsible Business Unit	[Insert]
Review Schedule	[Governance to insert]
Review Date	[Governance to insert]

Contents

1 Objectives 4
2 Policy Statement 4
2.1 Donations accepted by Council for the WAS 4
Donations not accepted by Council for the WAS 5
2.2 Refusal of Donations 5
2.3 Bequests 5
2.4 Disposal of Surplus and Damaged Goods 5
2.5 Grants, Donations and Sponsorships 5
2.6 Donation Recognition 5
2.7 Donations Management 5
3 Scope 6
4 Responsibilities 6
4.1 Councillors 6
4.2 Executive 6
4.3 Manager Business and Property 6
4.4 Managers 6
4.5 Council Staff 6
4.6 Animal Shelter Staff 6
5 Performance Measures 6
6 Definitions 7
7 Related Material 7
7.1 Related Legislation 7
7.2 Related Policies, Procedures 7
8 Non-compliance with this Policy 7
9 Document Control 7
9.1 Version Control 7
9.2 Superseded Documents 7

1 Objectives

The objective of this Policy is:

- To establish a framework for the management of donations received by Wingecarribee Shire Council for the Wingecarribee Animal Shelter.

2 Policy Statement

Wingecarribee Shire Council (Council) receives donations throughout the year through both routine donation drives from third party organisations and members of the public for the Wingecarribee Animal Shelter (WAS).

Donated items often include animal care items, bedding, sustenance and toys for the animals in the care of the Shelter.

This Policy provides guidance on the type of donations accepted by Council for the WAS and is to be read in conjunction with Council's Donations Policy.

2.1 Donations accepted by Council for the WAS

Council receives donations for the WAS from individuals, businesses and organisations.
The below items listed are acceptable donations:

General (all animals)

- Premium brand dry foods in consultation with staff
- Premium wet foods in consultation with staff
- Specialised or prescriptive pet food in consultation with staff
- New leashes and collars
- New dog and cat toys
- Newspapers
- New dog and cat beds
- Tin sardines
- Fresh pumpkin and sweet potato in consultation with staff
- Tick and flea prevention treatments within expiration date
- New cat and dog crates
- Clean blankets
- Clean towels

Dogs and Puppies:

- Dog treats
- New dog coats and jackets
- Puppy pee pads
- Large ceramic bowls for dogs
- Puppy toilet training pads
- New dog enrichment toys
- Fresh beef and lamb bones
- New dog kennels

Cats and Kittens:

- Kitty litter in consultation with staff
- Small scratching pads
- Small stainless-steel bowls
- New cat enrichment toys

Donations not accepted by Council for the WAS

The below items listed are not acceptable donations:

- General monetary donations
- Dog or cat food that is out of date
- Raw hide chews
- Sheets
- Hand towels
- Doonas or pillows
- Human clothes
- Opened bags of food
- Choke chains or prong collars
- Toys with battery packs, beans, or hard plastic eyes/features
- Used, damaged or unwashed products

2.2 Refusal of Donations

Council reserves the right to refuse donations at any time. Generally, Council will refuse a donation in the following circumstances:

- The goods that are to be donated are deemed unsafe or unusable.
- Accepting the donation may constitute an offence under Australian law or could be considered unlawful in any respect.

2.3 Bequests

- The expressed wishes and intentions of the bequestor, as outlined in the will, are paramount in determining the purpose for which the bequest will be used.
- Where Council is unable to honour the intentions of the will, all appropriate legal measures will be taken to determine a purpose for the bequest that most closely aligns to the bequestor's intentions.
- Liaison with the executors of the estate and the deceased person's family members is primarily the responsibility of the Manager Business and Property. Other Council branches and staff may, however, participate as appropriate including Governance.

2.4 Disposal of Surplus and Damaged Goods

- Council at its discretion may from time to time seek to dispose or donate any surplus and or damaged donated items within the shelter.
- Where Council seeks to donate surplus items, this donation must be made to a registered charity or the Upcycle Centre.

2.5 Grants, Donations and Sponsorships

Any grants, donations and sponsorships in relation to the WAS must be made in accordance with Council's Grants, Donations and Sponsorship Policy.

2.6 Donation Recognition

Council at its discretion, may acknowledge its appreciation for the support given through donations in a manner commensurate with the value of the donation.

2.7 Donations Management

After a donation to the WAS has been received and accepted, Council will maintain a record of the donation in a register, through an electronic management system.

3 Scope

This policy applies to all donations received by Council for the WAS from individuals, businesses and organisations

4 Responsibilities

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

4.1 Councillors

Councillors shall:

- Provide leadership in adhering to the requirements of this Policy.

4.2 Executive

The Executive shall:

- Provide guidance to Council staff within their respective branches as to the content and implementation of this Policy, seeking guidance from the policy owner as required.

4.3 Manager Business and Property

The Manager Business and Property shall:

- Provide guidance to Councillors, Executive and other Council staff as to the content and implementation of this Policy.
- Ensure the timely review of this Policy.
- Conduct investigations into alleged non-compliance with this Policy – if the policy owner is responsible for dealing with such matters.

4.4 Managers

Managers shall:

- Provide guidance to Council staff within their respective branches as to the content and implementation of this Policy, seeking guidance from the policy owner as required.

4.5 Council Staff

Council staff shall:

- Read, understand and comply with this Policy.
- Ensure all details necessary are provided and recorded in registers in accordance with the information detailed in this Policy.

4.6 Animal Shelter Staff

Animal Shelter staff shall:

- Read, understand and comply with this Policy.
- Ensure all details necessary are provided and recorded in registers in accordance with the information detailed in this Policy.
- Report any breaches of this Policy to the Manager Business and Property.

5 Performance Measures

The success of this Policy will be measured by:

- No reports of breaches to this Policy.

6 Definitions

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

Bequest	Donation Received from will
WAS	Wingecarribee Animal Shelter
Council	Wingecarribee Shire Council
Skill-Based Volunteering	Donating one's professional expertise
Donation	Something that is given to the WAS

7 Related Material

7.1 **Related Legislation**

The following legislative materials are related to this Policy:

- Local Government Act 1993
- Companion Animals Act 1998
- Privacy and Personal Information Protection Act 1998
- Local Government Act 1993
- Prevention of Cruelty to Animals Act
- NSW Animal Welfare Code of Practice No 5 – Dogs and cats in animal boarding establishments
- ICAC NSW Guidelines

7.2 **Related Policies, Procedures**

The following policies are related to this Policy:

- Code of Conduct
- Procurement Policy
- Fraud and Corruption Prevention Policy
- Grants, Donations and Sponsorships Policy

8 Non-compliance with this Policy

Non-compliance with this Policy should be reported to Manager Business and Property who will investigate and determine the appropriate course of action.

9 Document Control

9.1 **Version Control**

Version	Adoption Date	Notes
[insert version no.]	[insert date on which version was adopted]	[describe amendments/changes from previous version]
[insert version no.]	[insert date on which version was adopted]	[describe amendments/changes from previous version]

9.2 **Superseded Documents**

Document Title	Adoption Date	Notes

[insert document title]	[insert date on which document was adopted]	[describe reasons for superseding the document]
[insert document title]	[insert date on which document was adopted]	[describe reasons for superseding the document]

Approved by:

WINGECARRIBEE SHIRE COUNCIL
[Governance to insert adoption date]

Wingecarribee
SHIRE COUNCIL

(Draft) Electric Vehicle Charging Stations on Public Land Policy



We're with you

WINGECARRIBEE SHIRE COUNCIL

ENVIRONMENT

(Draft)Electric Vehicle Charging Stations on Public Land Policy.

Document Type	Council Policy
Document Reference No.	??
Version No.	[Governance to insert]
Council File Reference	[Insert departmental file number, generally the relevant electronic records management system subject reference]
Adoption Date	[Governance to insert]
Resolution Number	[Governance to insert]
Document Owner	Manager Environment and Sustainability
Responsible Branch	Environment and Sustainability
Responsible Business Unit	Sustainability
Review Schedule	[Governance to insert]
Review Date	[Governance to insert]

Contents

1 Objectives 4
2 Policy Statement 4
3 Scope 4
4 Electric Vehicle Charging Infrastructure (EVCI). 4
4.1 Key aspects 4
4.2 Locations 5
4.3 Access 6
4.4 Power 6
4.5 Types of chargers 6
4.6 Safety 6
5 Responsibilities 6
5.1 Councillors 6
5.2 Executive 7
Manager, Environment and Sustainability 7
5.3 Managers 7
5.4 Council staff 7
5.5 Contractors and Suppliers 7
6 Performance Measures 7
7 Definitions 7
8 Related Material 8
8.1 Related Legislation [if applicable] 8
8.2 Related Policies, Procedures [if applicable] 9
9 Non-compliance with this Policy 9
10 Document Control[Governance] 9
10.1 Version Control 9
10.2 Superseded Documents 9
11 Attachments 9

1 Objectives

The objectives of the Policy are:

- To provide guidelines to prospective Providers and Council for establishment, management, operation and removal of Electric Vehicle Charging Infrastructure (EVCI) on public land within the Wingecarribee Shire Local Government Area (LGA).
- To ensure a consistent approach and information to Providers, outlining roles and responsibilities, Councils requirements and expected outcomes.
- To support and encourage the uptake of electric vehicles that will aid the local community to reduce emissions in the Wingecarribee LGA; and
- To promote visitation to the Southern Highlands Region by encouraging the installation of EVCI at desirable locations where range anxiety may be an issue.

2 Policy Statement

Council is committed to ensuring that the establishment of EVCI on Public Land is appropriate, safe, and carried out in a sustainable manner that is well managed as an ongoing asset to the community.

3 Scope

This policy relates to Council and all prospective EVCI Providers who approach council/submit expressions of interest for the installation of EVCI in the Wingecarribee Shire on council owned/managed land and road reserve. The policy also covers the use of parking spaces designated as EV only, on council owned or managed land and road reserve associated with EVCI.

4 Electric Vehicle Charging Infrastructure (EVCI).

4.1 Key aspects

- Prospective Providers are required to enter into a lease/licence agreement with Council, with the terms of the agreement dependant on the most effective pathway for individual locations or agreements. Entering into a licence or lease agreement in no way guarantees development consent or approval.
- Costs associated with the negotiation and implementation of a lease/licence agreement will be the responsibility of the Provider.
- Council reserves the right to require appropriate remuneration for use of Public Land for the purposes of EV charging stations. This may be in the form of a lease / licence fee, apportionment of user fees, or other. This is to be determined on a case-by-case basis as part of any licence / lease (or other) arrangement. Council will regulate appropriately signed/designated parking spaces within its existing level of service only.
- Licence and/or lease terms shall be in accordance with Council's Leases and Licences Policy and where appropriate, those terms and conditions required by the relevant Minister as it relates to Crown Land.
- The Provider is responsible for installation, maintenance and removal costs associated with the operation of the EVCI unless negotiated under separate arrangements.

- Non-compliance with the Policy may lead to the termination of any agreement between the provider and Council and may result in the forced removal of EV charging and ancillary infrastructure, at the cost and responsibility of the provider. The specific terms are to be determined as part of any licence / lease agreement.

- Council reserves the right to remove any EVCI at any time and for any reason, if it is found not to be in the best interest of the community. All associated costs will be the responsibility of the Provider.

- Council will accept expressions of interest from suitable EVCI Providers on an ad hoc basis where they approach Council to discuss potential sites and design requirements.

- Sites will be assessed for their suitability as a community asset or tourist destination installation.

- A Public liability Insurance policy of $20 million must be maintained throughout the life of the project.

- The Provider must have demonstrated skills and experience in the establishment, operation, management and maintenance of EVCI and installations must be compliant with **AS/NZS 3000:2018 Electrical installations** and provide a Certificate of Compliance for Electrical Work (CCEW).

- The Provider must develop and submit to Council, plans of the overall design and site layout including parking, signage, power supply, and type/compatibility of the charger.

- The Provider must include in their proposal an ongoing management plan including maintenance requirements and monitoring of the EVCI.

- It is the responsibility of Providers to obtain and adhere to planning and consent requirements as applicable to the location or type of installation. (e.g. *Wingecarribee Local Environment Plan 2010, State Environmental Planning Policy (Transport and Infrastructure) 2021, the Roads Act 1993*, *Crown Land Management Act 2016,* and the like).

4.2 Locations

When reviewing locations consider:

- EVCI must be on suitable public land, and consider the land classification, preferably operational land however community land will be considered where in accordance with the *Local Government Act 1993*, *Crown Land Management Act 2016* and/or the relevant Plan of Management for the land, preferably within an existing off-street carpark or street.

- The provider should outline the number of charging stations proposed for the location, demonstrate its investigations into site capacity, demand and ability of the site to accommodate growth if necessary.

- The provider should review any relevant Wingecarribee Council Town master plans, Village place plans and the **(Draft) Wingecarribee Integrated Transport Strategy** to assist in identifying locations that are already preferred by Council.

- Any specific development controls that apply to a location such as heritage or others must be adhered to and will be assessed for each site.

- Compliance with **AS/NZS 60079.10.1, Explosive gas atmospheres.**

- The Provider must include in their proposal the location of other nearby EVCI, potential

Electric Vehicle Charging Stations on Public Land Policy

impacts on traffic and other uses, accessibility, proximity to amenities such as restrooms, seating, retail and food outlets, tourist locations and any other relevant amenities. Other site-specific conditions will be discussed and included in the licencing conditions.

4.3 Access

Sites and parking spaces must be accessible 24 hours/ 7 days per week and comply with access as per *the Disability Discrimination Act 1992.* The charging connection must be compatible with all types of EV connections and connection points used by manufacturers and provided with suitable lighting. The parking spaces must be designated as EV charging only, and signage displayed that reflects this requirement. Time restrictions appropriate to the type of chargers installed will be discussed and stipulated in the agreement.

4.4 Power

Potential EVCI locations must have access to suitable existing electricity supply. Providers must submit evidence of sufficient capacity in the grid with consideration of the number of charging stations to be installed at each location. Any required upgrade of electricity supply is the responsibility of the Provider. The proposal must utilise renewable energy through either Green Power or a renewal power purchase agreement.

4.5 Types of chargers

The types of chargers installed will be determined on a case-by-case basis but should be reflective of the intended usage at each location. A mix of Level 2 and Level 3 chargers is preferred. If the intended usage is for charging cars parked during work hours or overnight, Level 2 chargers supplying dedicated AC power ranging from 3.3kW-22kW are preferred or if installed at a destination or commercial location, Level 3 chargers that deliver a DC supply considered a "fast charger" ranging from 50-475kW are preferred. The use of advertising on charging units is to be disclosed to Council in the initial expression of interest. The types of advertising allowed, and planning controls are set out in the *State Environmental Planning Policy (Transport and Infrastructure)2021.*

4.6 Safety

As charging stations will be always in use, crime prevention must be included in the design phase by following the Crime Prevention Through Environmental Design (CPTED) guidelines as per section 79C of the *Environmental Planning & Assessment Act 1979.*
All electrical equipment imported and sold in Australia must meet the general safety standard- **AS/NZS 3820-Essential Safety Requirements for Electrical Equipment.** Installations must meet the guidelines set out in Subdivision 3 of the *State Environmental Planning Policy (Transport and Infrastructure) 2021.*

5 Responsibilities

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

5.1 Councillors

Councillors shall:

- Lead the community in understanding this policy.

5.2 Executive

The Executive shall:

- Implement this policy and related procedures; to lead staff (either directly or through delegated authority) in their understanding of and compliance with this policy.

Manager, Environment and Sustainability

The Manager, Environmental and Sustainability shall:

- Provide guidance to Councillors, Executive and other Council staff as to the content and implementation of this Policy.
- Ensure the timely review of this Policy.

5.3 Managers

Managers shall:

- Provide guidance to Council staff within their respective branches as to the content and implementation of this Policy, seeking guidance from the policy owner as required.

5.4 Council staff

Council staff shall:

- Comply with this policy and related procedures.

5.5 Contractors and Suppliers

Contractors/suppliers must act in good faith and ethically in accordance with Councils Code of Conduct when participating in projects on Council property. Code of Conduct and Work Health and Safety provisions extend to the contractor or supplier engaged in projects delivered on Council property.

6 Performance Measures

The success of this Policy will be measured by:

- Conformance with the overall policy objectives.
- Delivery of EV charging infrastructure that is safe, reliable and fit for purpose.

7 Definitions

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

Council	Refers to Wingecarribee Shire Council.

Electric Vehicle (EV)	This describes a range of different vehicles that are powered by an electric motor with a battery on its own or accompanied by a fuel-powered internal combustion engine. This includes Plug-in Hybrid Electric Vehicles.
Electric vehicle Charging Infrastructure (EVCI)	Infrastructure that supplies and supports the provision of electric energy to recharge Electric vehicles. This includes charging stations, signage, designated parking bays and all other supporting infrastructure.
Level 2 and /or Level 3 chargers	**Level 2** chargers supply dedicated AC power ranging from 3.3kW-22kW. **Level 3** chargers that deliver a DC supply considered a "fast charger" ranging from 50-475kW are preferred.
Provider	A company or organisation which provides or supplies EVCI.
Public Land	As defined by the *Local Government Act 1993,* means any land (including a public reserve) vested in or under the control of the Council, not including: • a public road* • Land to which the *Crown Lands Management Act 2016* applies* • a common, or • a regional park under the *National Parks and Wildlife Act 1974* *For the purposes of this policy, a public road and Crown reserve may also be considered suitable for EV charging infrastructure.
Range Anxiety	A term used when referring to concern about the adequacy of an electric vehicle battery to have enough charge to complete a journey or the availability to charge along the way.

8 Related Material

8.1 Related Legislation [if applicable]

The following legislative material(s) is/are related to this Policy:

- *Disability Discrimination Act 1992*
- *National Parks and Wildlife Act 1974*
- *NSW Crown Land Management Act 2016*
- *NSW Environmental Planning & Assessment Act 1979*
- *NSW Local Government Act 1993*
- *NSW Roads Act 1993*
- Relevant DCP's for towns and villages
- *State Environmental Planning Policy (Transport and Infrastructure) 2021*

8.2 Related Policies, Procedures [if applicable]

The following policies/procedure(s) as applicable] is/are related to this Policy:

- National Electric Vehicle Strategy 2023
- NSW Electric Vehicle Strategy 2021

- Community Strategic Plan Wingecarribee 2041
- Wingecarribee Shire Council-Community Emissions Action Plan.
- AS/NZS 3000:2018 Electrical installations
- AS/NZS 3820-Essential Safety Requirements for Electrical Equipment.
- AS/NZS 60079.10.1, Explosive gas atmospheres.

9 Non-compliance with this Policy

Non-compliance with this Policy should be reported to the **Manager, Environment and Sustainability** who will investigate and determine the appropriate course of action.

10 Document Control[Governance]

10.1 Version Control

Version	Adoption Date	Notes
[insert version no.]	[insert date on which version was adopted]	[describe amendments/changes from previous version]
[insert version no.]	[insert date on which version was adopted]	[describe amendments/changes from previous version]

10.2 Superseded Documents

Document Title	Adoption Date	Notes
[insert document title]	[insert date on which document was adopted]	[describe reasons for superseding the document]
[insert document title]	[insert date on which document was adopted]	[describe reasons for superseding the document]

11 Attachments

There are no attachments to this Policy.

Approved by:

WINGECARRIBEE SHIRE COUNCIL
[Governance to insert adoption date]

Participate Wingecarribee

Draft Electric Vehicle Charging Stations on Public Land Policy - Submission Form

Aug 12, 2024 - Sep 09, 2024

Project: Draft Electric Vehicle Charging Stations on Public Land Policy

Tool Type: Form

Activity ID: 883

Exported: Sep 09, 2024, 05:44 PM

Exported By: [redacted]

socialpinpoint

Response No: 1

Contribution ID: 24662
Member ID: 7767
Date Submitted: Sep 02, 2024, 10:43 AM

Q1 **First Name**

Short Text V[redacted]

Q2 **Last Name**

Short Text SURI

Q3 **Residential Address**

Short Text [redacted]

Q4 **Email Address**

Email [redacted]

Q5 **In general do you support the Draft Electric Vehicle Charging Stations on Public Land Policy?**

Multi Choice Yes

Q6 **Do you have any comments about your answer above?**

Long Text

Wingecarribee
SHIRE COUNCIL

Complaints and Feedback Management Policy



We're with you

WINGECARRIBEE SHIRE COUNCIL

Leadership - Wingecarribee Community Strategic Plan 2041 - Goal 1.1 – Ethical and trusted levels of government that work together in the best interests of the Shire

Document Type	Council Policy
Document Reference No.	[Governance to insert] (example: 2020/001)
Version No.	3.0
Council File Reference	Complaints (CS); Complaints investigation (CS) ; Compliments
Adoption Date	[Governance to insert]
Resolution Number	[Governance to insert]
Document Owner	Manager Governance and Corporate Performance
Responsible Branch	Corporate Strategy and Resourcing
Responsible Business Unit	Governance and Corporate Performance
Review Schedule	Four years
Review Date	[Governance to insert]

Contents

1 Objectives 4
2 Policy Statement 4
3 Scope 4
3.1 Council's Commitment 4
3.2 What is a complaint? 5
3.3 What is not a complaint? 5
3.4 What is Feedback 5
3.5 What is an Unreasonable Complainant 6
3.6 Complaint and Feedback Management Procedure 6
4 Responsibilities 6
4.1 Councillors 6
4.2 Executive 6
4.3 Manager Governance and Corporate Performance 6
4.4 Managers 6
4.5 Coordinator Customer Service 7
4.6 Council staff 7
5 Performance Measures 7
6 Definitions 8
7 Related Material 8
7.1 Related Legislation 8
7.2 Related Policies, Procedures 8
8 Non-Compliance with this policy 8
9 Document Control 9
9.1 Version Control 9
10 Attachments 9

1 Objectives

To provide appropriate and accessible processes and procedures to ensure that Wingecarribee Shire Council (Council) manages all forms of customer/community and staff feedback and complaints in a fair, transparent, objective and timely manner.

Council's complaint and feedback management framework (Policy and Procedure) is intended to:-

- promote customer/community confidence and best practice within Council
- enable Council to effectively respond to feedback and complaints raised by customers/community
- assist Council's staff to better manage unreasonable complainant conduct; and
- enhance public confidence in Council's administrative and decision making processes

2 Policy Statement

Council is committed to providing excellent customer service and maintaining a healthy trustworthy relationship with its customers. Acknowledging and actioning feedback and complaints provides an opportunity for Council to support its mission to become a leading, customer-focused organisation delivering outstanding results for the community and to ultimately achieve the aspirations of the community set out in the Wingecarribee Shire Community Strategic Plan.

3 Scope

3.1 Council's Commitment

Council is committed to seeking and receiving feedback and complaints about our policies, procedures, staff and quality of service and will take all reasonable steps to ensure that people making a complaint are not adversely affected because a complaint has been made by them.
In the first instance every attempt will be made to resolve a complaint at first contact with Council.

People making complaints will be:

- Treated fairly, equitably and respectfully by staff
- Provided with multiple and accessible ways to make complaints
- Provided with an acknowledgment of their complaint
- Provided with information about Council's complaint handling process
- Provided with advice and/or a referral where appropriate if Council is unable to deal with any part of their complaint
- Provided with an expected timeframe to deal with and finalise their complaint
- Provided with an update on the progress and the reasons for any delay
- Notified and provided with reasons for the outcome and/or decision
- Provided with options for redress or review of the decision /outcome

Council shall not collect, use, disclose or otherwise deal with personal information except as permitted by the Privacy and Personal Information Protection Act 1998, the Privacy Code of Practice for Local Government, Council's Privacy Management Plan or any other applicable law.
Council will maintain a complaints and compliments register which will be reviewed by the Executive Team on a quarterly basis to determine current trends and any deficiency in the Council's operations that may lead to customer dissatisfaction.

3.2 What is a complaint?

A complaint is an expression of dissatisfaction made to or about Council, Council's services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required. *(AS/NZS 10002:2014 (AS/NZS Complaint Management Standard)*

Based on this definition a complaint includes: -

- An expressed comment of dissatisfaction about conduct, service or product – such expressions of dissatisfaction may relate to customer service, quality of service/product, failure to provide information, competence or conduct of staff, errors of judgement or misinterpretation of information, decisions being unfair, unreasonable or lacking in merit, poor administrative processes, breach of policy or legislative responsibility etc.
- An internal review of a complaint – a request for a review of the merits of a decision on an earlier complaint.
- An internal review about how a complaint was handled.
- An external review of a complaint or how the complaint was handled – for example, a complaint to the Ombudsman or another oversight agency.

3.3 What is not a complaint?

The following matters will not be registered as a complaint: -

- a service request – unless it is a second request where there has been no response to the first;
- a request for information, an explanation of policies or procedures or an expression of dissatisfaction for an adopted policy of the council;
- a request for a review of a decision in accordance with the organisation's procedure or policy for such reviews – unless this is recorded as a complaint about the organisation's decision-making;
- an expression of concern – where a response or resolution is not explicitly or implicitly expected;
- an expression of opinion – for example, a submission or feedback where a response or resolution is not explicitly or implicitly expected;
- Any feedback in accordance with Section 5 of this policy;
- Specific complaints made in relation to Council's Code of Conduct, Public Interest Disclosures Policy, Access to Information in accordance with the Government Information (Public Access) Act 2009, Breach of Privacy in accordance with the Privacy and Personal Information Protection Act 1998 or any other legislation that contains its own investigative and reporting requirements in relation to a breach of legislation;
- responses to requests for feedback about the standard of Council's service provision, such as Council's Community Satisfaction Surveys;
- submissions on development applications, public exhibition items or other matters for which Council invites submissions from members of the public.

3.4 What is Feedback

Feedback (including compliments) is any information about reactions to a service , product or a person's or Council's performance of a task or their duty which is used as a basis for improvement.

3.5 What is an Unreasonable Complainant

Is any person that displays behaviour which, because of its nature or frequency, raises substantial health, safety, resource or equity issues for the people involved in the complaint process.

The process and procedures of managing unreasonable complainants will be undertaken in accordance with the Council's "Managing Unreasonable Conduct by Complainants Policy".

3.6 Complaint and Feedback Management Procedure

The processes and procedures for managing all complaints and feedbacks received by Council in accordance with this policy will be undertaken in accordance with the Council's "Complaints and Feedback Management Procedure".

4 Responsibilities

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

4.1 Councillors

Councillors shall:

- comply with this Policy, related procedures and relevant legislation; and
- lead the community in their understanding of this Policy, related procedures and relevant legislation; and
- review regular reports on the nature and themes of feedback to consider in their decision making.

4.2 Executive

The Executive shall promote a culture that values all feedback provided to Council and, where required, ensure the effective resolution of complaints by:

- leading staff in their understanding of this Policy, related procedures and relevant legislation;
- publicly reporting on Council's handling of compliments and complaints;
- reviewing reports on compliment and complaint handling on a quarterly basis, including trends and issues arising in relation to compliment and complaint handling;
- ensuring decisions to alter or restrict a complainant's access to Council's services are made by a Director, subject to a complainant's right of appeal to the General Manager; and
- supporting recommendations for service, staff and feedback handling improvements arising from an analysis of key data relating to compliment and complaint handling.

4.3 Manager Governance and Corporate Performance

The Manager Governance and Corporate Performance shall:

- provide guidance to Councillors, Executive and other Council staff as to the content and implementation of this Policy;
- ensure the timely review of this Policy; and
- investigation alleged non-compliance with this Policy

4.4 Managers

Managers shall:

- provide guidance to Council staff within their respective branches as to the content and implementation of this Policy, seeking guidance from the policy owner as required
- provide adequate support and direction to members of Council staff who are responsible for handling feedback;

- encourage members of Council staff to be alert to feedback and assist those who are responsible for handling feedback to take appropriate action;
- ensure that feedback is dealt with in a timely manner and in accordance the service standards set out in this Policy;
- encourage members of Council staff to make recommendations for improvements to Council's feedback management framework; and
- recognise and reward good feedback handling by members of Council staff or take appropriate action in response to poor feedback handling.

4.5 Coordinator Corporate Information

The Coordinator Corporate Information shall, in consultation with the Governance and Corporate Performance team and in addition to their general obligations as Council staff:

- Receive and appropriately register all complaints received in Council's records management System (ECM)
- Task the appropriate council officer responsible with the responsibility of managing a complaint
- Train and empower Corporate Information staff in the identification and correct processes of registering and tasking complaints

4.6 Coordinator Customer Experience

The Coordinator Customer Experience shall, in consultation with the Governance and Corporate Performance team and in addition to their general obligations as Council staff:

- remain informed about best practice in feedback handling based on guidance from the NSW Ombudsman and other relevant bodies; and
- train and empower members of Council staff to competently handle feedback in accordance with relevant Council policies and procedures.

4.7 Council staff

Council staff shall:

- comply with this Policy, related procedures and relevant legislation;
- assist members of the public who wish to lodge feedback with the Council;
- manage feedback in accordance with this Policy, related procedures and relevant legislation; and
- make suggestions or recommendations for improvements to Council's feedback management framework and Council services.

5 Performance Measures

The success of this Policy will be measured by:

- the number of compliments and complaints that are addressed within the timeframes set out by this Policy;
- the number of complaints escalated to external review; and
- the reporting of feedback that is actively considered by the Executive and Council in its decision making

DRAFT

6 Definitions

Complaint	A complaint is an expression of dissatisfaction made to or about Council, Council's services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required. *(AS/NZS 10002:2014 (AS/NZS Complaint Management Standard)*
Service Request	Any request for Council to perform a service such as:- • Requests for approvals • Requests for action (including but not limited to requests to maintain Council assets) • Enquiries about Council's business or scope of activities • Requests for the provision of services and assistance • Requests that Council exercise any functions it is authorised to exercise under the Local Government Act 1993 or any other law (including reports alleging a failure to comply with any law regulated by Council; and • Requests for explanation of policies, procedures and decisions
Compliment	An expression of praise or regard for service received or performance delivered by Council or its staff, excluding a routine expression of thanks.

7 Related Material

7.1 Related Legislation

The following legislative materials are related to this Policy:

- *Government Information (Public Access) Act 2009;*
- *Local Government Act 1993;*
- *Privacy and Personal Information Protection Act 1998; and*
- *Work Health and Safety Act 2011*
- *Public Information Disclosure Act 2022*

7.2 Related Policies, Procedures

The following documents are related to this Policy:

- Code of Conduct;
- Customer Experience Charter;
- Feedback and Complaints Management Procedure;
- Managing Unreasonable Conduct by Complainants Policy
- NSW Ombudsman Complaint Management Framework;
- NSW Ombudsman's "Effective Complaint Handling Guidelines – 3rd edition;
- Privacy Code of Practice for Local Government
- Privacy Management Plan; and
- Procedures for the Administration of the Code of Conduct.

8 Non-Compliance with this policy

Non-compliance with this Policy should be reported to the Manager Governance and Corporate Performance who will investigate and determine the appropriate course of action.

9 Document Control

9.1 Version Control

Version	Adoption Date	Notes
1.0	9 May 2007	Initial adoption of the policy document
1.8	31 January 2014	Parts of the policy transferred to a Complaints Handling Procedure
2.0	17 August 2022	Substantial amendments to reflect policy statements in the NSW Ombudsman model policy on complaint handling concerning facilitation of complaints and responding to complaints; incorporates the broader term "feedback" which includes complaint, compliment and suggestion handling; details various channels to lodge feedback and covers accountability and learning
3.0	xxxxxx	Reformatting of the policy document to utilize the current policy template and providing greater clarity around what is and isn't a complaint and referencing the Complaints and Feedback Management Procedure and Managing Unreasonable Conduct by Complainants Policy that provides the processes on how complaints and feedback and unreasonable complainants are managed within Council. Updating of positions referred to in the policy.

10 Attachments

There are no attachments to this Policy.

Approved by:

WINGECARRIBEE SHIRE COUNCIL
[Governance to insert adoption date]

DRAFT

Wingecarribee
SHIRE COUNCIL

Draft Managing Unreasonable Conduct by Complainants Policy



We're with you

WINGECARRIBEE SHIRE COUNCIL

Leadership - Wingecarribee Community Strategic Plan 2041 –

Goal 1.1 -Ethical and trusted levels of government that work together in the best interests of the Shire

Document Type	Council Policy
Document Reference No.	281516
Version No.	2.0
Council File Reference	Policy - Organisation Wide Policies (CMGT)
Adoption Date	[Governance to insert]
Resolution Number	[Governance to insert]
Document Owner	Manager Governance and Corporate Performance
Responsible Branch	Corporate Strategy and Resourcing
Responsible Business Unit	Governance and Corporate Performance
Review Schedule	4 years
Review Date	[Governance to insert]

Contents

1 Objectives 4
2 Policy Statement 4
3 Introduction....4
4 Process 5
4.1 Unreasonable conduct by complainants....5
4.2 Unreasonable persistence 5
4.3 Unreasonable demands....6
4.4 Unreasonable lack of cooperation 6
4.5 Unreasonable arguments 6
4.6 Unreasonable behaviour 6
4.7 Responding to and managing UCC....7
4.8 Alternative Dispute Resolution (ADR) 10
4.9 Procedure to be followed when changing or restricting a complainant's access to our services 11
4.10 Appealing a decision to change or restrict access to our services 13
4.11 Non-compliance with a change or restriction on access to our services 14
4.12 Periodic reviews of all cases where this policy is applied 14
4.13 Managing staff stress....15
4.14 Training and awareness 16
5 Responsibilities....16
5.1 Councillors 16
5.2 Executive 16
5.3 Manager Governance and Corporate Performance....16
5.4 Managers....17
5.5 Council staff 17
6 Performance Measures 17
7 Definitions 18
8 Related Material 18
8.1 Related Legislation 18
8.2 Related Documents 18
9 Non-compliance with this Policy 18
10 Document Control 18
10.1 Version Control....18
11 Attachments 19

1 Objectives

The objective of the Policy are:

To assist all Council staff members to better manage unreasonable conduct by complainants (UCC). It aims to help staff:

- to feel confident and supported in taking action to manage UCC
- to act fairly, consistently, honestly, and appropriately when responding to UCC
- to understand their roles and responsibilities in relation to the management of UCC, and how this policy will be used
- to understand the types of circumstances when it may be appropriate to manage UCC using one or more of the following mechanisms:
    - the strategies provided in the 'Managing unreasonable conduct by a complainant manual' (3rd edition) including the strategies to change or restrict a complainant's access to our services
    - alternative dispute resolution strategies to deal with conflicts involving complainants and members of our organisation
    - legal instruments such as trespass laws or other legislation to prevent a complainant from coming onto our premises, and orders to protect specific staff members from any actual or apprehended personal violence, intimidation, or stalking
- to understand the criteria we will consider before we decide to change or restrict a complainant's access to our services
- to be aware of the processes that will be followed to record and report UCC incidents, and the procedures for consulting and notifying complainants about any proposed action or decision to change or restrict their access to our services
- to understand the procedures for reviewing decisions made under this policy, including specific timeframes for review.

2 Policy Statement

Whilst Council respects the public's right to complain when they are dissatisfied with a Council service, a member of staff or the handling of a complaint it is expected and required that complainants behave in a manner that is neither threatening, abusive nor unreasonably persistent. This policy provides the framework to manage such behaviours.

3 Introduction

Wingecarribee Shire Council (Council) is committed to being accessible and responsive to all complainants who approach our office regardless of ethnic identity, national origin, religion, linguistic background, sex, gender expression, sexual orientation, physical ability or other cultural or personal factors. At the same time, the success of our office depends on:

- our ability to do our work in the most effective and efficient ways possible
- the health, safety, and security of our staff
- our ability to allocate our resources fairly across all the complaints we receive.

When complainants behave unreasonably, their conduct can significantly affect the successful conduct of our work. Council will act proactively and decisively to manage any complainant conduct that negatively and unreasonably affects us and will support our staff to do the same in accordance with this policy.

4 Process

4.1 Unreasonable conduct by complainants

Most complainants act reasonably and responsibly in their interactions with us, even when they are experiencing high levels of distress, frustration, and anger about their complaint. However, despite our best efforts to help them, in a very small number of cases complainants display inappropriate and unacceptable behaviour. They can be aggressive and verbally abusive towards our staff, threaten harm and violence or bombard our offices with unnecessary and excessive phone calls and emails. They may make inappropriate demands on our time and resources or refuse to accept our decisions and recommendations in relation to their complaints. When complainants behave in these ways (and where there are no cultural factors that could reasonably explain their behaviour) we consider their conduct to be 'unreasonable'.

In short, unreasonable conduct by a complainant is any behaviour by a current or former complainant which, because of its nature or frequency raises substantial health, safety, resource or equity issues for our organisation, our staff, other service users and complainants or the complainant themselves.

UCC can be divided into 5 categories of conduct:

- unreasonable persistence
- unreasonable demands
- unreasonable lack of cooperation
- unreasonable arguments
- unreasonable behaviours

4.2 Unreasonable persistence

Unreasonable persistence is continued, incessant and unrelenting conduct by a complainant that has a disproportionate and unreasonable impact on our organisation, staff, services, time, or resources. Some examples of unreasonably persistent behaviour include:

- An unwillingness or inability to accept reasonable and logical explanations, including final decisions that have been comprehensively considered and dealt with (even when it is evident the complainant does understand the information provided).
- Persistently demanding a review simply because it is available, and without arguing or presenting a case for one.
- Pursuing and exhausting all available review options, even after we have explained that a review is not warranted – and refusing to accept that we cannot or will not take further action on their complaint.
- Reframing a complaint in an effort to get it taken up again.
- Multiple and repeated phone calls, visits, letters, emails (including cc'd correspondence) after we have repeatedly asked them not to.
- Contacting different people within or outside our organisation to get a different outcome or a more sympathetic response to their complaint – this is known as internal and external 'forum shopping'.

4.3 Unreasonable demands

Unreasonable demands are any demands expressly made by a complainant that have a disproportionate and unreasonable impact on our organisation, staff, services, time, or resources. Some examples of unreasonable demands include:

- Issuing instructions and making demands about how to handle their complaint, the priority it should be given, or the outcome to be achieved.
- Insisting on talking to a senior manager or the General Manager personally when the reasons that this is not appropriate or warranted have been carefully explained to the complainant.
- Emotional blackmail and manipulation resulting in intimidation, harassment, shaming, seduction or portraying themselves as being victimised when this is not the case.
- Insisting on outcomes that are not possible or appropriate in the circumstances, for example asking for someone to be fired or prosecuted, or for an apology or compensation when there is no reasonable basis for this.
- Demanding services of a nature or scale that we cannot provide, even after we have explained this to them repeatedly.

4.4 Unreasonable lack of cooperation

Unreasonable lack of cooperation is when a complainant is unwilling or unable to cooperate with us, our staff, or our complaints process – resulting in a disproportionate and unreasonable use of our services, time, or resources. Some examples of unreasonable lack of cooperation include:

- Sending us a constant stream of complex or disorganised information without clearly defining the issue at hand or explaining how the material provided relates to their complaint (where the complainant is clearly capable of doing this).
- Providing little or no detail around their complaint or providing information in 'dribs and drabs'. o Refusing to follow or accept our instructions, suggestions, or advice without a clear or justifiable reason for doing so.
- Arguing that a particular solution is the correct one in the face of valid contrary arguments and explanations.
- Unhelpful behaviour such as withholding information, acting dishonestly and misquoting others.

4.5 Unreasonable arguments

Unreasonable arguments include any arguments that are not based on any reason or logic, that are incomprehensible, false, or inflammatory, trivial, or delirious, and that disproportionately and unreasonably impact upon our organisation, staff, services, time, or resources. Arguments are unreasonable when they:

- fail to follow a logical sequence that the complainant is able to explain to staff
- are not supported by any evidence or are based on conspiracy theories.
- lead a complainant to reject all other valid and contrary arguments
- are trivial when compared to the amount of time, resources, and attention that the complainant demands
- are false, inflammatory, or defamatory.

4.6 Unreasonable behaviour

Unreasonable behaviour is conduct that is unreasonable in all circumstances (regardless of how stressed, angry, or frustrated a complainant is) because it unreasonably compromises the health, safety and security of our staff, other service users or the complainant themselves. Some examples of unreasonable behaviours include:

- acts of aggression, verbal abuse, derogatory, racist, or grossly defamatory

remarks
- harassment, intimidation, or physical violence
- rude, confronting, or threatening correspondence
- threats of harm to self or third parties, threats with a weapon or threats to damage property, including bomb threats
- stalking in person or online
- emotional manipulation.

All staff should note that Council has a zero-tolerance policy towards any harm, abuse or threats directed towards them. Any conduct of this kind will be dealt with under this policy, other relevant Council policies and in accordance with our duty of care and work health and safety responsibilities.

4.7 Responding to and managing UCC

4.7.1 Changing or restricting a complainant's access to our services

UCC incidents will generally be managed by limiting or adapting the ways we interact with or deliver services to complainants by restricting:
- **Who they have contact with** – limiting a complainant to a sole contact person or staff member in our organisation.
- **What they can raise with us** – restricting the subject matter of communications that we will consider and respond to.
- **When they can have contact** – limiting a complainant's contact with our organisation to a particular time, day, or length of time, or curbing the frequency of their contact with us.
- **Where they can make contact** – limiting the locations where we will conduct face-to-face interviews to secured facilities or areas of the office.
- **How they can make contact** – limiting or modifying the forms of contact that the complainant can have with us. This can include modifying or limiting face-to-face interviews, telephone, and written communications, prohibiting access to our premises, contact through a representative only, taking no further action or terminating provision of services altogether.

When using the restrictions provided in this section, we recognise that discretion will need to be used to adapt them to suit a complainant's personal circumstances such as level of competency, literacy skills, and cultural background. In this regard, we also recognise that more than one strategy may be needed in individual cases to ensure their appropriateness and efficacy.

4.7.2 Who: limiting the complainant to a sole contact point

Where a complainant tries to forum-shop within our organisation, changes their issues of complaint repeatedly, constantly reframes their complaint, or raises an excessive number of complaints, it may be appropriate to restrict their access to a single staff member (a sole contact point) who will manage their complaint(s) and interaction with our office. This may help ensure they are dealt with consistently and may minimise the incidence of misunderstandings, contradictions, and manipulation.

To avoid staff 'burnout', the sole contact officer's supervisor will provide them with regular support and guidance as needed. The Manager Governance and Corporate Performance will also review the arrangement every 6 months to ensure that the officer is managing/coping with the arrangement.

Complainants who are restricted to a sole contact person will, however, be given the contact details of one additional staff member who they can contact if their primary contact is unavailable – for example if they go on leave or are otherwise unavailable for an extended period of time.

4.7.3 What: restricting the subject matter of communications that we will consider

Where complainants repeatedly send letters, emails, or online forms that raise trivial or insignificant issues, contain inappropriate or abusive content, or relate to an issue that has already been comprehensively considered or reviewed (at least once) by our office, we may restrict the issues the complainant can raise with us. For example, we may:

- Refuse to respond to correspondence that raises an issue that has already been dealt with, that raises a trivial issue, or is not supported by evidence. The complainant will be advised that future correspondence of this kind will be read and filed without acknowledgement unless we decide that we need to pursue it further – in which case, we may do so on our 'own motion'.
- Restrict the complainant to one complaint or issue per month. Any attempts to circumvent this restriction (for example by raising multiple complaints or issues in the one letter) may result in modifications or further restrictions being placed on their access.
- Return the correspondence to the complainant and require them to remove any inappropriate content before we agree to consider its contents. We will also keep a copy of the inappropriate correspondence for our records to help identify repeat UCC incidents.

4.7.4 When and how: limiting when and how a complainant can contact us

If a complainant's contact with our organisation places an unreasonable demand on our time or resources, or affects the health, safety, and security of our staff because it involves behaviour that is persistently rude, threatening, abusive or aggressive, we may limit when or how the complainant can interact with us. This may include:

- Limiting their telephone calls or face-to-face interviews to a particular time of the day or days of the week.
- Limiting the length or duration of telephone calls, written correspondence, or face-to-face interviews. For example:
    - Telephone calls may be limited to 10 minutes at a time and will be politely terminated at the end of that time period.
    - Lengthy written communications may be restricted to a maximum of 15 typed or written pages, single sided, font size 12 or it will be sent back to the complainant to be organised and summarised – This option is only appropriate in cases where the complainant is capable of summarising the information and refuses to do so.
    - Limiting face-to-face interviews to a maximum of 45 minutes. o Limiting the frequency of their telephone calls, written correspondence, or face-to-face interviews. Depending on the natures of the service(s) provided we may limit:
    - Telephone calls to 1 every 2 weeks/month.
    - Written communications to 1 every 2 weeks/month.

- Face-to-face interviews to 1 every 2 weeks/month.

For irrelevant, overly lengthy, disorganised or very frequent written correspondence we may also:

- Require the complainant to clearly identify how the information or supporting materials they have sent to us relate to the central issues that we have identified in their complaint.
- Restrict the frequency with which complainants can send emails or other written communications to our office.
- Restrict a complainant to sending emails to a particular email account (e.g., the organisation's main email account) or block their email access altogether and require that any further correspondence be sent through Australia Post only.

"Writing only" restrictions

When a complainant is restricted to 'writing only' they may be restricted to written communications through:

- Australia Post only
- Email only to a specific staff email or our general office email account
- Some other relevant form of written contact, where applicable.

If a complainant's contact is restricted to writing only, the Manager Governance and Corporate Performance will clearly identify the specific means that the complainant can use to contact our office (e.g., Australia Post only). If it is not appropriate for a complainant to enter our premises to hand deliver their written communication this must be communicated to them as well.

Any communications received by our office in a manner that contravenes a 'writing only' restriction will either be returned to the complainant or read and filed without acknowledgement.

4.7.5 Where: limiting face-to-face interviews to secure areas

If a complainant is violent or overtly aggressive, unreasonably disruptive, threatening or demanding or makes frequent unannounced visits to our premises, we may consider restricting our face-to-face contact with them. These restrictions can include:

- Restricting access to particular secured premises or areas of the office such as the reception area or a secured room or facility.
- Restricting their ability to attend our premises to specified times of the day or days of the week only – for example, when additional security is available or to times or days that are less busy.
- Allowing them to attend our office on an 'appointment only' basis, and only with specified staff (for these meetings, staff should enlist the support and assistance of a colleague for added safety and security.)
- Banning the complainant from attending our premises altogether and allowing some other form of contact, e.g., 'writing only' or 'telephone only' contact.

Contact through a representative only

In cases where we cannot completely restrict our contact with a complainant and their conduct is particularly difficult to manage, we may require them to contact

us through a support person or representative only. The support person may be someone nominated by the complainant, but they must be approved by the Manager Governance and Corporate Performance.

When assessing a representative or support person's suitability, the Manager Governance and Corporate Performance should consider factors such as their level of competency and literacy skills, demeanour and behaviour, and relationship with the complainant. If the Manager Governance and Corporate Performance determines that the representative or support person may exacerbate the situation with the complainant, the complainant will be asked to nominate another person and we may assist them in this regard.

4.7.6 Completely terminating a complainant's access to our services

In rare cases, and as a last resort when all other strategies have been considered, the Manager Governance and Corporate Performance and the General Manager may decide that it is necessary for our organisation to completely restrict a complainant's contact or access to our services. A decision to have no further contact with a complainant will only be made if it appears that the complainant is unlikely to modify their conduct, or their conduct poses a significant risk for our staff or other parties because it involves one or more of the following:

- Acts of aggression, verbal or physical abuse, threats of harm, harassment, intimidation, stalking, assault.
- Damage to property while on our premises.
- Threats with a weapon or common office items that can be used to harm another person or themselves.
- Physically preventing a staff member from moving around freely either within their office or during an off-site visit – e.g., entrapping them in their home.
- Conduct that is otherwise unlawful.

In these cases, the complainant will be sent a letter notifying them that their access has been restricted as outlined in section 4.9.4 below.

A complainant's access to our services and our premises may also be restricted (directly or indirectly) using legal mechanisms like trespass laws and other legislation or legal orders to protect members of our staff from personal violence, intimidation or stalking by a complainant.

4.8 Alternative Dispute Resolution (ADR)

If the Manager Governance and Corporate Performance and the General Manager determine that we cannot terminate our services to a complainant in a particular case or that we or our staff bear some responsibility for causing or exacerbating their conduct, they may consider using alternative dispute resolution strategies (ADRs) such as mediation and conciliation to resolve the conflict with the complainant and attempt to rebuild our relationship with them. If an ADR is considered to be an appropriate option in a particular case, it will be conducted by an independent third party to ensure transparency and impartiality.

However, we recognise that in UCC situations an ADR may not be an appropriate or effective strategy – particularly if the complainant is uncooperative or resistant to compromise. Therefore, each case will be assessed on its own facts to determine the appropriateness of this approach.

4.9 Procedure to be followed when changing or restricting a complainant's access to our services

4.9.1 Consulting with relevant staff

When the Manager Governance and Corporate Performance receives a UCC incident form from a staff member, they will contact the staff member to discuss the incident. They will discuss:

- The circumstances that gave rise to the UCC incident, including the complainant's situation, personal and cultural background, and perspective.
- The impact of the complainant's conduct on our organisation, relevant staff, our time, resources etc.
- The complainant's response to the staff member's warnings or requests to stop the unreasonable behaviour.
- What the staff member has done to manage the complainant's conduct (if applicable).
- Any suggestions made by relevant staff on ways that the situation could be managed.

4.9.2 Criteria to be considered

Following a consultation with relevant staff the Manager Governance and Corporate Performance will search Council's electronic documents and records management system for information about the complainant's prior conduct and history with our organisation. They will also consider the following criteria:

- Whether the conduct in question involved overt anger, aggression, violence, or assault (which is unacceptable in all circumstances).
- Whether the complainant's case has merit.
- The likelihood that the complainant will modify their unreasonable conduct if they are given a formal warning about their conduct.
- Whether changing or restricting access to our services will be effective in managing the complainant's behaviour
- Whether changing or restricting access to our services will affect the complainant's ability to meet their obligations, such as reporting obligations.
- Whether changing or restricting access to our services will have an undue impact on the complainant's welfare, livelihood, or dependents etc.
- Whether the complainant's personal circumstances have contributed to the behaviour – For example, the complainant's cultural background may mean their communication patterns differ from those of our staff or our organisation's standards, or the complainant is a vulnerable person who is under significant stress as a result of one or more of the following:
    - homelessness
    - physical disability
    - illiteracy or other language or communication barrier

- mental or other illness
- personal crises
- substance or alcohol abuse.

- Whether the complainant's response or conduct was moderately disproportionate, grossly disproportionate, or not at all disproportionate in the circumstances.
- Whether there are any statutory provisions that would limit the types of limitations that can be applied to the complainant's contact with, or access to our services.

Once the Manager Governance and Corporate Performance has considered these criteria, they will decide on the appropriate course of action. They may suggest formal or informal options for dealing with the complainant's conduct which may include one or more of the strategies provided in this policy.

4.9.3 Providing a warning letter

Unless a complainant's conduct poses a substantial risk to the health and safety of staff or other third parties, the Manager Governance and Corporate Performance will provide them with a written warning about their conduct in the first instance. If the complainant is unable to read the letter, it will be followed/accompanied by a telephone call, using an interpreter if necessary. The warning letter will:

- Specify the date, time, and location of the UCC incident(s).
- Explain why the complainant's conduct/UCC incident is problematic.
- List the types of access changes and/or restrictions that may be imposed if the behaviour continues. (Note: not every possible restriction should be listed but only those that are most relevant).
- Provide clear and full reasons for the warning being given
- Include an attachment of the organisation's ground rules and/or briefly state the standard of behaviour that is expected of the complainant. See Attachment 1 - Individual rights and mutual responsibilities of parties to a complaint.
- Provide the name and contact details of the staff member who they can contact about the letter.
- Be signed by the Manager Governance and Corporate Performance

4.9.4 Providing a notification letter

If a complainant's conduct continues after they have been given a written warning or in extreme cases of overt aggression, violence, assault, or other unlawful/unacceptable conduct, the Manager Governance and Corporate Performance has the discretion to send a notification letter immediately restricting the complainant's access to our services (without prior or further written warning). If the complainant is unable to read the letter (due to literacy issues, non-English speaking, etc.) the letter will be followed or accompanied by a telephone call, using an interpreter if necessary.

This notification letter will:

- Specify the date, time, and location of the UCC incident(s).
- Explain why the complainant's conduct is problematic.
- Identify the change and/or restriction that will be imposed and what it means for the complainant.
- Provide clear and full reasons for this restriction.

- Specify the duration of the change or restriction imposed, which will not exceed 12 months.
- Indicate a time period for review.
- Provide the name and contact details of the senior officer who they can contact about the letter and/or request a review of the decision.
- Be signed by the Manager Governance and Corporate Performance.

4.9.5 Notifying relevant staff about access changes/restrictions

The Manager Governance and Corporate Performance will notify relevant staff about any decisions to change or restrict a complainant's access to our services, in particular reception and security staff in cases where a complainant is prohibited from entering our premises.

The Manager Governance and Corporate Performance will also update Council's electronic documents and records management system with a record outlining the nature of the restriction imposed and its duration.

4.9.6 Continued monitoring/oversight responsibilities

Once a complainant has been issued with a warning letter or notification letter the Manager Governance and Corporate Performance will review the complainant's record/restriction every 3 months, on request by a staff member, or following any further incidents of UCC that involve the particular complainant to ensure that they are complying with the restrictions/the arrangement is working.

If the Manager Governance and Corporate Performance determines that the restrictions have been ineffective in managing the complainant's conduct or are otherwise inappropriate they may decide to either modify the restrictions, impose further restrictions, or terminate the complainant's access to our services altogether.

4.10 Appealing a decision to change or restrict access to our services

People who have their access changed or restricted are entitled to one appeal of a decision to change or restrict their access to our services. This review will be undertaken by a senior staff member who was not involved in the original decision to change or restrict the complainant's access. This staff member will consider the complainant's arguments and personal circumstances, including cultural background, along with all relevant records regarding the complainant's past conduct. They will advise the complainant of the outcome of their appeal by letter, which must be signed off by the General Manager. The staff member will then refer any materials or records relating to the appeal to the Manager Governance and Corporate Performance to be kept in the appropriate file.

If a complainant is still dissatisfied after the appeal process, they may seek an external review from an oversight agency such as the Ombudsman. The Ombudsman may accept the review (in accordance with its administrative jurisdiction) to ensure that we have acted fairly, reasonably, and consistently and have observed the principles of good administrative practice, including procedural fairness.

4.11 Non-compliance with a change or restriction on access to our services

All staff members are responsible for recording and reporting incidents of non-compliance by complainants. This should be recorded in a file note in Council's electronic and records management system and a copy forwarded to the Manager Governance and Corporate Performance who will decide whether any action needs to be taken to modify or further restrict the complainant's access to our services.

4.12 Periodic reviews of all cases where this policy is applied

4.12.1 Period for review

All cases where this policy is used will be reviewed every 3 months or 6 months (depending on the nature of the service provided) and not more than 12 months after the service change or restriction was initially imposed or upheld.

4.12.2 Notifying the complainant of an upcoming review

The Manager Governance and Corporate Performance will ask complainants if they would like to participate in the review process unless they determine that this invitation will provoke a negative response from the complainant (i.e., further UCC). The invitation will be given, and the review will be conducted in accordance with the complainant's access restrictions.

4.12.3 Criteria to be considered during a review

When conducting a review, the Manager Governance and Corporate Performance will consider:

- Whether the complainant has had any contact with the organisation during the restriction period.
- The complainant's conduct during the restriction period.
- Any information or arguments put forward by the complainant for review.
- Any other information that may be relevant in the circumstances.

The Manager Governance and Corporate Performance may also consult any staff members who have had contact with the complainant during the restriction period.

Sometimes a complainant may not have a reason to contact our office during their restriction period. As a result, a review decision that is based primarily on the fact that the complainant has not contacted our organisation during their restriction period may not be an accurate representation of their level of compliance/reformed behaviour. This should be taken into consideration, in relevant situations.

4.12.4 Notifying a complainant of the outcome of a review

The Manager Governance and Corporate Performance will tell the complainant the outcome of their review using an appropriate method of communication, as well as a written letter explaining the outcome. The review letter will:

- Briefly explain the review process.

- Identify the factors that have been considered during the review.
- Explain the decision or outcome of the review and the reasons for it.

If the outcome of the review is to maintain or modify the restriction, the review letter will also:

- Indicate the nature of the new or continued restriction.
- State the duration of the new restriction period.
- Provide the name and contact details of the Manager Governance and Corporate Performance who the complainant can contact to discuss the letter.
- Be signed by the Manager Governance and Corporate Performance

4.12.5 Recording the outcome of a review and notifying relevant staff

The Manager Governance and Corporate Performance is responsible for keeping a record of the outcome of the review, updating Council's electronic documents and records management system and notifying all relevant staff of the outcome of the review including if the restriction has been withdrawn.

See sections 3.9.5 above and 5.2 below

4.13 Managing staff stress

4.13.1 Staff reactions to stressful situations

Dealing with demanding, abusive, aggressive, or violent complainants can be extremely stressful, distressing and even frightening for our staff. It is perfectly normal to get upset or stressed when dealing with difficult situations. As an organisation, we have a responsibility to support staff members who experience stress as a result of situations arising at work and we will do our best to provide staff with debriefing and counselling opportunities, when needed. However, to do this we also need the help of all Council staff to identify stressful incidents and situations. All staff have a responsibility to tell relevant supervisors and senior managers about UCC incidents, and any other stressful incidents that they believe require management to be involved.

4.13.2 Debriefing

Debriefing means talking things through following a difficult or stressful incident. It is an important way of dealing with stress. Many staff do this naturally with colleagues after a difficult telephone call, but staff can also debrief with a supervisor or senior manager (or as a team) following a significant incident. We encourage all staff to engage in an appropriate level of debriefing, when necessary.

Staff may also access an external professional service if required. All staff can access the LifeWorks Employee Assistance Program (a free, confidential counselling service) on 1300 361 008.

4.14 Training and awareness

Council is committed to ensuring that all staff are aware of and know how to use this policy. All staff who deal with complainants in the course of their work will also receive appropriate training and information on using this policy and on managing UCC on a regular basis and, in particular, on induction. This should include training to support culturally appropriate communication

5 Responsibilities

5.1 Councillors

Councillors shall be aware of this policy and consider any amendments and reviews when reported to Council.

5.2 Executive

The Executive shall:

- Ensure that the policy is reviewed every two (2) years and that all relevant staff are aware and trained in the requirements of the policy
- Ensure that all complainants are dealt with fairly and in a non-discriminatory way as per the requirements of the policy

5.3 Manager Governance and Corporate Performance

The Manager Governance and Corporate Performance and Community, in consultation with relevant staff, has the responsibility and authority to change or restrict a complainant's access to our services in the circumstances identified in this policy. When doing so they will consider the criteria in section 4.9.2 above and will aim to impose any service changes or restrictions in the least restrictive ways possible. Their aim when taking such actions will not be to punish the complainant, but rather to manage the impacts of their conduct.

When applying this policy, the Manager Governance and Corporate Performance will also aim to keep at least one open line of communication with a complainant. However, we do recognise that in extreme situations all forms of contact may need to be restricted for some time to ensure the health, safety, and security of our staff or third parties.

The Manager Governance and Corporate Performance is also responsible for recording, monitoring, and reviewing all cases where this policy is applied to ensure consistency, transparency, and accountability for the application of this policy. They will manage and keep a file record of all cases where this policy is applied.

The Manager Governance and Corporate Performance shall provide guidance to Councillors, Executive and other Council staff as to the content and implementation of this Policy;

- ensure the timely review of this Policy; and
- assist in investigations of alleged non-compliance with this policy and conduct investigations into alleged non-compliance with this Policy Managers

5.4 Managers

All managers are responsible for supporting staff to apply the strategies in this policy, as well as those in the manual. Managers are also responsible for ensuring compliance with the procedures outlined in this policy, and that all staff members are trained to deal with UCC – including on induction. After a stressful interaction with a complainant, managers should provide affected staff members with the opportunity to debrief their concerns either formally or informally. Managers will also ensure that staff are provided with proper support and assistance including medical or police assistance, and if necessary, support through programs like the Employee Assistance Program. Managers may also be responsible for arranging other forms of support for staff, such as appropriate communication or intercultural training.

5.5 Council staff

All staff are responsible for familiarising themselves with this policy as well as the Individual Rights and Mutual Responsibilities of the Parties to a Complaint document at Attachment 1. Staff are also encouraged to explain the contents of this document to all complainants, particularly those who engage in UCC or exhibit the early warning signs of UCC.

Staff are also encouraged and authorised to use the strategies and scripts provided at the NSW Ombudsman's website – see Part 2 of the Managing unreasonable conduct by a complainant Manual (3rd edition):

- Strategies and scripts for managing unreasonable persistence
- Strategies and scripts for managing unreasonable demands
- Strategies and scripts for managing unreasonable lack of cooperation
- Strategies and scripts for managing unreasonable arguments
- Strategies and scripts for managing unreasonable behaviours

Any strategies that change or restrict a complainant's access to our services must be considered at the Group Manager Corporate or Community level or higher as provided in this policy.

Staff are also responsible for recording and reporting all UCC incidents they experience or witness (as appropriate) to the Manager Governance and Corporate Performance within 24 hours of the incident occurring. A file note of the incident should also be copied into Council's electronic documents and records management system.

6 Performance Measures

The success of this Policy will be measured by:

- the number of cases of unreasonable complainant conduct that are addressed by Council in accordance with this Policy; and
- reporting of feedback is actively considered in Executive and Council decision making.

7 Definitions

unreasonable complainant conduct -
any behaviour by a complainant which, because of its nature or frequency, raises substantial health, safety, resource or equity issues for the people involved in the complaint process.

8 Related Material

8.1 Related Legislation

The following legislative materials are related to this Policy:

- Government Information (Public Access) Act 2009;
- Local Government Act 1993;
- Privacy and Personal Information Protection Act 1998; and
- Work Health and Safety Act 2011

8.2 Related Documents

The following documents are related to this Policy:

- Code of Conduct;
- Customer Service Charter;
- Complaints and Feedback Management Policy;
- Complaints and Feedback Management Procedure;
- Customer Service Strategy 2016-2020;
- NSW Ombudsman Complaint Handling Model Policy;
- NSW Ombudsman Complaint Management Framework;
- NSW Ombudsman Effective Complaint Handling Guidelines;
- NSW Ombudsman Managing Unreasonable Conduct by a Complainant: A Manual for Frontline Staff, Supervisors and Senior Managers;
- NSW Ombudsman Unreasonable Complainant Conduct Model Policy;
- Privacy Code of Practice for Local Government;
- Privacy Management Plan; and
- Procedures for the Administration of the Code of Conduct

9 Non-compliance with this Policy

Non-compliance with this Policy should be reported to Manager Governance and Corporate Performance who will investigate and determine the appropriate course of action.

10 Document Control

10.1 Version Control

Version	Adoption Date	Notes
1.0	15 June 2022	Initial adoption of the policy
2.0	insert date on which version was adopted	Transfer of original policy onto the latest policy template updating reference to staff positions and documentation dates

11 Attachments

1. Individual rights and mutual responsibilities of the parties to a complaint

Approved by:

WINGECARRIBEE SHIRE COUNCIL
[Governance to insert adoption date]

DRAFT

Attachment 1

Individual Rights and Mutual Responsibilities of the Parties to a Complaint

In order for Council to ensure that all complaints are dealt with fairly, efficiently and effectively and that occupational health and safety standards and duty of care obligations are adhered to, the following rights and responsibilities must be observed and respected by all of the parties to the complaint process.

Individual rights

Complainants have the right:

- to make a complaint and to express their opinions in ways that are reasonable, lawful and appropriate
- to a reasonable explanation of the organisation's complaints procedure, including details of the confidentiality, secrecy and/or privacy rights or obligations that may apply
- to a fair and impartial assessment and, where appropriate, investigation of their complaint based on the merits of the case
- to a fair hearing
- to a timely response
- to be informed in at least general terms about the actions taken and outcome of their complaint o to be given reasons that explain decisions affecting them
- to at least one right of review of the decision on the complaint
- to be treated with courtesy and respect o to communicate valid concerns and views without fear of reprisal or other unreasonable response.

Staff have the right:

- to determine whether, and if so how, a complaint will be dealt with
- to finalise matters on the basis of outcomes they consider to be satisfactory in the circumstances
- to expect honesty, cooperation and reasonable assistance from complainants
- to expect honesty, cooperation and reasonable assistance from organisations and people within jurisdiction who are the subject of a complaint
- to be treated with courtesy and respect
- to a safe and healthy working environment
- to modify, curtail or decline service (if appropriate) in response to unacceptable behaviour by a complainant.

Subjects of a complaint have the right:

- to a fair and impartial assessment and, where appropriate, investigation of the allegations made against them
- to be treated with courtesy and respect Council staff
- to be informed (at an appropriate time) about the substance of the allegations made against them that are being investigated
- to be informed about the substance of any proposed adverse comment or decision
- to be given a reasonable opportunity to put their case during the course of any investigation and before any final decision is made

- to be told the outcome of any investigation into allegations about their conduct, including the reasons for any decision or recommendation that may be detrimental to them
- to be protected from harassment by disgruntled complainants acting unreasonably

Mutual responsibilities

Complainants are responsible for:

- treating Council staff with courtesy and respect
- clearly identifying to the best of their ability the issues of complaint, or asking for help from Council staff to assist them in doing so
- to the best of their ability providing Council with all the relevant information available to them at the time of making the complaint
- being honest in all communications with Council
- informing Council of any other action they have taken in relation to their complaint
- cooperating with the staff who are assigned to assess/ investigate/resolve/determine or otherwise deal with their complaint.

If complainants do not meet their responsibilities, Council may consider placing limitations or conditions on their ability to communicate with staff or access certain services.

Council has a zero-tolerance policy in relation to any harm, abuse or threats directed towards its staff. Any conduct of this kind may result in a refusal to take any further action on a complaint or to have further dealings with the complainant. Any such conduct of a criminal nature will be reported to police and in certain cases legal action may also be considered.

Staff are responsible for:

- providing reasonable assistance to complainants who need help to make a complaint and, where appropriate, during the complaint process
- dealing with all complaints, complainants and people or organisations the subject of complaint professionally, fairly and impartially
- giving complainants or their advocates a reasonable opportunity to explain their complaint, subject to the circumstances of the case and the conduct of the complainant
- giving people or organisations the subject of complaint a reasonable opportunity to put their case during the course of any investigation and before any final decision is made
- informing people or organisations the subject of investigation, at an appropriate time, about the substance of the allegations made against them and the substance of any proposed adverse comment or decision that they may need to answer or address
- keeping complainants informed of the actions taken and the outcome of their complaints
- giving complainants reasons that are clear and appropriate to their circumstances and adequately explaining the basis of any decisions that affect them
- treating complainants and any people the subject of complaint with courtesy and respect at all times and in all circumstances
- taking all reasonable and practical steps to ensure that complainants are not subjected to any detrimental action in reprisal for making their complaint
- giving adequate warning of the consequences of unacceptable behaviour.

If the Council or its staff fail to comply with these responsibilities, complainants may complain to the General Manager.

Subjects of a complaint are responsible for:

- cooperating with Council staff who are assigned to handle the complaint, particularly where they are exercising a lawful power in relation to a person or body within their jurisdiction
- providing all relevant information in their possession to Council or its authorised staff

when required to do so by a properly authorised direction or notice
- being honest in all communications with Council and its staff
- treating Council staff with courtesy and respect at all times and in all circumstances
- refraining from taking any detrimental action against the complainant in reprisal for them making the complaint.

If subjects of a complaint fail to comply with these responsibilities, action may be taken under relevant laws and/or codes of conduct.

Council is responsible for:

- having an appropriate and effective complaint handling system in place for receiving, assessing, handling, recording and reviewing complaints
- decisions about how all complaints will be dealt with
- ensuring that all complaints are dealt with professionally, fairly and impartially
- ensuring that staff treat all parties to a complaint with courtesy and respect
- ensuring that the assessment and any inquiry into the investigation of a complaint is based on sound reasoning and logically probative information and evidence
- finalising complaints on the basis of outcomes that the organisation, or its responsible staff, consider to be satisfactory in the circumstances
- implementing reasonable and appropriate policies/procedures/practices to ensure that complainants are not subjected to any detrimental action in reprisal for making a complaint, including maintaining separate complaint files and other operational files relating to the issues raised by individuals who make complaints
- giving adequate consideration to any confidentiality, secrecy and/or privacy obligations or responsibilities that may arise in the handling of complaints and the conduct of investigations.

If Council fails to comply with these responsibilities, complainants may complain to the General Manager.

DRAFT

CENTENNIAL RD DOG PARK, BOWRAL

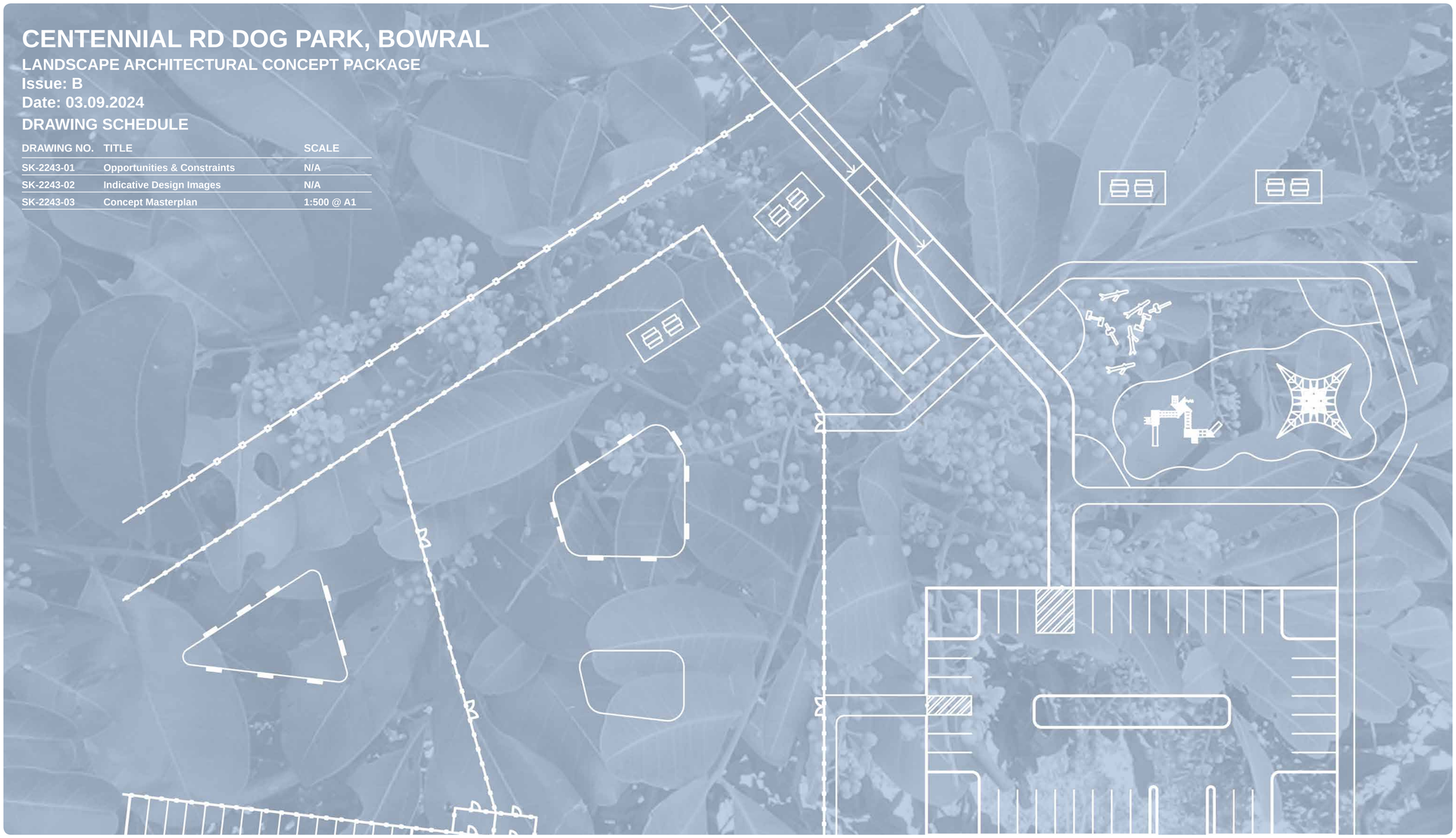
LANDSCAPE ARCHITECTURAL CONCEPT PACKAGE

Issue: B

Date: 03.09.2024

DRAWING SCHEDULE

DRAWING NO.	TITLE	SCALE
SK-2243-01	Opportunities & Constraints	N/A
SK-2243-02	Indicative Design Images	N/A
SK-2243-03	Concept Masterplan	1:500 @ A1



Wingecarribee SHIRE COUNCIL

Sturt Noble Associates

SITE PLAN - OPPORTUNITIES & CONSTRAINTS



SITE IMAGES



Existing carpark area



Existing amenities building to be replaced/relocated.



Open turf area with evidence of drainage runoff



Existing maintenance vehicle bridge & pedestrian access



Embankment area to cricket oval

Sturt Noble Associates
Suite 307, 166 Glebe Point Road
Glebe NSW 2007
T. 02 9211 3744
W. www.sturtnoble.com.au
landscape architecture
environmental & urban design

PROJECT
CENTENNIAL DOG PARK, BOWRAL

CLIENT
WINGECARRIBEE SHIRE COUNCIL

DRAWING
**SITE PLAN -
OPPORTUNITIES & CONSTRAINTS**

DRAWING No.	ISSUE	DRAWN	DATE
SK-2411-JP-01	A	ml	09.07.2024

ACN: 164 245 514 ABN: 99 164 245 514
THIS DRAWING SHOULD BE READ IN CONJUNCTION WITH ALL RELEVANT CONTRACTS, SPECIFICATIONS, REPORTS AND DRAWINGS. COPYRIGHT OF THIS DRAWINGS IS VESTED IN STURT NOBLE ASSOCIATES PTY LTD.



Bench seating with shade amenity



Dog park with fencing surrounds



Picnic shelter & table setting for gathering opportunities



Shared path/cycleway loop



Native play with timber logs & boulders



Indicative Level 3 playground space



Sandstone blocks for additional seating amenity



Amenities building



Sports field bench seating

Sturt Noble Associates
Suite 307, 166 Glebe Point Road
Glebe NSW 2007
T. 02 9211 3744
W. www.sturtnoble.com.au
landscape architecture
environmental & urban design

PROJECT
CENTENNIAL DOG PARK, BOWRAL

CLIENT
WINGECARRIBEE SHIRE COUNCIL

DRAWING
INDICATIVE DESIGN IMAGES

DRAWING No.	ISSUE	DRAWN	DATE
SK-2411-JP-02	B	ml	03.09.2024

0 5 10 15 25m
Scale 1:500@A1
1:1000@A3

ACN: 164 245 514 ABN: 99 164 245 514

THIS DRAWING SHOULD BE READ IN CONJUNCTION WITH ALL RELEVANT CONTRACTS, SPECIFICATIONS, REPORTS AND DRAWINGS. COPYRIGHT OF THIS DRAWINGS IS VESTED IN STURT NOBLE ASSOCIATES PTY LTD.

SITE PLAN - CONCEPT MASTERPLAN



LEGEND

- Site boundary
- Existing trees to be retained. Tree locations shown indicatively, actual locations to be verified on site.
- 1 Protected existing ecological area with revegetation to bushland and creek areas
- 2 Upgraded carpark configuration
- 3 New Level 3 playground with nature and climbing play
- 4 Shared vehicle and pedestrian road
- 5 Access pathways
- 6 DDA accessible ramps providing access to cricket oval
- 7 Post and wire fencing/bollards/ edging to delineate revegetation area from parklands
- 8 Partially covered bench seating for viewing
- 9 Proposed buffer planting
- 10 Picnic area with table settings and shelters
- 11 New amenities and change room building
- 12 Disabled Drop off/passing bay
- 13 Access gates to dog park
- 14 Bench seating under existing trees for additional amenity

KEY IMAGES






Sturt Noble Associates
Suite 307, 166 Glebe Point Road
Glebe NSW 2007
T. 02 9211 3744
W. www.sturtnoble.com.au
landscape architecture
environmental & urban design

PROJECT
CENTENNIAL DOG PARK, BOWRAL

CLIENT
WINGECARRIBEE SHIRE COUNCIL

DRAWING
SITE PLAN - CONCEPT MASTERPLAN

DRAWING No.	ISSUE	DRAWN	DATE
SK-2411-JP-03	B	ml	03.09.2024

0 5 10 15 25m
Scale 1:500@A1
1:1000@A3

ACN: 164 245 514 ABN: 99 164 245 514

THIS DRAWING SHOULD BE READ IN CONJUNCTION WITH ALL RELEVANT CONTRACTS, SPECIFICATIONS, REPORTS AND DRAWINGS. COPYRIGHT OF THIS DRAWINGS IS VESTED IN STURT NOBLE ASSOCIATES PTY LTD.

Sturt Noble Associates

CENTENNIAL ROAD DOG PARK, BOWRAL

LANDSCAPE ARCHITECTURAL DESIGN STATEMENT:

Centennial Rd Dog Park is located within the suburb of Bowral, approximately 2km from the town centre of Bowral & 117km from Sydney's CBD. It is located within the Southern Highlands and is surrounded by remnant Southern Highland's Shale Woodland Forest & Upland Swamp Mallee Heath vegetation. Centennial Rd Dog Park sits within Wingecarribee Council and is surrounded by future retirement living, residential areas, golf course & Steiner school.

The existing site has a fenced dog park, cricket oval & raised playground area, which is currently being utilised by the Bowral cricket club & surrounding community. The site has 2 entries off Centennial Road with 2 areas for informal carparking currently in poor condition on eroding substrate/worn grass. Due to the adjacent construction site usage and park use, the lack of formalised carparking has led to severe erosion and wear to the ground condition. Beside the dog park is also a playground area with a raised edging, providing no opportunities for children with disabilities to play and access the equipment.

The site slopes from the carpark down towards an existing creek line & wetland area, which includes species from the Upland Swamp Mallee Heath vegetation community. Due to the slope and vehicle wearing, the access road has been impacted by excess water and drainage.

The landscape proposal for Centennial Rd Dog Park, aims to upgrade the park & play facilities, improve accessibility through the site & strengthen the existing ecological communities that are present on the site.

One of the main moves for the park is the provision two surfaced carparks and accessible connection routes through the park facilities. By providing a formalised parking area the ground can be stabilised and existing trees around the entry can be protected from cars wearing the ground near their roots and damage to trunks. From the northern side of the carpark, a shared maintenance vehicle and pedestrian access path is proposed to allow patrons with disabilities to access the park & cricket oval. Located at a new amenities building is a drop off zone that allows vehicles to drop and turn around including disabled patrons. From the drop off area, a 1:20 access ramp allows disabled patrons to cross the creek line and up to the cricket oval spectator seating area. In addition to providing access to the cricket oval, the park's circulation has been improved by providing a loop from the carparks, dog park & play areas across the site. Furthermore, the cricket oval will also look to improve the drainage to the oval as part of the future upgrades.

The upgrades also include a Level 3 playground space for children of multiple ages and abilities to interact with. Located under existing native trees, the space aims to incorporate both nature play areas for cognitive and explorative play & climbing/tower structures for challenge & activity. Towards the creekline is proposed a pump track for bike & scooters. Surrounding both these activity zones are picnic shelters & table settings to allow for supervision and gathering opportunities for all ages.

The dog park is also being increased in size to provide two separate parks for small & large dogs. In addition to the open turf, bench seating and table settings have been provided within the fenced off area to allow patrons to sit & rest while watching their dog.

Sturt Noble Associates Pty. Ltd. ABN 99 164 245 514 ACN 164 245 514 Suite 91, Level 5, 330 Wattle St. Ultimo NSW 2007
T: (02) 9211 3744 E: enquiries@sturtnoble.com.au W: www.sturtnoble.com.au

Name Location	In general, do you support Council's Centennial Park Concept Masterplan	Do you have any comments about your answer above?	Council Response
B McAulay Willow Vale	Yes	I believe the Bowral Blues Cricket Club have significant detailed plans to better the park, which will open up the project to Cricket NSW, Cricket Australia and NSW government grants.	Council reviewed the Cricket Club's masterplan and have incorporated some of the proposals contained in the plan.
T Downey Medway	Yes	The project looks awesome and is a great use of the space	Noted
M Watson Burradoo	Yes	I write in favour of the concept master plan for Centennial Park, currently on public exhibition. This is a valuable community precinct, although with many limitations. Access to Brian Martin Oval from the carpark has been an issue for many years, with people having to tread around the iron gate and over uneven ground, at risk of falling into the waterway. The carpark is uneven and dusty when it is hot, and muddy and slippery when it is wet. Improvements would be most welcome. There is no seating at Brian Martin Oval, meaning people have to cart chairs from the carpark to enjoy matches, which can be a challenge for older people or people with disabilities. The seating proposal is noted and welcome. Could the seating, or part of it, be sheltered? Or could oval-side shelter be provided otherwise? Another issue at the oval is a total lack of shelter, from sun and rain. Rain disruptions during matches result in players and spectators retreating to their cars (treading over slippery / muddy ground). The amenities facility is most welcome. As it stands most players change in the open at this ground, or enter the old toilet block. It is hoped that these proposals can eventuate, as they benefit the entire community.	The poor condition of the car park and access throughout the site are addressed as part of the masterplan. Seating (partially covered) is included as well as amenities with change rooms.
K Ingham Bowral	Yes	I love there are more activities for young people. The dog park configuration is however wrongly laid out and needs input from the dog park community. The park is already too small and slicing a section off for small dogs may not be the best way to go. It is a very social park – configuration of the seats is important - they need the option of in the shade and in the sun. I trust the park is being extended closer to the creek to create more space. Also, the park, during busy times, uses a lot of parking spaces. There will not be enough parking for cricket, kids playground and dog park and the road	The dog users were consulted in the initial engagement and two thirds of submissions received were from users of the dog park. The size of the dog park is substantially increased as part of the masterplan with shaded seating included. Parking and access are improved and maximised

		can be dangerous, with a number of elderly drivers almost wiped out at that spot.	within the available space.
S McKie Moss Vale	Yes	I support any improvements to council sporting fields and parks. Our shire falls well behind most others in the state in regard to what is provided	Noted
A Macleod Bowral	Yes	I support any and all developments at Centennial Park that will provide an improved cricket experience.	Noted
D James Not Given	Yes	I write on behalf of the Bowral Blues Cricket Club in support of the Concept Master Plan for Centennial Park currently on public exhibition. Brian Martin Oval at Centennial Park is known throughout the Highlands District Cricket Association as the home of the Bowral Blues Cricket Club, and we take great pride in the Oval being regarded as the best synthetic wicket ground in the HDCA. The Bowral Blues thank Council for taking on board many of the suggestions the Club made during our meeting with Council staff at Brian Martin Oval as part of preparing of this Concept Master Plan. After reviewing the proposed improvements included in this Concept, the Club wish to offer a few suggestions that if incorporated into the final Master Plan would both improve the overall experience for users of Brian Martin Oval and potentially increase the opportunity for Council to attract funding from Government and Cricketing bodies at the State and National level to offset the cost of some of these proposed improvements. 1. Women's Cricket, both in the Southern Highlands and across Australia is currently enjoying massive growth, built on the success of the Australian Women's Team. On a local level, the Tina Macpherson Cup now features teams from seven clubs playing T20 games mid-week through the season, and we now see many of the women and girls also playing club cricket in 3rd grade on Saturday afternoons. The biggest challenge faced by these women and girls is the lack of facilities at many of the ground in the Highlands in which to change and put on protective equipment, forcing many to crouch behind cars or trees to do so. This can be discouraging especially for some of the younger girls and has been	The proposed amenities upgrade includes change room facilities. The seating has partial shading included in the revised Masterplan. Access and parking improvements are included in the Masterplan. The masterplan will not see an increase in size of the oval due to the Natural Area Watercourse running through the middle of the site.

		identified by both Cricket Australia and Cricket NSW as a major factor preventing even greater growth of the Women's game. While the Blues don't currently have a Women's team, we have in the past had some very talented young girls come through the club and progress on to play representative cricket, and while Brian Martin Oval is the best synthetic wicket ground in the Highlands the lack of facilities for women to change has been identified as a major negative for the ground. The Club feels that any new amenities building needs to incorporate facilities to allow players to change in private. Many times, at HDCA meeting the Cricket NSW Representative has mentioned that opportunities to attract funding to construct such facilities is available and would go a long way towards making this improvement feasible in the near term. Such a facility doesn't need to be massive - a medium sized room with bench seating, a small handbasin and a lockable door would suffice - and could be incorporated into a slightly larger amenities building at not much additional cost. Naturally any such room would also benefit male players and would see regular use throughout the season. 2. The proposal to install seating on the south-western side of the oval is welcomed, however there is the opportunity to make it even more user friendly by also including a small table at which scorers could work. Even better would be a shelter over the table to provide protection from both sun and rain, similar to the structures at the lower level of Eridge Park. Taking this suggestion even further a good sized shelter, similar to the one at Bundanooon Oval (but without a barbeque) would allow players from the batting side, plus spectators and family, to enjoy shade from the hot sun during games. These improvements could be made at minimal additional	

			cost in the grand scheme of things, but again could also attract funding through Cricket authorities to offset this cost. 3. Something that needs to be immediately addressed is foot access to Brian Martin Oval from the carpark. The existing bypass of the gate used by players and supporters is extremely dangerous, having eroded and fallen away drastically in recent years. This area is now a major safety risk and the club fears the day that a player or supporter - or even worse a young child - slips or falls in this area and ends up in the water. The Club feels this needs to be addressed by Council immediately and prior to the start of the coming cricket season in October. Any improvement could be incorporated into the ultimate accessible pathway shown in the Concept Plan. 4. The proposed changes to the fencing will also be of benefit to playing cricket on Brian Martin Oval. Ideally the Club would like to see the area on the south-eastern side filled and the fence pushed back to provide a larger boundary at this point of the Oval, but appreciates the cost - both financially and environmentally - would make this prohibitive. Any new fencing does however need to take into account this very short boundary. There are countless balls lost each season due to players clearing the current fence, so any replacement should ideally be a few metres taller at least at this point to account for this shorter boundary. Wrapping the fence across the southern access would also assist in reducing the time lost searching for balls hit straight back past the bowler. 5. The carpark is uneven and dusty when it is hot, and muddy and slippery when it is wet. The surface is uneven, and the access road scours material into the	

		creek every time it rains heavily. The Club welcomes any improvements to this area, especially if it improves access for disabled supporters or families with young children in prams. In closing the Club hopes that these sensible suggestions can be incorporated into the final Master plan and looks forward to working closely with Council to attract funding from Government and Cricket bodies to start working on these improvements in the near term. D James Secretary Bowral Blues Cricket Club	
A Guiness Bowral	Yes	My name is A Guinness. My property has an extensive boundary on the eastern edge of the park. I was not contacted during the community consultation period in early 2024. I met, by chance, officers of Council, who were conducting an inspection on a wet morning approximately two months ago. The proposed plan was not mentioned. The 'dry creek' is subject to serious flooding. Photographs are attached (separate email) of the floods in 2022 and the same area this afternoon. The creek suffers from severe erosion and blockages, requiring immediate and substantial remediation. The trees on my boundary are a hazard and will cause severe damage if a tree or limb fell on an individual. I attach a photograph of the limb that fell & narrowly missed a builder's vehicle. I have previously requested that the trees be removed. The fencing on the eastern boundary (my boundary) of the park is falling down and requires an immediate replacement. A post and wire fence with suitable planting would be adequate. If not replaced, children could wander onto my property and potentially cause damage to themselves. I will not be considered liable in these circumstances. The drainage on the eastern side of the park is also an issue. The ground is soft after only 20 mm of rain and adequate drainage should be considered in the design phase, as the current flooding caused on my property is unacceptable. The proposed pump track is impractical - see the attached flood photographs. In addition, it is quite out of keeping with the balance of	The Soil Conservation Service have been engaged by Council and will provide a report into the erosion and possible remediation required. Council's senior tree officer will be inspecting the trees at the site a spart of the Masterplan process. Drainage of the whole site is noted in the design statement of the landscape architects and will be addressed in the design phase of the project. The pump track due to the erosion and flooding of the area has been removed from the Masterplan.

		the proposed park. Such a facility should be located closer to town/schools, not away from town where unsupervised teenagers may cause damage & pose a risk to themselves and others.	
B Wawn Burradoo	Yes	I think this will be very beneficial for the community as it will build another sporting club in the southern highlands that supports ages from young to old.	Noted

````
````

```
```



` ` ` `



` ` ` `









JURD PARK, COLO VALE

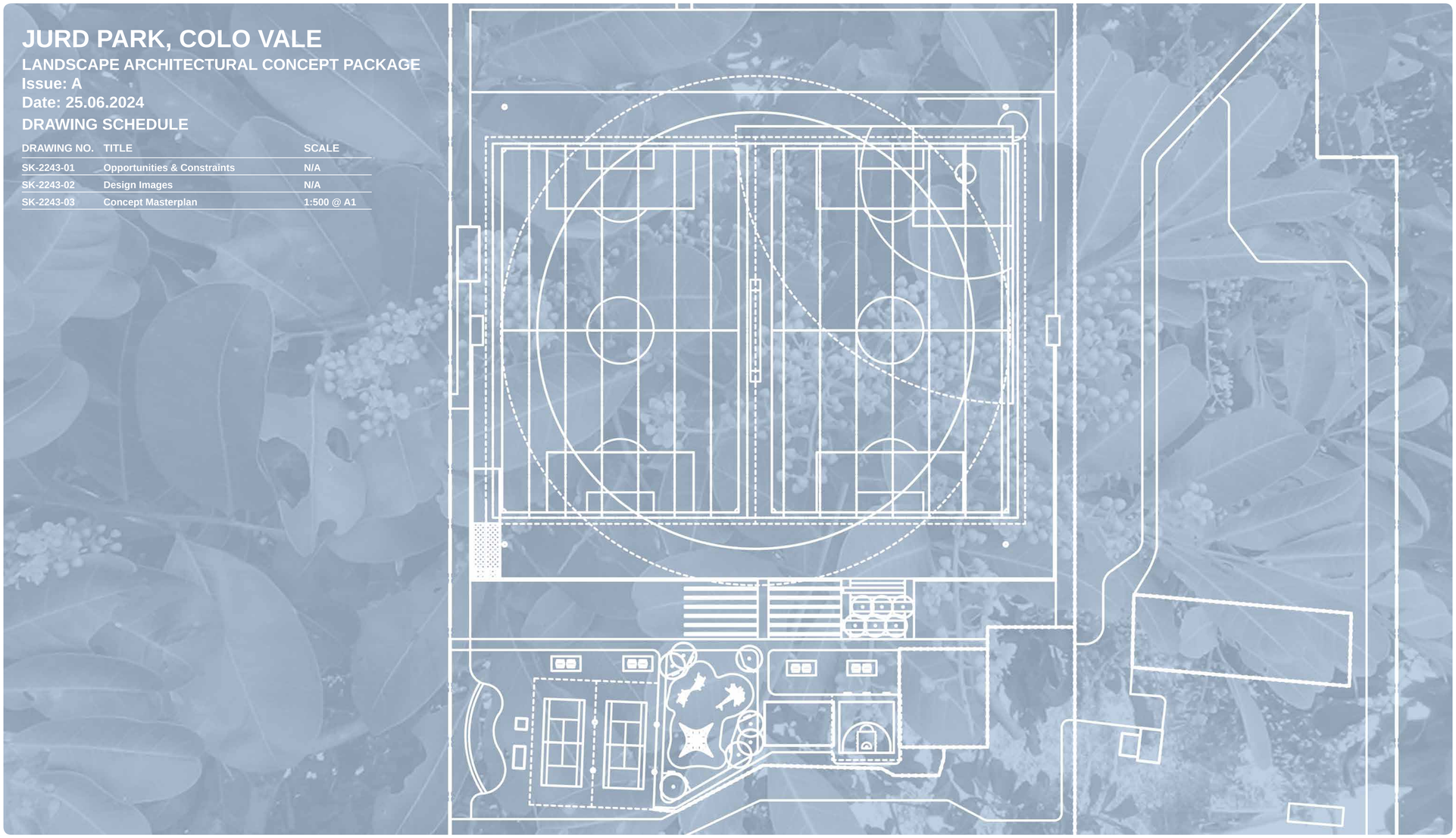
LANDSCAPE ARCHITECTURAL CONCEPT PACKAGE

Issue: A

Date: 25.06.2024

DRAWING SCHEDULE

DRAWING NO.	TITLE	SCALE
SK-2243-01	Opportunities & Constraints	N/A
SK-2243-02	Design Images	N/A
SK-2243-03	Concept Masterplan	1:500 @ A1



Wingecarribee SHIRE COUNCIL

Sturt Noble Associates

SITE PLAN - OPPORTUNITIES & CONSTRAINTS



SITE IMAGES



Septic Tank & Existing fencing



Existing amenities building and fence



Noted trees under stress



Existing trench drain/swale



Eroded driveway entry to pony club

Sturt Noble Associates
Suite 307, 166 Glebe Point Road
Glebe NSW 2007
T. 02 9211 3744
W. www.sturtnoble.com.au
landscape architecture
environmental & urban design

PROJECT
JURD PARK, COLO VALE

CLIENT
WINGECARRIBEE SHIRE COUNCIL

DRAWING
**SITE PLAN -
OPPORTUNITIES & CONSTRAINTS**

DRAWING No.	ISSUE	DRAWN	DATE
SK-2411-JP-01	A	ml	25.06.2024

ACN: 164 245 514 ABN: 99 164 245 514
THIS DRAWING SHOULD BE READ IN CONJUNCTION WITH ALL RELEVANT CONTRACTS, SPECIFICATIONS, REPORTS AND DRAWINGS. COPYRIGHT OF THIS DRAWINGS IS VESTED IN STURT NOBLE ASSOCIATES PTY LTD.


Half-court basketball with linemarking


Soccer field


Tennis court lighting


Level 2 playground upgrade


Tiered seating space with turf inbetween


Sporting & Maintenance shed


Picnic shelter with table setting for shaded gathering areas


Cricket nets


Sporting field flood lights

Sturt Noble Associates
Suite 307, 166 Glebe Point Road
Glebe NSW 2007
T. 02 9211 3744
W. www.sturtnoble.com.au
landscape architecture
environmental & urban design

PROJECT
JURD PARK, COLO VALE

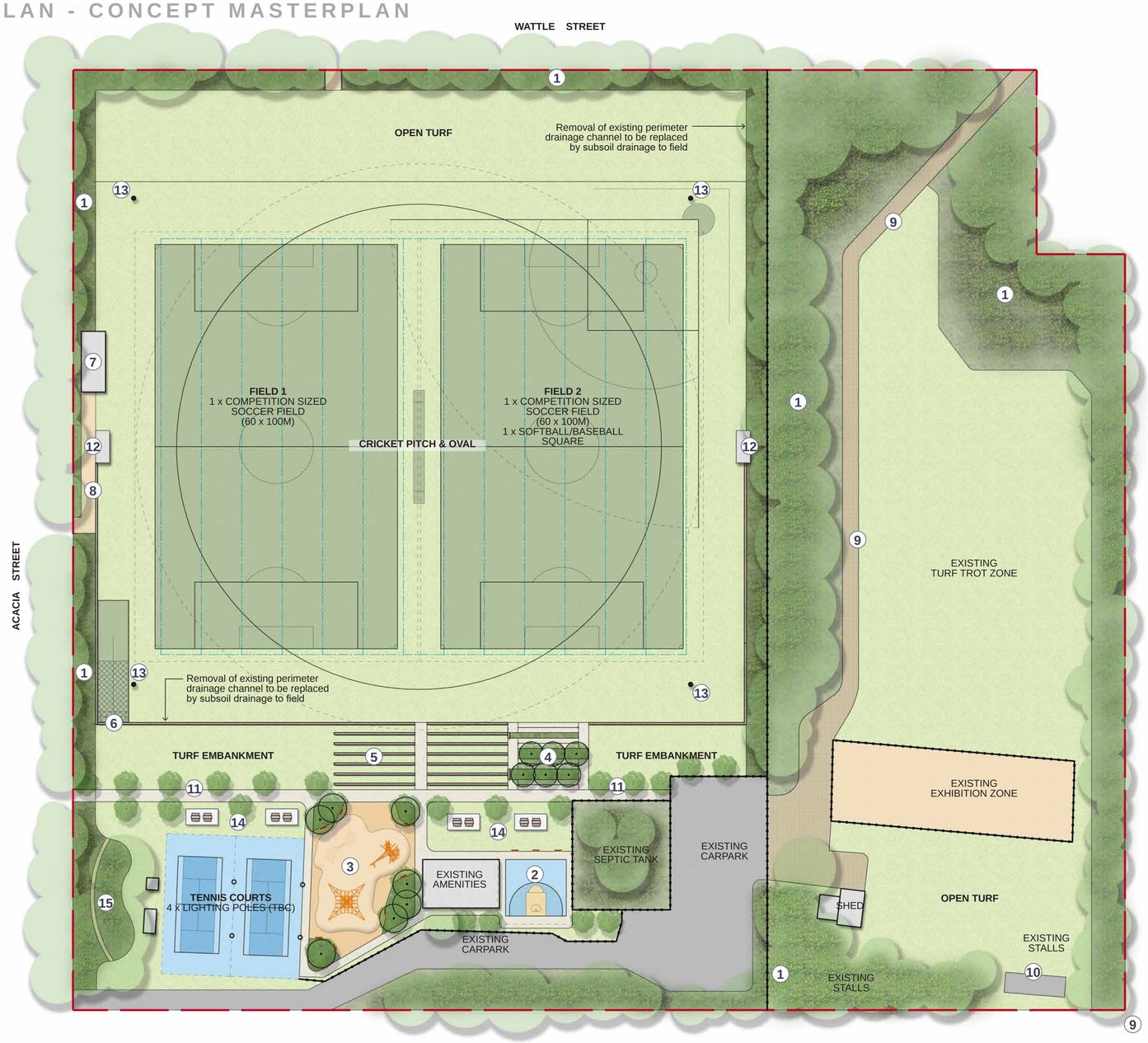
CLIENT
WINGECARRIBEE SHIRE COUNCIL

DRAWING
DESIGN IMAGES

DRAWING No.	ISSUE	DRAWN	DATE
SK-2411-JP-02	A	ml	25.06.2024

ACN: 164 245 514 ABN: 99 164 245 514
THIS DRAWING SHOULD BE READ IN CONJUNCTION WITH ALL RELEVANT CONTRACTS, SPECIFICATIONS, REPORTS AND DRAWINGS. COPYRIGHT OF THIS DRAWINGS IS VESTED IN STURT NOBLE ASSOCIATES PTY LTD.

SITE PLAN - CONCEPT MASTERPLAN



LEGEND

- Site boundary
- Subsoil drainage system to allow for wet weather use & limit inundation of sporting fields following rain events

1. Protect existing ecological area with revegetation to bushland areas
2. Half court basketball court
3. Upgraded Level 2 playground area with net climbing structures
4. DDA accessible path to field with feature planting
5. Tiered seating space with sandstone blocks & turf
6. 2 x Cricket Nets
7. Maintenance/storage shed for turf maintenance and sports clubs
8. 3m wide gravel driveway access to shed and fields
9. Gravel access driveway to pony shed with slope/turf stabilisation
10. Horse washing station with hardstand and drainage
11. Concrete circulation path
12. Football dugout to future details
13. Sports flood lights to allow night use of facilities.
14. Open turf and picnic tables for gathering
15. Native garden & access path providing amenity to tennis courts

KEY IMAGES









Sturt Noble Associates
Suite 307, 166 Glebe Point Road
Glebe NSW 2007
T. 02 9211 3744
W. www.sturtnoble.com.au
landscape architecture
environmental & urban design

PROJECT
JURD PARK, COLO VALE

CLIENT
WINGECARRIBEE SHIRE COUNCIL

DRAWING
**SITE PLAN -
CONCEPT MASTERPLAN**

DRAWING No.	ISSUE	DRAWN	DATE
SK-2411-JP-03	A	ml	25.06.2024

0 5 10 15 25m
Scale 1:500@A1
1:1000@A3

ACN: 164 245 514 ABN: 99 164 245 514

THIS DRAWING SHOULD BE READ IN CONJUNCTION WITH ALL RELEVANT CONTRACTS, SPECIFICATIONS, REPORTS AND DRAWINGS. COPYRIGHT OF THIS DRAWINGS IS VESTED IN STURT NOBLE ASSOCIATES PTY LTD.

JURD PARK, COLO VALE

LANDSCAPE ARCHITECTURAL DESIGN STATEMENT:

Jurd Park is located within the suburb of Colo Vale, approximately 15km from Bowral & 100km from Sydney's CBD. It is located within the Southern Highlands and is surrounded by remnant Southern Highland's Shale Woodland Forest. Jurd Park sits within Wingecarribee Council and is part of the Recreation strategy for Colo vale and the surrounding communities.

The existing site currently provides a sporting field for 2 soccer fields, 2 baseball squares, 2 tennis courts, a small playground & facilities for the community pony club. The field is adjacent to Colo Vale primary school and the residential community. It currently has issues with drainage, which renders the field unusable following rain events. The field currently has a drainage trench installed around the perimeter of the field to address this overland flow. This does assist in limiting the impact of rain events to the grass however with recent surges of rainfall through La Nina and other factors like field drainage, the field is still greatly impacted after rain. In addition the drainage trench prevents easy access onto the field.

The landscape master plan for Jurd Park, proposes to upgrade the park to provide facilities for the local sporting clubs and community. The main upgrade to the park involves the proposal of two (60 x 100m) competition size football fields and a turf cricket pitch, cricket nets & retention of a baseball square to the sporting field area. Complete with line marking the fields will also include a complete subsoil drainage system to prevent inundation and allow the field to be used during wet weather. The fields will also be provided with competition standard flood lights to allow for use at night by club teams for training and game purposes.

The field will also be fitted with a new maintenance shed to house sporting & maintenance equipment. The shed also has a 3m wide gravel driveway off Acacia Street to allow ease of use for maintenance and sporting club use.

In addition to the sporting fields, new tiered seating is proposed to the grass embankment to allow for spectator viewing. This area also includes two new access paths to the sporting field and a central stair providing access to the tiers of the spectator seating as well as to the field. There is also a proposed 1:20 DDA accessible ramp, granting access to the field for patrons with disabilities.

The other main landscape works to Jurd Park involves a new Level 2 playground upgrade, half court basketball, picnic facilities & native garden. The Level 2 playground aims to provide a play space for older kids & aims to include climbing net structures, seating spaces & engaging equipment to provide challenging and cognitive spaces. In addition to the playground a new half court basketball court is also proposed adjacent to the existing amenities building to provide additional sporting opportunities. These areas are connected by DDA accessible linking pathways allowing both areas to be used by patrons with disabilities. The playground areas are also supported by two break-out areas of picnic shelters to allow for passive gathering and surveillance.

The other minor upgrades to Jurd Park include new flood lights to the tennis court, fitted to Australian standards, to allow for night use & additional drainage to the high side of the court as part of the future upgrades. The access to the pony club also aims to be upgraded to a crushed gravel driveway & turf stabilisers to reduce drainage impacts and wearing to the facilities.

Sturt Noble Associates Pty. Ltd. ABN 99 164 245 514 ACN 164 245 514 Suite 91, Level 5, 330 Wattle St. Ultimo NSW 2007
T: (02) 9211 3744 E: enquiries@sturtnoble.com.au W: www.sturtnoble.com.au

Name Location	In general, do you support Council's Jurd Park Concept Masterplan	Do you have any comments about your answer above?	Council Response
S Reid Menangle Park	Yes	Supportive – great for the area. Love the proposal to include Cricket on behalf of Highlands Northern Villages Cricket Club and very supportive as key stakeholder in interest.	Noted
T Downey Medway	Yes	Great use of space. Would be an awesome improvement	Noted
A Macleod Bowral	Yes	It is good to see that cricket facilities are included in the Jurd Park masterplan, and that cricket forms a part of the plan. Cricket is a significant part of the cultural and sporting heritage of the Highlands, and high-quality cricket facilities are limited. As such, anything to improve and enhance cricket facilities is always welcome. I would encourage Council to include an allowance for a turf wicket (with three side by side pitches to allow resting and rotation) similar to what is at Welby Oval. A synthetic grass wicket would be better than nothing, but a turf wicket would be much preferred. Shed space is also required to store cricket equipment, including a special turf wicket mower and roller.	The Masterplan has included both a turf wicket and storage shed for equipment to maintain the pitch
M Calhau Colo Vale	Yes	I think the proposed changes to the park detailed in the masterplan look great. I'd love to see the playground still cater for small children as well as older children as detailed. Namely a swing set that has a "baby seat" as is currently there and a slide.	While the level 2 playground will cater for older children there will still be equipment included for younger age groups. As per the PlaySpace Strategy 2020, Level 2 playspaces cater for a minimum of two of the three age groups.
T Stolzenhein Colo Vale	Yes	For the best outcome for everyone - the pony club and horses need to be kept off the rest of Jurd Park. Nothing worse than kicking a ball with the kids and standing in horse poo, not to mention how uneven the horses make the field. Teenagers especially need to be considered as nothing in Colo Vale for them.	The Masterplan creates two separate, distinct spaces. The pony club and the oval area, with no access for the pony club on the oval portion of the site. A half-court basketball court has been included and the Playspace will cater for a variety of ages including older children.
L Harelle Not Given	Not Provided	Tennis Courts- there is a very big issue behind court one with drainage. Since the road went in some years ago, behind the courts, the water runs underneath court 1 and seeps up making pools of water on the main body of the	The drainage issue at the high side of the tennis courts has been noted and included in the

		court. This is very dangerous, and it takes a long time to dry out. Its actually the reason why we lost our competition ladies team as they couldn't play on the court anymore. I did bring this issue up at the meeting, but it may have been overlooked. I can't see anything on the masterplan for proper drainage to fix this issue. It is a real problem that needs addressing. Perhaps simply some drainage under the path behind the court could fix it. Secretary- Colonel Vale Tennis Courts	design statement of the Masterplan.
S Stojevska Colo Vale	Not Provided	I have reviewed the concept design of jurd park on the council's web page and what has been thought to be established. As feedback to the design of the master plan of jurd park, i have some thoughts that may be of interest as to be taken in consideration in regards to creating jurd park as a tourist attraction since the train is of a historical site to Colo Vale. As it states on the council web page that having sport grounds established it will upgrade the existing playspace, which will most definitely be an upgrade to jurd park, but as i had mentioned in my previous email to take in consideration that having increased opportunities and facilities for people of all ages to actively engage not only in sports but in music, art and as well as having opportunities for the community and those that come to colo vale as tourist to have the chance to socialise in more fields of creation and activities. As for an example Berrima is known for its historical sights such as that of Colo Vale, by establishing small shops for tourists and the community there will be a chance for growth of employment as well as for people that are moving from the city to the Southern Highlands to escape the city life as enjoy to the country. Another point to take into account is that seeing it from the perspective of a tourist, one would want to explore the sights of the village but since the only established building in Colo Vale is the petrol station which is undergoing an upgrade there isn't much for tourists that come off the train to see. As in Berrima there are motels, hotels, cafes and clothing stores, if there was established shops on jurd park for tourist and the community to use there	Council's Community and Recreational Facilities Strategy identified increasing the recreation opportunities and cricket provision at the site. The Draft Sportsground, Park and GCU Plan of Management has categorised the site as Sportsground.

		Version: 1, Version Date: 06/08/2024 Document Set ID: 5498620 will be a chance for growth of employment, socialistion, exhibition of art, craft workshops and music entertainment, tourist will not only want to visit but also purchase items that are created by the community of Colo Vale. Having it be stated by council that the development and implementation of recreational facilities are also to be undergone, a chance is also present as to enhance the historical appearance of colo vale village. The possibilities that jurd park can offer are at a great deal, as it will cater to the community and as well as those that come to visit. For those that come to visit will not only soulfully enjoy the sporting grounds and bbq areas but as well as that of small cafes, restaurants, galleries, food stalls, music entertainment, galleries and a small library were people can relax, socialise and exchange books as there is already a small book box at the front of the school. As I've stated in my previous email, there wasn't much of an opportunity of enjoyment as a child growing up in colo vale due to the limited resources of entertainment and creation. Utilising the area of the park will not only be a place for picnics and bbqs but a place where the children of Colo Vale and those that visit can have a place to make memorable moments with their families.	

Created: 20/08/2024 10:29 AM

Touched By Olivia Foundation Ltd
64 Roseby Street
Drummoyne NSW 2047
Australia
ABN: 18 123 509 008
Email: accounts@touchedbyolivia.com.au

Profit & Loss Statement

July 2023 To June 2024

Income			
Donations			
Donations Corporate		$5,000.00	
Donations Cafe		$5,590.40	
Donations Other		$49,785.61	
Donations Work Place Giving		$256.50	
Grants			
Grants GST		$146,136.36	
Grants GST Free		$9,000.00	
Storytime Grants		$17,272.72	
Other			
Interest Income		$5,975.31	
Rent Income		$5,775.00	
Projects			
Project Income		$472,718.81	
Total Income			$707,510.71
Cost Of Sales			
Event Expenses		$20.00	
Project Expenses		$143,899.46	
Total Cost Of Sales			$143,919.46
Gross Profit			$563,591.25
Expenses			
Accounting/Auditing Fees		$8,845.00	
Advertising & Marketing		$4,485.60	
Bad Debts Written Off		$1,362.73	
Bank Charges		$14.98	
Computer Software		$1,272.84	
Consultancy Fees		$1,710.00	
Entertainment and Gifts		$1,968.07	
Fundraising Fees		$150.00	
Insurance		$4,474.19	
Membership/Subscriptions		$3,794.34	
Motor Vehicle Expenses		$242.94	
Postage		$24.14	
Printing, Stationery, Office		$1,205.80	
Repairs and Maintenance		$1,357.36	
Storytime Expenses		$1,813.49	
Telephone & Internet		$554.56	
Travel & Accommod'n National		$1,242.10	
Website Expenses		$1,711.78	
Employment Expenses			
Salary Packaging Fees	$62.40		
Staff Amenities	$560.80		
Staff Training	$98.00		
Superannuation	$26,308.14		
Salaries & Wages	$272,358.84		
Wages Storytime	$7,395.00		
Workers Compensation	$357.93		
Occupancy Costs			
Electricity & Other Utilities	$500.10		
Rent	$11,550.00		

This report includes Year-End Adjustments.

Created: 20/08/2024 10:29 AM

Touched By Olivia Foundation Ltd
64 Roseby Street
Drummoyne NSW 2047
Australia
ABN: 18 123 509 008
Email: accounts@touchedbyolivia.com.au

Profit & Loss Statement

July 2023 To June 2024

Total Expenses	$355,296.33
Operating Profit	$208,294.92
Net Profit/(Loss)	$208,294.92

This report includes Year-End Adjustments.

Created: 20/08/2024 10:18 AM

Touched By Olivia Foundation Ltd
64 Roseby Street
Drummoyne NSW 2047
Australia
ABN: 18 123 509 008
Email: accounts@touchedbyolivia.com.au

Balance Sheet

As of June 2024

Assets		
Current Assets		
WBC Transactional 333657	$183,037.65	
WBC Hi Interest 333673	$437,584.68	
WBC Livvis Cafe 333 665	$1.85	
Electronic Clearing Account	$1,062.50	
Other Assets		
Accounts Receivable	$48,927.02	
Loan to Livvi's Cafe Five Dock	$1,604.33	
Bonds Rental etc	$846.15	
Fixed Assets		
Furniture and Fixtures	$9,568.00	
Total Assets		$677,298.52
Liabilities		
Project Funds Held		
Project Funds Held In Trust (Void)	$2,268,140.86	
Project Expenses (Void)	$2,516,671.18	
Projects Surplus Expensed	$242,633.35	
Current Liabilities		
Accounts Payable	$6,767.81	
Employee Reimbursements Payable	$215.36	
TBO Credit Card (WBC 9472 Jus)	$644.83	
Loan CheckedIn Care Pty Ltd	$1,055.21	
Tax Liabilities		
GST Collected	$3,766.09	
GST Paid	$525.63	
PAYG, BAS & Super Payable	$14,272.00	
Total Liabilities		$20,298.70
Net Assets		$656,999.82
Equity		
Retained Earnings	$448,704.90	
Current Year Earnings	$208,294.92	
Total Equity		$656,999.82

This report includes Year-End Adjustments.

Page 1 of 1

MINUTES of the ANNUAL GENERAL MEETING of the BONG BONG COMMON MANAGEMENT COMMITTEE Held on 27th August, 2034, at the Waratah Room at the Wingecarribee Shire Council Civic Centre, Moss Vale, NSW.

Meeting opened 10.30 am

1. **Attendance and Apologies:**

   Present: Phil Yeo, Lyn Hall, Narelle Bowern, Allan Aston, Lyndal Breen
   Apologies: nil
   In attendance: Amelia Pignatelli

2. **Declarations of interest** - nil

3. **Confirmation of the Minutes of the Previous AGM :** as per December 2023

4. **Chairman's Report:** tabled. See attached

5. **Treasurer's Report:** tabled.

   Reprint of **booklet : $5000.00** to be removed and no request to be made this year
   Update of Conservation Management Plan : **$5000.00**
   Less $1805.00 pre-paid via Andrew Maskiell : - **$1895.00 = $3195.00**
   Remaining balance : $8195.00
   Balance to be devoted : $3195.00

   (Notes: to continue updating the Bong Bong Common Conservation Management Plan to incorporate the eastern addition.
   The remaining $5000 for a reprint of the Bong Bong Commonbooklet is not required at this time)

6. **Election of the Executive of the Committee**
   Chairperson: Phil Yeo
   Deputy Chairperson: Lyn Hall
   Treasurer: Allan Aston

7. General business

WSC signatories to the Bong Bong Common Management Committee's Bank Account: the Committee approved the following changes to the signatories of the Bank Account: MOVED that Margaret Cusack and Damien Jenkins will be removed and replaced with Kerry Nicholls and David Grima. Moved Allan Aston, seconded Narelle Bowern

BURRAWANG PARK MANAGEMENT COMMITTEE ANNUAL MEETING HELD 22 AUGUST 2024

PRESENT: Amelia Pignatelli (Council Coordinator Facilities and Bookings), L Daley, P Cleary, J Hill and B Donovan. G Schofield and S Vaughan attended as community members.

APOLOGIES: M Vaughan.

MINUTES: The Minutes of the previous Annual Meeting were read and confirmed by P. Cleary, seconded by B. Donovan.

TREASURER'S REPORT:

1.5.2023 to 30.6.2024	
Balance: 31.5.2023:	**$5,133.91**
Receipts:	
IMB November 2023: Interest:	$ 0.26
IMB May 2024: Interest:	$ 0.26
	$5,134.43
Payments:	
Nil	
Balance: 30.6.2024:	**$5,134.43**

Moved L. Daley, seconded by J. Hill that Treasurer's Report is correct.

PRESIDENT'S REPORT:

G. Schofield was the President elected at our last Annual Meeting. Council's requirements for all Committee members to complete the 355 Orientation Program meant that G.Schofield was no longer able to report to the Meeting.

G. Schofield thanked the Committee members for all their efforts over the previous year. He said that himself and Sandra had worked on a lot of projects for the Oval for many years and were no longer considered to be members. He said he was willing to assist with anything that needed to be done whether or not he was a member. Greg was critical of the process that it was a requirement to complete a program to be eligible to be part of the Committee.

Amelia Pignatelli advised that there is another program in October for people to comply.

Greg Schofield said that there have been generations of volunteers that have helped to contribute towards helping to build local facilities. He said that it would like to make a stand against Council's requirements to be a Committee member of 355 Committees.

ELECTION OF COMMITTEE:

The following office bearers were elected:

President: B. Donovan
Vice-President: J. Hill
Secretary/Treasurer: L. Daley

SIGNATORIES TO IMB ACCOUNT:

Amelia Pignatelli advised the the Council's signatories to our Account at IMB Bank will be David Grimmer and Kerrie Nicholas as well as Margaret Cusack, who is already a signatory.

The Committee members who are signatories will remain the same, namely, Lesley Daley, Jon Hill and Patrick Cleary.

Moved J Hill, seconded P Cleary that the above signatories will be the authorised signatories to the Committee's IMB Account.

Meeting closed at 8.30 pm.

…….
Lesley Daley
Secretary/Treasurer

Canyonleigh 355 Management Committee AGM
Held on 26 August 2024 held at Canyonleigh Hall
Commencing at 10.42am

Minutes

1. a) Present – Dawn Bollen, Jo Thomson, Wendy Quigg, Howard Trevithick, Noni Staggs, Lisa Trevithick, Krystyna Davis, Janet Dalzell, Julieanne Natoli, Amelia Pignatelli
b) In Attendance

2. Apologies – nil

3. Confirmation of previous Minutes
Recommendation
THAT the Minutes of the previous general meeting of the Canyonleigh 355 Management Committee Meeting be confirmed as a true and accurate record of the meeting.
Moved by: Dawn Bollen Seconded by: Krystyna Davis

4. Chairperson's Report – see attached report from Janet Dalzell

5. Treasurer's Report – see attached report from Dawn Bollen

6. Other Reports
a) Booking Officer - see attached report from Dawn Bollen

b) Council Representative Report – Amelia Pignatelli

- Amelia advised the walk-through video had been taken of the hall and is ready to be reviewed and once approved will be uploaded to Council's website.
- With Council going into caretaker mode as the Council elections are approaching. Committees are stood down and will be re-instated after the new Council is elected.
- New committee members are unable to be appointed until the next Council meeting which will not be held until October.
- 2025/2026 Budget requests are to be submitted by 15 September 2024. It is suggested you apply for more rather than less, we can also look at availability of grants and capital works.
- Budget Allocations for 2024/2025 are a little later than usual and we hope to be able to provide details next week.
- Previous request for plants and a statue, we believe have been approved, Amelia will double check the details.
- Amelia is on leave from 6 September 2024 to 28 September 2024 and will advise best contacts in her absence.

7. Committee Membership – Janet asked if it was possible to see if new committee members could be appointed sooner than October as the committee has two community members who are ready to join and take on the key roles of booking officer and secretary. Amelia advised she is looking at what options may be available to be able to have members appointed.

8. Record keeping – All meeting minutes, GST returns, and Bank Statements are to be emailed to Council. Currently reporting and statements are up to date.

9. Bank Signatories – Amelia Pignatelli advised that the signatories on the bank account need to be updated as there have been changes to Council staff and changes to the committee members. Damien Jenkins and Margaret Cusack staff members at Council

Document Set ID: 5523041
Version: 1, Version Date: 09/09/2024

will need to be removed. New committee members will need to be added. This will likely take place in October once the new Committee members have been appointed.
Moved Janet Dalzell 2nd Lisa Trevithick

d) Key Register – the key register is being updated. Jan will send a copy of the key register to the facilities team.

7. General Business

a) Bookable updates – more halls are coming on board; it is expected that all halls will be online by the end of the year and training will be organised by site
b) Dawn asked regarding:
   - additional training for booking officer.
   - could the bookable manual – larger print difficult to read.
   - templates to assist with standard responses.

   and it was noted that on some bookings, correspondence sent by Council could not be seen by the booking officer and vice versa.
   - Amelia to investigate the above issues

c) Wedding hire fees – Janet advised that in the interim Wedding fees at Penrose as they promote their new hall. Janet was concerned this may take weddings away from Canyonleigh. Amelia advised she would look in to whether any changes could be made.
d) Flooring – the floor has not been sanded. Just cleaned and re-coated.
e) Starlink for internet access – need to investigate having internet access available as bookings have been cancelled due to no access.
f) Promotional video – Dawn advised she would be able to provide additional footage using a drone.
g) Tradesmen required to repair doors to kitchen cupboards under sink and to repair taps. – Amelia will follow up
h) Operation manual needs to be updated – piano is out of tune, so might need to be removed from the available items. Amelia suggested that we get the piano tuned if possible. We need to add that 2 x TVs to the list of available items.
i) Generator is not working and needs repairs – Amelia to follow up.

8. Election of officer bearer's
a) Chairperson – Jan Dalzell – nominated by Dawn Bollen 2nd Wendy Quigg

b) Treasurer - Dawn Bollen – nominated by Lisa Trevithick 2nd Wendy Quigg

c) Booking officer (interim) – Dawn Bollen - nominated by Jan Dalzell 2nd Krystyna Davis

d) Secretary position will remain vacant until new member can be appointed to the committee at the next Council Meeting in October.

e) Vice Chairman – not appointed

9. Closure
The Meeting closed at 11.45am

Next meeting to be advised.

Document Set ID: 5523041
Version: 1, Version Date: 09/09/2024

AGM Monday 26 August 2024

Chairpersons Report

This last year has been very different to other years with very little being achieved with the exception of the newly resurfaced floors thank you to WSC for having achieved this although the needed to be sanded back.

It has been again a quiet year for weddings, Dawn Bollen the acting Booking Officer will report on how many are coming up in the future.

Last years report

It was stated that we should look at renewing the edging of t he front garden and having a small shed to keep any garden equipment in.

While we haven't explored the renewing of garden edging the small shed is now in place and padlocked so we can safely store the blower and any other garden tools we may purchase.

We should however re visit the edging and this will be discussed in our own meeting following this AGM

Hall Rates

Our rates are inconsistent with Southern Villages

Commercial $43 per hour
Not for profit $21
Weddings etc $1501 for 3 days

Compared with
Penrose
Commercial $50
Not for profit $16.50
Weddings etc $1000
Wingello
Commercial $34
Not for profit $17
Weddings etc $375
Exeter
So many variables to list with the exception of weddings $1444.50
Our budget for 23/24 and consequently rolled over to the 24/25 budget requested to have cupboards under the kitchen sink. This has been unsuccessful due to the inability to locate a contractor to install them. We will persevere and with the 25/26 we should request a replacement sink and taps.

Document Set ID: 5523041
Version: 1, Version Date: 09/09/2024

The annual dance last October celebrating the hall anniversary was very successful and being its 30th year we chose to have it catered for by "A Van called Delilha" Both the General Manager of WSC and the Interim Administrator were invited, and we were fortunate to have Viv May attend. I was fortunate to hear him interviewed on the Monday morning radio as he spoke very favourably about his evening spent with us.

This year we have had the resignation of the Secretary Sandra Quartermaine who left us in May. Since then we have struggled to replace her until Jo Thomson kindly offered to take the role. It is unfortunate not to be able to allow Jo to perform any duties until her submission to council to be a volunteer has been to the October council meeting. Hence Julianne Natoli has come to take the minutes of this AGM. Thank you Julianne

Our replacement for Booking Officer Julie Chamouille who resigned 12 months ago, Noni Staggs, is in the same position.

The Canyonleigh Hall manual needs to be updated to delete the piano as it is not tuned and to add the two TV's we acquired from Exeter Hall.

I now come to the update of the Booking Officer role:

This system has been introduced to our hall as a trial for other village halls and it has not come without issues. We have had no Booking Officer for over 12 months until before Christmas 2023 I offered the role to Noni Staggs with the information I had at the time that the role would be simplified for the volunteers and that position would just need to verify the first contact from the hirer that they are booking the hall within the guidelines eg 80 people max etc, showing the hall and checking after an event so the Treasurer can refund the bond or not. This has now grown into the fact that the Booking Officer will be approving all bookings and ensuring the current supporting documents such as insurance are supplied. It is my opinion that this responsibility lies within council. (Admittedly we can pass any query on to the facilities team if necessary). However this entails a volunteer person in that role being responsible for 365 days a year no annual leave public holidays or weekends. It is my personal belief that we are performing a council employees' role.

Dawn Bollen has been acting this role for several months and I am reluctant to have a person who has had no knowledge of how halls are managed take over at this point.

This brings me to say that Dawn has been working alongside council and has practically written the Manual for the BO role. She is performing the two most critical positions of a hall management committee and should not be overlooked by WSC.

I cannot thank Dawn enough for the hours and hours she has put in during the year as both Treasurer and Booking Officer.

Document Set ID: 5523041
Version: 1, Version Date: 09/09/2024

CANYONLEIGH COMMUNITY HALL MGT COMMITTEE

Statement of Income & Expenditure

Period ended **30 June** **2024**

	$	
Income		
Hall Hire	**3,685.10**	
Council Grants	-	
Donations	-	
Interest	68.84	
Sundry Income	2,258.19	
Bonds retained		
GST refunds from WSC	294.94	
	6,012.13	
Expenditure		
Bank fees		
Electricity/Gas	851.57	
Cleaning & waste	767.30	
Repairs	4,504.50	Gates
Sundry (including Shed)	3,640.80	Shed
GST paid to WSC	40.37	
	9,804.54	
Net Income (Expenditure)	**- 3,792.41**	

Balance Sheet

As at 30 June 2024

Current Assets	
Bank Accounts	
Savings	4,790.14
Everyday	8,250.40
Other	
	13,040.54
Liabilities	
Bonds and Key Deposits	900.00
GST owing	47.37
Other	
	947.37
Net Assets	**12,093.17**

Document Set ID: 5523041
Version: 1, Version Date: 09/09/2024

CANYONLEIGH HALL

BOOKING OFFICE REPORT - FINANCIAL YEAR END 2024

Total # of bookings 35

Future Bookings 9
(6 x weddings. 1 x conference. 3 x WSC meetings. Xmas Community party – tbc).

Wedding bookings were fewer than pre 2020 possibly still due to a lingering post Covid hangover and bush fire threat.

The Hall remains popular for meetings, and future bookings are looking much brighter with lots of viewings in the last few months and six weddings already confirmed.

Two bookings cancelled due to there not being any internet connection.

The *Bookable* system now in place makes booking easier for the community to check live availability of the Hall via WSC website. New photos and drone footage will be uploaded soon when the garden is in full bloom to showcase the Hall on the WSC website further.

Document Set ID: 5523041
Version: 1, Version Date: 09/09/2024

Document Set ID: 5523041
Version: 1, Version Date: 09/09/2024

Padlock keys

Name	date out	date returned	signature
Sandra Q	(14)	returned June '24	
~~Monika F~~	~~(9)~~	March 2021	
Maryann A	(15)	?	
Lisa T	(3)		
~~George B~~	~~(8)~~	July 20th 2021	
Jan D	(4)		
Wendy Q	(5)		
Boller D.	(2)		
Krys Davis	(8)		
Julie C	(15)	Sept 2023	
Jo Thomson	(14)	27 June 2024	

[redacted]

Annual General Meeting 2024

Election of Executive Officers

Agenda / Minutes

Name of Committee	East Bowral Community Centre
Date of AGM	27th August 2024
Returning Officer	Amelia Pignatelli
Signature of Returning Officer	

1. **Opening and welcome:**
   Meeting opened at 4.45pm. Present Amelia Pignatelli (Chair), Judy Jones (Secretary), David Weatherall, John Philp
2. **Apologies:** Shane Harvey
3. **Confirmation of Minutes from previous AGM:**
   David Weatherall moved that the Minutes of the last AGM be accepted as a true and accurate record of the meeting, however, as there was no other current committee member present at the last AGM to second the motion, the Minutes were accepted.
4. **Chair/Booking Officer's Report:** Attached: Moved John Philp; Seconded David Weatherall
   David reported that the Bridge Club (a regular hirer) is unlikely to move from EBCC in the near future.
5. **Treasurer's Report:** Attached: Moved David Weatherall; Seconded Judy Jones
6. Other reports: NIL
7. **Council's Returning Officer took the Chair:** Amelia Pignatelli thanked the Committee for their commitment and time and called for all positions to be made vacant.
8. **Election of New Committee:** Nominations were called for and voting took place to elect the new committee which is confirmed as:
   President: Shane Harvey Moved David Weatherall; Seconded Judy Jones
   Treasurer: David Weatherall Moved John Philp; Seconded Judy Jones
   Secretary: Judy Jones Moved Judy Jones; Seconded David Weatherall
   Committee Member: John Philp Moved Judy Jones; Seconded David Weatherall
   Booking Officer: Shane Harvey Moved Judy Jones; Seconded David Weatherall
9. Council Forms to be completed: ON HOLD UNTIL NEW COUNCIL IS ELECTED.
   a. *Details of Signatories on Committee Bank Accounts* – Amelia Pignatelli will complete paperwork to change bank signatories (remove Damien Jenkins and Margaret Cusack), once positions/names are confirmed (add Kerry Nicholls and Davidd Grima).
      Signatories for East Bowral Community Centre:
      I. David Weatherall
      II. Shane Harvey
      III. Judy Jones
   b. *Council Facility Checklist* – to be completed and forwarded to Council in both March and October. NOTED
   c. *Key Register* – to be reviewed and completed by all people holding keys to a Council facility. To be forwarded by the President

   Amelia Pignatelli advised the committee that a site visit will be undertaken by Council and colleagues, for the purpose of creating a promo video. JJ requested the committee be advised prior to the visit to ensure the venue is neat and tidy at the time of the visit.

10. Budget requests 2025 / 26: No budget requests will be submitted by EBCC.
11. Proposed Schedule of Hire fees to be forwarded to Council by 31st October each year. NOTED
12. Close of Annual General Meeting. Meeting closed at 5.26pm and was followed by an General Committee Meeting.

…… ……..
Signed: Chairperson Signed: WSC Council Rep.

Date: …… Date: ……..



EXETER HALL
MANAGEMENT COMMITTEE
P.O. BOX 3201 EXETER NSW 2579
(Managing Exeter Hall on behalf of Wingecarribee Shire Council)
Telephone: 02 4883 4558 Email: exetervillagehall@gmail.com
Web: http://www.exeterhall.org.au/

Minutes of
Annual General Meeting 4 pm Monday 22 July 2024
Exeter Village Hall

1. **Opening and welcome**: The meeting opened at 4.00pm

2. **Attendance**: Lloyd Bruce, David Williamson, Gina Pryke, Peter Noble, Amelia Pignatelli, Terry Bruce, Mandy Noble.

3. **Declaration of interest**: None.

4. **Apologies**: Stephen Blackman (EVA Alternate).

5. **Minutes of AGM 2023**. *Moved: Terry Bruce. Seconded: Peter Noble. Carried.*

6. **Audited Financial Statements**. The Committee provisionally accepted the financial statements presented, subject to the audit report. Attached.

   Moved: Lloyd Bruce. Seconded: David Williamson. Carried.

   Amelia Pignatelli will send the financial statements to WSC Finance Team to start processing. The audit will be conducted before 31 July.

7. **Chairperson's Annual Report**.
   Attached.

   Moved: Lloyd Bruce. Seconded: Peter Noble. Carried.

8. **Election of Office Bearers**.

   The current Office Bearers will remain in place until the next scheduled election, or until advised otherwise post WSC elections in September.

   Chairperson: Lloyd Bruce
   Vice Chair: David Williamson
   Treasurer: Peter Noble
   Booking Officer: Georgina Pryke*
   Secretary: Mandy Noble

** Council issued a letter of appointment for Gina Pryke as the new Booking Officer on 24 June 2024.*

9. **General Business**

(a) 335 Committee Manual Update
Amelia Pignatelli advised the 335 Committee Manual will be reviewed and updated in August. Committees will be contacted and asked to provide suggestions and feedback.

10. Close: 4.30pm

Signed……. Date ……..

JURD PARK MANAGEMENT COMMITTEE

Minutes of Meeting held at 6.30pm on Tuesday, 30th July 2024
at Jurd Park Hall

PRESENT : Gary Robertson Chairperson and Minute Taker –(Community) 0418 669070 , Colette Ogle (Tennis) 0414 871381 by phone and Kristy Elton (Pony club) 0412 419 969, Amelia Pignatelli (council)
APOLOGIES:
BUSINESS ARISING FROM PREVIOUS MEETING :
Any work to be done needs to have Council works approval to do.

All
OH&S – Issues from user groups
Pony club – Whole Pony Club area -starting to dry out.
Levelling of sand area is very uneven in arena still to be done.
Quote from Pony club totaling $9,020 for various works to Pony club area include levelling.
Pony club applying for grant. **Moved Gary second Collette $2400 in Feb 2020 to spend towards levelling sand arena after grade area & reshape parking area. All Agreed**
Pony club have 35 current members and 15 waiting to join , but 15 new members cannot come as Pony club need hole of Jurd Park (which Pony club has not currently been able to use Jurd Park because of rain) Just started using their area but not Jurd Park as still too wet.

Any Bookings for Hall or sports fields should go thru facilities@WSC.nsw.gov.au (council)

School – unsure what needed.
Tennis – Roller door replaced -invoice for new Roller door for $2426.00.paid and to be reimburse to Gary

Lounge and old soccer gear to dispose of.
First –Aid kit for hall has been supplied by council and for use by all users –in kitchen and up to date for 2022.

Southern Highlands pest control – Jason 4861 2468 – (to **do in April 2024**) **Council to check**
to get spider and insect sprayed Rat sack / pest controller to fix. Check service on air conditioner(replaced as new in 2023.

For Bank account Colette Ogle and Gary Robertson and Kristy Elton to be signatories on Imb Bank And Karen Revitt-Hannan to be taken off account.
Richard Mooney to be taken off account and New Financial officer is Margaret Cusack
Damien Jenkins (No Longer)and Pavle Kuzmanovski and Kerry Nicholls and David Grima from Wingecarribee Council
Email dated 1-11-2022 from Amelia Pignatelli -Council
account Moved by Colette and seconded by Gary. All agreed. IMB account 641800 200012578

Forms filled out by Pony club and Tennis to be forwarded to Michael Hamilton for forward planning of Park.

Drainage needs to be done for ground and Pony club ground was discussed by Michael Hamilton.

Moved minutes from last meeting are accepted – Colette proposed and seconded by Gary
CORRESPONDENCE IN : Email received from Council re grant and other to be spent by 30-6-2024.
CORRESPONDENCE OUT :
BUSINESS ARISING FROM CORRESPONDENCE :
TREASURER'S REPORT :
Closing balance 21-05-2024 **$8,433.44 receipts $0.00 interest** since Jun 2024. Expenses **$0**

Other Business: Cleaning of Amenities -Amelia to check when council do it.

DATE OF NEXT MEETING Tuesday 15th October 2024 6.30pm at Hall

There being no further business the meeting concluded at 6.55pm.
CHAIRPERSON : [redacted] ____ DATE : 30-7-2024

Every user to take own rubbish away(also required by Council)

Barbecue outside is on service on council roster.

Keys for each user group – Tennis has disability toilets only-1 key.
School 1 set without change rooms.
Pony Club has access for main toilets and disabled toilet key and main hall.
Gary Robertson has access to all doors.

All advised Communication Book to be filled in when user groups clean toilets and main kitchen.

Tap Info- leave at bottom minutes
Mains map of where taps and shut off taps are on whole site- Lyn Morrison is organizing. One tap is beside Tennis club and shuts off Hall and Pony Club.
One tap is beside disable toilet between hall and road- shuts off pony club. Others at Wattle street tanks.??

Leave in Minutes for Reference
Discussion on use of hall by anyone. Still yes but must abide by council requirements.

1. Must have Public Liability insurance
2. Risk assessment to be done
3. If park used have to get Council Parks and Property approval.
4. Above and any other council requirements
5. Fee $50 per day use for use of power and Toilets – Toilets cleaned after finished.-cleaning fee $55/hour
6. Bond $250 payable before day(no alcohol).

Email to council for repairs- customer.service@wsc.nsw.gov.au
Building build.maint@wsc.nsw.gov.au

Maintenance List :
Special clean of toilets and soccer rooms when weather is warmer yearly.
School do internal amenities when used daily/weekly.
Tennis do weekly disable toilet.
Other users do as used.
Air cond to be serviced yearly.
Spiders etc yearly.
Special steam clean yearly of amenities and external barbeques by JPMC or council.
–who in council (maintenance)
(& change rooms if used for that year)

Moss Vale Senior Citizens and Community Centre Hall Committee
Minutes of Annual General Meeting
Held on Monday 29th July 2024
Started at 12.00noon

Chairman: Catherine Constable

Attendance: Catherine Constable, Nick Marshall, Tom Dolan, Judy Jones, Michael Barcicki, Penny Barcicki.
Apologies: Maria Testa,

Council Representative: Amelia Pignatelli

Meeting opened at: 12.00noon

Minutes: Acceptance of Minutes of Previous Annual General Meeting held on 25th September 2023.

Moved: Judy Jones **Seconded:** Nick Marshall **Carried:** YES

Chairperson's report: Catherine Constable read out her report (which is attached)

Treasurer's report: Nick Marshall read his report (which is attached)

No other reports:

Catherine Constable then declared that all positions would now become vacant and hand over the meeting to all positions now become vacant.

Returning officer: to take over the meeting to run the Election of Officers:

Chairperson: Catherine Constable
Secretary: Tom Dolan
Treasurer: Nick Marshall
Committee Member: Judy Jones
Committee Member:
Committee Member:

Booking Officer: Maria Testa

Penny and Michael Barcicki did not seek reelection as they wish to retire from the committee.

Matters required by Council:

Distribution and Explanation of:

1. **Changes to Committee Membership**: resignation of Michael Barcicki and Penny Barcicki
2. **Election of Executive of Committee**:

   a. Details of Signatories on Committee Bank Accounts:
   Nick Marshall Treasurer, Tom Dolan, Secretary, Catherine Constable Chairperson, plus 3 Council employees. Pavle Kuzmanovski, Executive Manager Business Transformation, Terry Nicholls Team Leader Management Accounting, David Grima Coordinator Revenue Damien, Margaret Cusack Team Leader Financial Accounting. are to be signatories on Moss Vale Senior Citizen and Community Centre Management Committee Bank account.

   b. **Council Facility Check List:** to be complete and forwarded to council in both March and October.

Judy Jones shall now take on this responsibility

c. **Key Register:** to be reviewed and completed by all people holding keys to a council facility.
This is held by Maria Testa from Volwing.

3. **Budget request 2024-2025**: We should apply for $5,000.00 towards the building of the Carport at side of building.

Amelia Pignatelli shall send a template for funding request.

4. **Proposed Schedule of Fees**: to be forwarded to Council. **This has already been done.**

General Business:

Cleaning of Floors – it has been reported that the floors are not cleaned properly, and it has been requested that Cleaners be asked to wash the floors at least once per week.
If we have problems, we can speak to Lauren Byrne of Council who is in charge of cleaning contractors.

Solar Panels on Roof - This was discussed and treasurer said that as our electricity account was not excessively high if would not be feasible.

Cleaning Equipment in Cupboard – This equipment is used by hirers to clean up any spills and to ensure the hall is left in a clean and tidy manner
The equipment should be checked and replaced if necessary.

New Booking Bond Charge – There is a new bond added to bookings - $450.00 for high risk functions.

Catherine presented Penny and Michael with a retirement gift basket and all thanked them for their service over the many years.

No further business.

AGM Closed: 12.50pm Chairperson: Date accepted:

From: [redacted]
Sent: Fri, 23 Aug 2024 06:42:16 +1000
To: [redacted]

Cc: "Amelia Pignatelli" <Amelia.Pignatelli@wsc.nsw.gov.au>; "Wingecarribee Shire Council" <mail@wsc.nsw.gov.au>
Subject: Penrose Hall AGM Minutes and Reports
Attachments: AGM Minutes - Penrose Hall Mon 19 August 2024.pdf, Chairperson report 23-24.pdf, 2024_08_19_Booking Officer report .pdf, Year End Statement 2024A.pdf
Categories: Sarah

This message came from outside your organisation. Please be cautious with links and attachments in the email. If the email is suspicious, please report using the Mimecast Add-In Buttons

Dear All

Please find attached a copy of the minutes from the AGM held on Monday 19 September. Also find attached, the Chairman, Treasurer and Booking Officer's reports.

Kind regards

Carol

--
This email has been checked for viruses by Avast antivirus software.
www.avast.com

PENROSE HALL AND RECREATION RESERVE COMMITTEE

ANNUAL GENERAL MEETING 2024

Held at Penrose Hall, 300 Kareela Road on

MONDAY 19 AUGUST 2024 at 4.30pm

MINUTES

1. **Opening and Welcome**
   Welcome to Country and welcome to Amelia Pignatelli, WSC representative

2. **Present**
   Jeff Freeman (Chairman), Kathy Hancock (Booking Officer), Simon Bathgate (Treasurer), Carol Princic (Secretary), Peter Gillis, Henrik Lund, Susie Edwards, Jill Blackman

3. **In Attendance**
   Amelia Pignatelli (WSC), Alison Duthie, Dan Medd, David Thomas

4. **Apologies:**
   Jan Stewart

5. **Minutes of Previous Annual General Meeting held on Wednesday 13 September 2023**

   Recommendation:

   THAT the Minutes of the previous Hall Management Committee Meeting held on Wednesday 13 September 2023 be confirmed as a true and accurate record of the meeting.

   Moved: Simon Bathgate **Seconded:** Kathy Hancock **Approved**

6. **Business Arising**
   No new business

7. **Chairman's Annual Report 2023 – 2024**
   Jeff Freeman, Chairman, tabled the report.

8. **Treasurer's Annual Report 2023 – 2024**
   The report was tabled by Simon Bathgate, Treasurer.
   (See attached report).

Document Set ID: 5513381
Version: 1, Version Date: 23/08/2024

- **WSC Financial Signatories**
  Amelia Pignatelli, the WSC representative explained that WSC required signatories on the Penrose Hall Bank account. This was also necessary to make payments into the account once the *Bookable* system was introduced for Penrose Hall Committee. There will be four signatories from WSC. One signatory has left the organisation and will need to be replaced at the end of the year and another is about to retire so will also need to be replaced.

9. Booking Officer's Report 2023 – 2024
The report was tabled by Kathy Hancock, Booking Officer.
(See attached report)

10. Committee Resignations/Nominations and Election:
The Committee moved that the following Officer Bearers be voted into the following positions:

Name:	Office:	Nominated:	Seconded:
Jeff Freeman	Chairman	Carol Princic	Jill Blackman
Simon Bathgate	Treasurer	Kathy Hancock	Peter Gillis
Carol Princic	Secretary	Susie Edwards	Simon Bathgate
Kathy Hancock	Booking Officer	Jeff Freeman	Susie Edwards

11. Any Other Business
Proposed new Committee members are David Thomas and Penny Clements.

Alison Duthie raised the issue about the purchases made by the PCA, namely that the tables, chairs, digital piano and AV equipment for the benefit of the Penrose Community. Alison asked if these items are covered by WSC insurance. Amelia will follow up this question.

Alison also asked Amelia's advice about what WSC does about sourcing new volunteers, as it is so difficult to find these for the various Committees in such a small population.

Discussions took place about the Bookable system introduced by WSC. Kathy Hancock Simon Bathgate and Carol Princic intend to do some training in October.

Amelia was also asked to follow up which WSC staff member is responsible for answering questions about fire ratings related to hall hirings during the bushfire season.

Jeff Freeman concluded by thanking all the members of the Committee and made a special mention of both Patsy Day and Irene Davenport for their commitment to the Committee over many years of service. Irene is currently in hospital. The Committee wish her well.

12. Close of Meeting
5.25pm

Document Set ID: 5513381
Version: 1, Version Date: 23/08/2024

Chairperson's Report
Penrose Hall Management Committee
2023-2024

The 23-24 reporting year saw our long-running endeavours to improve our Village Hall hall come to fruition, with the opening of our new hall on 3 May 2024.

While this has been a long-standing aim of this Committee, the accomplishment of this in the form of a new hall building that will serve our community for many years to come, is a truly major milestone for the Village.

This was accomplished through the hard work of many in this Committee and in the Penrose Community Association, who were able to give carriage to the application and delivery of the project through Bushfire Local Economic Recovery Fund. Other significant contributions were received from Wingecarribee Shire Council, The Veolia Foundation and with a great our physical labour that helped transform our external hall precinct.

New equipment
The Committee welcomed the contribution to cooking equipment and chairs from WSC in the past year.
The committee also purchased new racking for the external store, a secure stage cabinet for our delicate portable PA equipment, furniture and fittings for the secure store, and miscellaneous cleaning items.
A preferred floor scrubbing machine has been selected and funding of this remain a vital necessity. In the new financial year.

The PCA as an incorporated not-for profit community group, was also able to successfully apply for the following grants:

- The Southern Highlands Foundation. $10,000 for new tables
- The Community Building Grant for PA ($33,000) and lighting which was not able to be funded by the initial grants because of cost escalation.

A new piano and hall chairs were purchased by the PCA through Community donations and other independent funding sources.
We are especially indebted to them and their grants officer for their diligence.

Ongoing Maintenance Costs

There remains some uncertainty around cost of maintenance that will be borne by the PHMC vs. the Council, and this is still being negotiated with Michelle Bulloch. Hopefully this will be finalised soon.so we can better understand our cost environment. Electricity costs will be on ongoing challenge and we will be seeking funding for solar panels so that these can offset consumption and cost..

New hall hire charges

We thank the Council for reaching a compromise over interim hall charges that will be applied to the new hall, so that our transition to full charges with be more bearable.
We especially note that we have a new “wedding” charge and hope that this our new facility can be increasingly used for this purpose to help boost our income.

Finally, the community remains indebted to the hard work of past and present Committee members for this wonderful outcome.
My personal gratitude goes to all members of our current Committee and especially our Secretary, Carol Princic, Bookings Officer, Kathy Hancock and Treasurer Simon Bathgate. To our other members Henrik Lund (VP), Peter Gillis, Jan Stewart, Susie Edwards & our elder stateswoman Jill Blackman I am very thankful and a number of you way have served since way before my time. We also thank Alison Duthie who is our ever-present attendee and community contributor from the PCA executive.
So, we conclude our year with a healthy number of bookings and with healthy finances.

New challenges lie ahead, and we hope that new (and younger) members can be attracted to refresh our numbers. This possibly remains our biggest challenge for 24-25 with a number of us indicating we wish to step back as office bearers in 25-26.

Document Set ID: 5513381
Version: 1, Version Date: 23/08/2024

Penrose Hall Booking Officer Report 19/08/2024

The transition of bookings to the new Penrose Village Hall from the old hall has gone smoothly. The regular community groups booked under the PCA are now operating at the new hall. These include Penrose Also Sings, Speakeasy, Community Morning Teas and the monthly PCA Committee meetings.
In more detail:

- *Penrose Also Sings* meets weekly in term times on Tuesday evenings.
- The PCA host monthly events on the first Saturday of each month known as "Speakeasy". The most recent events included a Trivia night and an informal community dinner.
- PCA hosted Community Morning Teas are held on the first Wednesday of each month.
- The PCA meet monthly for their committee meetings, on the second Thursday of each month.

Other regular Bookings

- Highlands Step Savvy Line Dancing classes are held weekly on Thursday afternoons.
- Gentle Yoga classes by Shari are held most Mondays.

Upcoming One-Off Bookings

- A musical concert by a group known as *Loosely Woven* is booked for this Saturday afternoon, the 24/08/2024
- WSC Administrator's visit 12/09/2024
- The String Family concert is booked for 14/09/2024

Booking Enquiries:

- Discussions are being held with the Southern Highlands Jazz Group.
- Bundanoon Gardening Club are interested in holding their end of year Christmas party at the hall.

Recent Events (in the new hall)

- 2-day Children's Art Therapy Workshop was held in the July school holidays
- Naidoc concert was held on 13/07/2024
- Private hire for a child's first birthday party was held on 14/07/2024

Kathy Hancock
Booking Officer

Document Set ID: 5513381
Version: 1, Version Date: 23/08/2024

PENROSE HALL & RECREATION COMMITTEE

Statement of Income & Expenditure

Year Ended 30 June 2024

	2024	2023
Income		
Hall Hire	2,775.05	1,662.09
Council Grants	4,906.00	
Donations		
Interest		
Sundry Income (Note 1)	10,163.13	25.72
Bonds retained		
GST refunds from WSC	40.00	
	17,884.18	**1,687.81**
Expenditure		
Bank fees		
Electricity/Gas	2,018.31	785.60
Repairs & Cleaning		20.91
Sundry Expenditure (Note 2)	14,023.17	36.36
GST paid to WSC	98.94	
	16,140.42	**842.87**
Net Income (Expenditure)	**1,743.76**	**844.94**

PENROSE HALL & RECREATION COMMITTEE

Balance Sheet

As at 30 June 2024

	2024	2023
Current Assets		
Bank Accounts	10,584.40	7,984.90
Other		5,833.11
	10,584.40	**13,818.01**
Liabilities		
Bonds and Key Deposits	750.00	750.00
Other		
	750.00	**750.00**
Net Assets	**9,834.40**	**13,068.01**
Equity		
WSC Equity	8,090.64	11,974.98
Current Year Surplus/Deficit	1,743.76	1,093.03
	9,834.40	**13,068.01**

Document Set ID: 5513381
Version: 1, Version Date: 23/08/2024

PENROSE HALL & RECREATION COMMITTEE

Notes to the accounts

Year Ended 30 June 2024

Note 1: Sundry Income	**2024**	**2023**
Sale of container	4,200.00	
Close IBD	5,963.13	
Other	908.08	
	10,163.13	

Note 2: Sundry Expenditure	
Hall setup reimbursements	3,840.50
Chair lift contribution	5,000.00
Kitchen equipment conribution	3,406.00
Chairs contribution	1,500.00
Other	276.66
	14,023.16

Note 3: WSC Equity	
Approximate only	*12,000.00*

Document Set ID: 5513381
Version: 1, Version Date: 23/08/2024

WELBY HALL & MITTAGONG MEMORIAL HALL

MANAGEMENT COMMITTEE

AGM 25 AUGUST 2024 3 pm

PRESENT Ken Street, Steve Cheers, Bronwyn Miller, Barbara Collins, Jim Cheesley, Amelia Pignatelli

Previous minutes presented by JC accepted by SC

KS advised it was a busy year. HTG proposal to take a 5 year lease on the building, repurposing it to a performing arts centre but still keeping it's use as a community centre for activities such as meetings etc. but no parties. Possible name change would need authority from WSC. Removal of unwanted items such as crockery. No news of further grant for MMH. Metal fence around building, car park side not secure, double doors to theatre there accessible, not secure. Historical Society to be advised SOA room not for storage. Grand piano at MMH to be disposed of, SC offered $2000 if not disposed by WSC. New signatories for Bank accounts to be arranged. Suggestion to consolidate bank accounts, too many open, for interest bearing accounts. Funds held by Welby Hall can be used for hall improvements in line with it's proposed additional use, list to be presented with costings

JC advised correspondence up to date.

BC advised Financial reports sent

Office bearers stood down. New committee elected

President Ken Street

Vice President Steve Cheers

Treasurer Barbara Collins

Secretary Jim Cheesley

Meeting closed 4.10 pm

WINGELLO MECHANICS' INSTITUTE HALL

Railway Parade, Wingello. N.S.W. 2579

Annual General Meeting

7pm Monday 11th September, 2023

Opening and Welcome

7:10pm

Present: Anthony Weismantel, Douglas Roach, Dorothy Roach, Ann Anderson, Lynne Morrison, Carole Degrassi, Bill Reid, Peter Thorne, Sue Thorne, Duncan McAulay

Apologies: None

Acceptance of minutes of previous AGM

Duncan moved they be accepted. Ann seconded. All in favour.

Chairman's report

Anthony moved his report be accepted. Duncan seconded. All in favour.

Treasurer's report

Ann moved her report be accepted. Bill seconded. All in favour.

Any other reports

Carole gave a general update on hall bookings.

Declaration of all executive positions vacant

Anthony declared all positions vacant.

Council updates from Lynne

Lynne thanked the whole committee for their support. Lynne gave an update on changes to the nomination of 355 committee members as part of a review by council. Committee members will soon apply via council, and be appointed for four years. Executive positions will still be made open each year at AGMs.

Lynne also noted the transfer to Bookable system for facility bookings. There is an offer for a couple of committee members to be trained in the system.

The other significant change is that council, moving forward, (according to statutory requirements) will be the secure repository for all management committee records, including meeting minutes etc. These need to be sent to Lynne to be place on record.

Nominations and voting for new executive positions

Anthony nominated for Chair by Ann. Seconded by Carole. All in favour.

Doug nominated for Vice Chair by Anthony. Seconded by Dorothy. All in favour.

Duncan nominated for Secretary by Ann. Seconded by Dorothy. All in favour.

Ann nominated for Treasurer by Carol. Seconded by Anthony. All in favour.

Carol nominated for Booking Officer by Ann. Dorothy seconded. All in favour.

Lynne confirmed declared all positions filled.

All committee members now need to complete a formal induction.

Induction options are Renwick Tuesday 10th 2-4pm or Wed 11th 1-3pm at Exeter, or Wed 11th of October at 6pm on line or at council chambers in Moss Vale.

All committee members need to fill in a new application form and return to Lynne in the next few days.

Committee members as bank signatories stay the same, Douglas Roach, Ann Anderson and Carole Degrassi.

Council officers as bank signatories are:

Pavle Kuzmanovski, Executive Manager Business Transformation

Damien Jenkins, Deputy Chief Financial Officer

Margaret Cusack, Team Leader Financial Accounting

Date of next meeting: **TBC**

Closed 8:24pm

YERRINBOOL HALL 355 MANAGEMENT COMMITTEE

ANNUAL GENERAL MEETING

Held at Yerrinbool Hall Tuesday 6th August 2024

MEETING OPENED: 06:30pm

PRESENT: Virigina Russell, David Arnel, Julianne Christie, Suzanne Arnel, Wendy Prince

IN ATTENDANCE: Amelia Pignatelli (Council's Coordinator Bookings & Facilities)
Jim Russell

APOLOGIES: Maryann and Robert Anderson

CONFIRMATION OF PREVIOUS AGM HELD 19 SEPTEMBER 2023:
It was confirmed by the members present that the minutes are a true and accurate record of that meeting. Moved by: David Seconded by: Suzanne

BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING: Nil

CHAIRMAN'S REPORT: from David Arnel
Good evening to all committee and visitors to our AGM.
Also, I welcome Amelia Pignatelli our new Coordinator and Facilities Officer from council. I would like to thank all committee members for their contribution and invaluable assistance in the operation of our hall. This financial year has seen an increase in the use our of hall, from private functions, community events and exercise classes. This has also brought others from outside Yerrinbool, to join in with these events. Maintenance of the hall has progressed, with window repairs, tap fittings, outside side fencing and air-conditioning additions for external drips. The use of the street library has been a continual success, with ongoing regular patronage.
I remind the committee we lodged our 2024-25 budget requests for various capital works and general hall items etc, last year, as requested by council. Our 2023-24 approved budget requirements were expensed, with new cleaning items, door mats, hall cleaning etc. We now look forward to hearing the results of our budget submissions to council for the upcoming year, to enable the hall to continue being a viable community asset. I look forward to working with the committee during this next financial year.

Moved by: Julianne Seconded by: Viriginia

TREASURERS REPORT: $15,530.71 Net Cash
EOY to 30 June 2024 were presented at last meeting, then duly checked & summitted to council, with the current position running to 6 Aug 2024 accepted by members present (as attached)

Moved by: Wendy Seconded by: Julianne

BOOKING OFFICER'S REPORT: from Julianne Christie
It's great to see some repeat bookings, from previous customers, to celebrate more birthdays. I will be approaching the holders of the first birthday parties to seek permission to use their photos (if suitable) to add to our Bookable website for promotional purposes. We have had two "last minute" bookings and requests to help. As a community run facility, we have been able to facilitate these last-minute arrangements, much to the happiness of our community members. I would also like to get some promotional photos out to the community via the Facebook pages.
Big Yellow Umbrella continue to hire the Hall to facilitate Playgroup on Thursdays, and Dru Yoga continues to hire the Hall for Fridays. The Hall Management Committee continues to sponsor the Pop-up Café and Craft also held on Fridays.
I have received enquiries from Bert Pryor about hiring the Hall on a regular basis. After a discussion, I have advised that each idea that he has for hiring the Hall will have to be dealt with on a case-by-case basis, as each idea will have different insurance and risk assessment considerations. He is yet to reconnect and further the discussion with actual examples of community activities that he has in mind.
As flagged in the last AGM, Yerrinbool Hall did indeed feature in the AEC TV Advertisement encouraging everyone to vote in the Voice to Parliament Referendum.
Booking Officers no longer need to complete Insurance Return Form for casual hirers.
Jazz in the Southern Highlands have shifted their dates to be in the warmer weather. New date options to be advised via group email.
The floors are scheduled to be resurfaced in the coming week – hooray!
Viv May has his last 1 to 1 community meetings booked for the first week of September.
Access to the new online booking system – Bookable – remains elusive.

Moved by: David Seconded by: Wendy

ELECTION OF COMMITTEE:
Amelia Pignatelli advised that until the new duly elected councillors are settled in and have their council meetings, election of committees would be delayed. Thus, the following members will continue in their roles until an election can be organised:

Chairperson - David Arnel
Secretary – Suzanne Arnel
Treasurer - Suzanne Arnel
Booking Officer – Julianne Christie
Committee Members - Maryann Anderson, Virginia Russell, Robert Anderson, Wendy Prince

FINANICAL SIGNATURES:

Due to staff changes council now require the following persons on the bank account: Margaret Cusack, Kerry Nicholls, David Grima and Pavie Kuzmanovski.

Committee will keep the same three signatories of Julianne Christie, Virginia Russell, Suzanne Arnel.

Council will endeavour to have the bank forms completed and submitted to the bank in due course. Though in the past our bank has required all signatories to sign and submit the one form so this

could take some time to complete due to committee members holiday plans. Bank also needs copy of AGM minutes and a cover letter explaining the changes being made by adding or deleting signatures to the account.

BANKING DETAILS: -
Bank Account Name: YERRINBOOL HALL & OVAL COMMITTEE FACILITIES
BSB & Account No: (BSB 641-800) 014 116 771

Add the signatures of Kerry Nicholls and David Grima. Remove the signature of Damien Jenkins, with signatures of Julianne Christie, Suzanne Arnel, Margaret Cusack, and Pavie Kuzmanovski to remain.

It was agreed that any two signatures to operate with all signatures having internet access.

Suzanne Arnel is Primary Contact for the account with home address 2-4 Appenine Rd Yerrinbool and postal address of PO Box 734 Mittagong 2575

GENERAL BUSINESS:

Amelia Pignatelli advised:

- Hall Operation Manuals are being amended and uploaded on council website along with promotional walk-through video of hall. WE have already submitted our changes.
- Terms and Conditions of hall hire will be updated and circulated
- 355 Management Committee Procedures Manual being revised and recirculated.
- Hall bookings should be up and running in BOOKABLE soon.

Next Meeting: was not scheduled due to council elections and the councillors settling-in period along with their on-going requirements. Amelia will advise when we are able to call a meeting, sometime after the October Council Meeting.

AGM CLOSED 07.10pm

Signed by Chairperson _____ on_____

YERRINBOOL HALL MANAGEMENT COMMITTEE
TREASURERS REPORT FOR 6 Aug 24 MEETING

	$	$	
Balance Carried Forward from 30 June 2024 Annual Report		**15182.19**	
Income			
Hall Hire	525.00		
Council Grants/Budget Claims			
Donations			
Bank Interest			
Sundry Income			
Bonds/Key deposits	250.00		
GST refunds from WSC			
	775.00		
Expenses			
Bank Fees			
Electricity	176.48		
Repairs & Maintenance			
Cleaning & Waste			
Sundry			
Bonds/Key Deposits Refunded	250.00		
GST paid to WSC			
	426.48		
Closing Balance as at: 6 August 2024		**15530.71**	348.52

Wingecarribee
SHIRE COUNCIL

Floodplain Management Advisory Committee

Terms of Reference

Version 3 - 2024



We're with you

WINGECARRIBEE SHIRE COUNCIL

Contents

1 Purpose 3
2 Role of the Committee 3
3 Committee Member Responsibilities 3
4 Committee Membership 3
4.1 Appointment of Community Representatives 4
5 Meetings 4
6 Conflicts of Interest and Code of Conduct 4
7 Related Documents 5
8 Document Control 5
8.1 Version Control 5

1 Purpose

The purpose of the Wingecarribee Floodplain Risk Management Advisory Committee is to oversee the development and implementation of the Floodplain Management Program.

The Floodplain Management Program consists of the preparation of Flood Studies, Floodplain Risk Management Studies and Plans, and then the subsequent implementation of actions identified.

2 Role of the Committee

The Committee's role is to:

- Provide a forum for the discussion of technical, social, economic, environmental, and cultural issues associated with floodplain management;
- Consider a variety of viewpoints, which are representative of the broader community, and distil them into floodplain risk management plans and related policies.

3 Committee Member Responsibilities

The role of Committee Members is to:

- Review draft documents, including flood studies, risk management studies and plans, policies and guidelines, and make recommendations to Council concerning their amendment, public exhibition and/or adoption.
- Be familiar with the NSW Flood Risk Management Manual, and comply with its requirements. (Web link: https://www.environment.nsw.gov.au/research-andpublications/publications-search/flood-risk-management-manual)

The Committee's role is not to make comments or recommendations concerning specific developments within the floodplain or regulatory/compliance matters.

Rather, the Committee's role is to oversee the production and implementation of policies and guidelines that inform the development assessment process and the regulation of land use on the floodplain.

4 Committee Membership

The Committee will consist of up to 8 to 10 members.

Changes to the Committee composition and tenure will be by approval of Wingecarribee Shire Council.

The Committee consists of:

- 4 to 6 community representatives
- 2 Councillors – with one nominated as chairperson
- 1 representative of Department of Climate Change, Energy, the Environment and Water (DCCEEW)
- 1 representative of NSW State Emergency Service (SES)

Council may also appoint an alternate community member who shall act as a community member if a community member is unavailable. Council may also appoint an alternate Councillor member who shall act as a Councillor member if a Councillor member is unavailable.

Councillor and community members each hold a voting right.

DCCEEW and SES representatives are non-voting members. Various Council staff will attend Committee meetings to provide technical advice and secretariat roles to the Committee as non-voting attendees.

4.1 Appointment of Community Representatives

Community representatives will be appointed for an initial two-year term, with the opportunity for extension to then align with the tenure of Council following a review of their performance/contribution.

Following a call for nominations for Community Representatives, submissions will be received via the Wingecarribee Participate page.

As part of the nomination, the prospective application will need to provide responses to the following questions of:

- Location
- Personal experience with flooding
- Knowledge of flooding and flood management processes
- Motivation for application

Final selection of community representatives will be made according to the objectives of:

- Representatives are in different floodplain catchment areas.
- Representatives are actively engaged with the community.
- Representatives have either a personal experience of flooding or sound knowledge of flood management processes.
- Achieving a gender and age balance as much as possible

Appointment of community representatives to the Committee will be made via Council resolution.

5 Meetings

The committee will meet at least quarterly. The need for any additional meetings will be decided by the Chair of the Committee, though other Committee members may make requests to the Chair for additional meetings.

Meetings will be held in-person at Moss Vale Civic Centre. Minutes will be taken at these meetings, detailing matters discussed and action agreed.

Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials not less than 7 days prior to the meeting.

6 Conflicts of Interest and Code of Conduct

Committee members (including alternates if they are in attendance), invitees and attendees must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic.

Details of any conflicts of interest should be appropriately minuted.

Where members, invitees or attendees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist.

The final arbiter of such a decision is the Chair of the Committee.

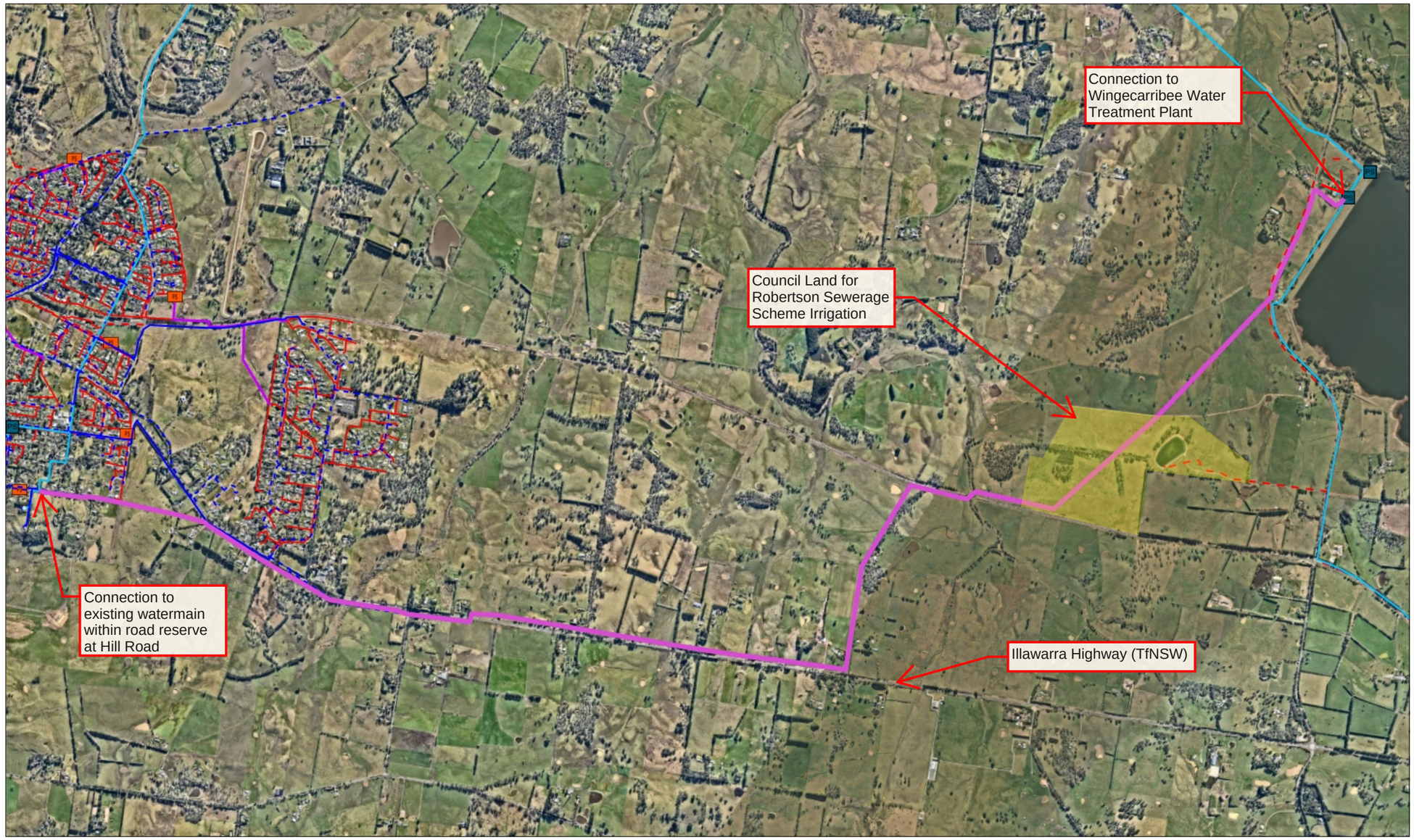
7 Related Documents

- NSW Government – Flood Risk Management Manual
- NSW Government – Flood Risk Management Committee Handbook

8 Document Control

8.1 Version Control

Version	Adoption Date	Notes
Version 1	2013	
Version 2	2017	
Version 3	20 November 2024	Further detail provided as membership and responsibility of the committee.



WINGECARRIBEE SHIRE COUNCIL

1,204.7 0 602.36 1,204.7
Meters

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 occured 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



The Highlands Theatre Group - Welby Hall Lease Area

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 occured 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

32.0 0 16.00 32.0
Meters

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 occured 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

ATTACHMENT 1: DETAILS OF APPLICATIONS APPROVED UNDER THE 2024/25 SCHEME

Property Number	Property Address	Owner's Name(s)	Rates Subsidy Amount	Access Charges Subsidy Amount
70600	Church 2 Church Road Moss Vale	Anglican Church Property Trust	$0.00	$197.00
1836760	659 Old South Road Mittagong	Berrima District Aero Club	$500.00	$0.00
161900	3401 Old Hume Hway Berrima	Trustees of the Roman Catholic Church Diocese of Wollongong St Francis Xavier Berrima	$0.00	$500.00
270500	7 Browley Street Moss Vale	Moss Vale Presbyterian Church - Presbyterian Church NSW	$0.00	$500.00
270600	5 Browley Street Moss Vale	Moss Vale Presbyterian Church - Presbyterian Church NSW	$0.00	$500.00
296000	45 Church Street Burrawang	Trustee of the Roman Catholic Church Diocese of Wollongong St Peter's Burrawang	$0.00	$98.50
358900	15 Church Street Bundanoon	Sydney Anglican Property (SAP)	$0.00	$500.00
369500	23 Clearview Street Bowral	NSW Department of Housing	$500.00	$500.00
473900	66 Elizabeth Street Moss Vale	Country Womens Association of New South Wales	$0.00	$500.00
487700	13-33 Ellsmore Road Bundanoon	Petrea King	$0.00	$500.00
507000	Hartzer Park, 25 Eridge Park Road Burradoo	Daughters of our Lady of Sacred heart	$0.00	$500.00
509400	62 Erith Street Bundanoon	Bundanoon RSL Sub Branch	$0.00	$500.00
625800	12-16 Hill Street Bundanoon	Trustee of the Roman Catholic Church Diocese of Wollongong St Brigid's Bundanoon	$0.00	$500.00
698500	106 Main Street Mittagong	Anglican Church Property Trust Diocese of Sydney	$0.00	$500.00
866700	7 Louisa Street Mittagong	1st Mittagong Scouts	$0.00	$500.00
933300	13 Merrigang Street Bowral	Baptist Union of NSW	$0.00	$500.00
1119100	116 Oxley Drive Mittagong	Girl Guides Association - NSW	$0.00	$98.50
1146300	15 Parkes Road Moss Vale	Moss Vale & District Basketball Association Inc.	$500.00	$500.00
1205100	31 Braeside Drive Bowral	Dadirri Disability Services	$0.00	$500.00
1222600	CWA Rooms 45 Railway Avenue Bundanoon	Country Womens Association of NSW	$0.00	$500.00
1248400	18 Spring Street Moss Vale	Connect Chiristian Church Inc	$0.00	$500.00
1314700	18 Sheaffe Street Bowral	Dadirri Disability Services	$0.00	$500.00
1333600	1 Short Street Bowral	Bowral and District Art Society Inc.	$0.00	$500.00
1449000	4 Ditton Lane Sutton Forest	Sydney Anglican Property (SAP)	$0.00	$98.50
1479900	7461 Illawarra Hway Sutton Forest	Trustee of the Roman Catholic Church Diocese of Wollongong St Patrick's Sutton Forest	$0.00	$98.50
1641200	54 Wingecarribee Street Bowral	Church of Christ	$0.00	$500.00
1641500	12 Bendooley Street Bowral	The Presbyterian Church (NSW) Property Trust	$0.00	$500.00
1705570	7320 Illawarra Hwy Sutton Forest	Sydney Anglican Property (SAP)	$0.00	$98.50
1707048	4 Jonathon Street Bowral	Dadirri Disability Services	$0.00	$500.00
1751940	1 Woodside Drive Moss Vale	Dadirri Disability Services	$0.00	$500.00
1757590	Church 182-188 Bowral Street Bowral	Australasian Conference Association Limited	$0.00	$500.00
1759450	10 Bendooley Street Bowral	Presbyterian Church Property	$0.00	$98.50
1777820	5 Exeter Road Exeter	Sydney Anglican Property (SAP)	$0.00	$98.50
1778910	40 Sherpherd Street Bowral	Bowral Bowling Club Ltd	$500.00	$500.00
1781500	Garrett St Moss Vale	Trustee of the Roman Catholic Church Diocese of Wollongong - St Paul's Moss Vale	$0.00	$500.00
1801130	Retford Park Old South Road Bowral	National Trust of Australia (NSW)	$0.00	$500.00
			$2,000.00	**$14,386.50**

Wingecarribee
SHIRE COUNCIL

Monthly Financial Report

OCTOBER 2024



We're with you

WINGECARRIBEE SHIRE COUNCIL

WINGECARRIBEE SHIRE COUNCIL
MONTHLY FINANCIAL REPORT
for the 2024/25 financial year

Table of Contents

Table of Contents 1

Introduction 2

Income and Expenses - Council Consolidated 3

Income and Expenses - General Fund 4

Income and Expenses - Water Fund 5

Income and Expenses - Sewer Fund 6

Capital Expenditure Program 7

WINGECARRIBEE SHIRE COUNCIL
MONTHLY FINANCIAL REPORT
for the 2024/25 financial year

Introduction

The Council's Operational Plan outlines key achievements, goals, and the revenue policy, including projected income and expenses. To support Council in fulfilling its financial and operational responsibilities, a standardised set of financial reports is provided. Detailed information on these reports is outlined below.

Consolidated Fund
Under Section 409(1) of the Local Government Act 1993, all money and property received by Council is held in the Council's Consolidated Fund.

The Income Statement for the Consolidated Fund is included in these financial reports, incorporating cash and other assets from the following business activities:

- General Fund
- Water Fund
- Sewer Fund

Income Statements for each business activity are also included, along with a summary of capital

General Fund
This fund comprises the resources and provisions for projects, programs, and services delivered by Council.

Water Fund

This fund comprises the entirety of the operations and assets of the water supply systems.

Sewer Fund
This fund comprises the entirety of the operations and assets of the sewerage reticulation and treatment system.

WINGECARRIBEE SHIRE COUNCIL
MONTHLY FINANCIAL REPORT
for the 2024/25 financial year

Monthly Financial Report - October 2024
Income & Expenses - Council Consolidated

	Original Budget 2024/25	Projected Year End Result 2024/25	YTD Actuals 2024/25	Remaining Budget 2024/25	YTD % 2024/25
Income					
Rates & Annual Charges	99,465,038	99,485,038	76,188,265	23,296,773	77%
User Charges & Fees	26,166,233	25,226,233	4,735,635	20,490,598	19%
Interest & Investments Revenue	8,400,000	8,400,000	4,020,566	4,379,434	48%
Other Revenues	3,453,615	3,725,723	924,341	2,801,382	25%
Grants & Contribution - Operating	11,718,705	10,671,686	1,145,479	9,526,207	11%
Grants & Contribution - Capital	36,816,298	41,034,226	6,138,638	34,895,588	15%
Total Income	**186,019,889**	**188,542,906**	**93,152,924**	**95,389,982**	**49%**
Expenses					
Employee Costs	50,395,602	48,945,509	15,990,131	32,955,378	33%
Borrowing Costs	730,272	730,272	136,841	593,431	19%
Materials & Services	56,427,315	60,288,547	18,184,632	42,103,912	30%
Depreciation	50,719,652	50,719,652	13,122,352	37,597,300	26%
Other Expenses	3,579,183	3,768,920	1,182,903	2,586,017	31%
Loss / (Gain) on Disposal of Assets	-	-	-	-	0%
Total Expenses	**161,852,023**	**164,452,900**	**48,616,859**	**115,836,038**	**30%**
Net Operating Result	**24,167,866**	**24,090,006**	**44,536,065**	**(20,446,056)**	
Net Operating Result before Capital Income	**(12,648,432)**	**(16,944,220)**	**38,397,427**	**(55,341,644)**	

Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	481.6
Headcount (excluding casuals)	497.0

Notes:
Original Budget was adopted by Council on 26 June 2024
Projected Year End Result = Original Budget +/- approved budget changes in Quarterly Budget Reviews

Reconciliation to Budget	Original Budget 2024/25	Projected Year End Result 2024/25	YTD Actuals 2024/25	Remaining Budget 2024/25	YTD % 2024/25
Net Operating Result for the year (as ab	24,167,866	24,090,006	44,536,065	(20,446,059)	
Less:					
Capital Purchases	105,252,461	122,117,598	19,093,945	103,023,653	16%
Loan Principal Repayments	2,082,269	2,082,269	(808,408)	2,890,677	-39%
Transfer to Reserve	71,606,693	69,855,693	16,858,594	52,997,099	24%
Add:					
Proceeds from Sale of Assets	2,078,900	2,078,900	156,772	1,922,128	8%
Transfers from Reserve	81,454,347	96,646,341	960,267	95,686,074	1%
New Borrowings	20,575,000	20,575,000	-	20,575,000	0%
Depreciation Expense	50,719,652	50,719,652	13,122,352	37,597,300	26%
Budget Surplus/(Deficit) Result	**54,340**	**54,340**	**23,631,325**	**(23,576,984)**	

WINGECARRIBEE SHIRE COUNCIL
MONTHLY FINANCIAL REPORT
for the 2024/25 financial year

Monthly Financial Report - October 2024
Income & Expenses - General Fund

	Original Budget 2024/25	Projected Year End Result 2024/25	YTD Actuals 2024/25	Remaining Budget 2024/25	YTD % 2024/25
Income					
Rates & Annual Charges	73,483,858	73,503,858	73,940,704	(436,846)	101%
User Charges & Fees	14,604,933	13,664,933	3,376,619	10,288,314	25%
Interest & Investments Revenue	3,070,000	3,070,000	1,580,075	1,489,925	51%
Other Revenues	3,144,251	3,416,359	839,540	2,576,819	25%
Grants & Contribution - Operating	11,718,705	10,671,686	1,145,479	9,526,207	11%
Grants & Contribution - Capital	9,216,298	13,434,226	3,129,788	10,304,438	23%
Total Income	**115,238,045**	**117,761,062**	**84,012,205**	**33,748,857**	**71%**
Expenses					
Employee Costs	42,124,612	40,674,520	13,473,288	27,201,232	33%
Borrowing Costs	721,325	721,325	133,634	587,691	19%
Materials & Services	36,557,489	40,409,741	12,883,617	27,526,124	32%
Depreciation	31,640,583	31,640,583	7,918,969	23,721,614	25%
Other Expenses	3,565,913	3,755,650	1,171,519	2,584,131	31%
Loss / (Gain) on Disposal of Assets		-	-	-	0%
Total Expenses	**114,609,922**	**117,201,818**	**35,581,027**	**81,620,791**	**30%**
Net Operating Result	**628,123**	**559,244**	**48,431,178**	**(47,871,934)**	
Net Operating Result before Capital Income	**(8,588,175)**	**(12,874,982)**	**45,301,390**	**(58,176,372)**	

Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	426.6
Headcount (excluding casuals)	442.0

Notes:
Original Budget was adopted by Council on 26 June 2024
Projected Year End Result = Original Budget +/- approved budget changes in Quarterly Budget Reviews

Reconciliation to Budget	Original Budget 2024/25	Projected Year End Result 2024/25	YTD Actuals 2024/25	Remaining Budget 2024/25	YTD % 2024/25
Net Operating Result for the year (as above)	628,123	559,244	48,431,178	(47,871,934)	
Less:					
Capital Purchases	42,584,132	56,208,364	9,272,048	46,936,316	16%
Loan Principal Repayments	1,460,652	1,460,652	(985,888)	2,446,540	-67%
Transfer to Reserve	26,938,225	25,187,225	16,858,594	8,328,631	67%
Add:					
Proceeds from Sale of Assets	1,771,900	1,771,900	111,636	1,660,264	6%
Transfers from Reserve	37,042,419	48,984,530	960,267	48,024,263	2%
New Borrowings	-	-	-	-	0%
Depreciation Expense	31,640,583	31,640,583	7,918,969	23,721,614	25%
Budget Surplus/(Deficit) Result	**100,017**	**100,017**	**32,277,296**	**(32,177,279)**	

WINGECARRIBEE SHIRE COUNCIL
MONTHLY FINANCIAL REPORT
for the 2024/25 financial year

Monthly Financial Report - October 2024
Income & Expenses - General Fund

This statement sets out the details of variations between Council's Revised Budget and Year to Date Actuals as part of the Monthly Financial Reporting.

Income

Rates & Annual Charges
The majority of rates and charges are recognised as income when levied each July. Income currently exceeds budget due to the introduction of part-year rating from 2024/25, allowing newly subdivided properties to be charged rates and levies within the current rating year, rather than from the beginning of the next financial year as was previously practised. Consequently, income above budget will continue to be generated throughout the remainder of the 2024/25 year.

User Charges & Fees
User charges and fees are tracking slightly below budget at the end of October, with only 25% of the budget received. This shortfall is primarily due to certain user charges, such as those from the Moss Vale Memorial Aquatic Centre, not being recorded in the financial system until year-end.

Interest and Investment Revenue
Council's investments have outperformed benchmark each month this financial year with income at 51% of budget at the end of October.

Other Revenues
Other revenues such as fines, rebates and sundry sales are tracking slightly below budget with 25% of budget received at the end of October. Income is expected to meet budget.

Grants & Contributions
Grants and contributions are tracking below budget at the end of October. Grants and Contributions are recognised on cash basis in this report and adjusted, where required, at end of financial year based on status of the associated project.

Expenses

Employee Costs
Employee costs are tracking as expected at the end of October at 33% of revised budget. During the year the budget has been reduced as part of the September Budget Review with a total budget reduction of $1.45M to reflect forecast salary savings.

Borrowing Costs
Interest on loans is paid in accordance with loan agreements. Council is up to date with all loan repayments.

Materials & Services
Materials and Services are tracking below budget due to the lag in time of processing invoices. There is generally a 2-4 week lag in terms of incurring expenditure and receiving invoices. These invoices are accrued at end of financial year where it is expected that actual expenditure will align with revised budgets.

Depreciation

Depreciation is based on budgeted figures with year-end adjustments made after assets are commissioned and capitalised as part of year-end procedures. The October 2024 depreciation actuals have not been brought to account in this report

Other Expenses

Other expenses such as contributions to other levels of government, waste levies and donations are slightly below budget at the end of October. These are generally paid quarterly and monthly payments are generally 2-4 weeks lag.

Loss / (Gain) on Disposal of Assets

WINGECARRIBEE SHIRE COUNCIL
MONTHLY FINANCIAL REPORT
for the 2024/25 financial year

Monthly Financial Report - October 2024
Income & Expenses - General Fund

This statement sets out the details of variations between Council's Revised Budget and Year to Date Actuals as part of the Monthly Financial Reporting.

Council does not budget for net losses on the disposal of assets. However, any cash received from asset disposals is included as income in the budget above.

WINGECARRIBEE SHIRE COUNCIL
MONTHLY FINANCIAL REPORT
for the 2024/25 financial year

Monthly Financial Report - October 2024
Income & Expenses - Water Fund

	Original Budget 2024/25	Projected Year End Result 2024/25	YTD Actuals 2024/25	Remaining Budget 2024/25	YTD % 2024/25
Income					
Rates & Annual Charges	4,535,047	4,535,047	347,516	4,187,531	8%
User Charges & Fees	10,064,550	10,064,550	1,205,853	8,858,697	12%
Interest & Investments Revenue	2,900,000	2,900,000	1,351,483	1,548,517	47%
Other Revenues	301,287	301,287	83,111	218,176	28%
Grants & Contribution - Operating	-	-	-	-	0%
Grants & Contribution - Capital	1,500,000	1,500,000	2,671,191	(1,171,191)	178%
Total Income	**19,300,884**	**19,300,884**	**5,659,154**	**13,641,730**	**29%**
Expenses					
Employee Costs	3,980,118	3,980,118	1,541,931	2,438,187	39%
Borrowing Costs	-	-	-	-	0%
Materials & Services	7,915,944	7,924,922	2,314,723	5,610,199	29%
Depreciation	8,365,976	8,365,976	2,281,630	6,084,346	27%
Other Expenses	-	-	8,850	(8,850)	0%
Loss / (Gain) on Disposal of Assets				-	0%
Total Expenses	**20,262,038**	**20,271,016**	**6,147,134**	**14,123,882**	**30%**
Net Operating Result	**(961,154)**	**(970,132)**	**(487,980)**	**(482,152)**	
Net Operating Result before Capital Income	**(2,461,154)**	**(2,470,132)**	**(3,159,171)**	**689,039**	

Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	27.0
Headcount (excluding casuals)	27.0

Notes:
Original Budget was adopted by Council on 26 June 2024
Projected Year End Result = Original Budget +/- approved budget changes in Quarterly Budget Reviews

Reconciliation to Budget	Original Budget 2024/25	Projected Year End Result 2024/25	YTD Actuals 2024/25	Remaining Budget 2024/25	YTD % 2024/25
Net Operating Result for the year (as above)	(961,154)	(970,132)	(487,980)	(482,152)	
Less:					
Capital Purchases	9,890,000	11,837,092	1,312,794	10,524,298	11%
Loan Principal Repayments	-	-	-	-	0%
Transfer to Reserve	8,118,711	8,118,711	-	8,118,711	0%
Add:					
Disposal Assets		-	-	-	0%
Proceeds from Sale of Assets	211,500	211,500	32,500	179,000	15%
Transfers from Reserve	10,392,389	12,348,459	-	12,348,459	0%
New Borrowings		-		-	0%
Depreciation Expense	8,365,976	8,365,976	2,281,630	6,084,346	27%
Budget Surplus/(Deficit) Result	**(0)**	**(0)**	**513,356**	**(513,356)**	

WINGECARRIBEE SHIRE COUNCIL
MONTHLY FINANCIAL REPORT
for the 2024/25 financial year

Monthly Financial Report - October 2024
Income & Expenses - Water Fund

This statement sets out the details of variations between Council's Revised Budget and Year to Date Actuals as part of the Monthly Financial Reporting.

Income

Rates & Annual Charges
Income is recognised upon billing, with current revenue reflecting water access charges raised up to approximately 31 July. Additional notices will be issued in January and April for charges up to the end of March 2025, with an adjustment at the end of the financial year to accrue charges through to 30 June 2025 that extend into the next financial year. Income is expected to meet the budget; however, a further review in April 2025 will confirm this.

User Charges & Fees
Water usage charges are levied in the same manner as the water access charges described above.

Interest and Investment Revenue
Council's investments have outperformed benchmark each month this financial year with income at 47% of budget at the end of October due to higher than anticipated interest rates.

Other Revenues
Other revenues such as leases are on track. This is due to leases revenue being raised in advance to ensure payment terms are met. This will exceed budget, slightly, at the end of the financial year.

Grants & Contributions
Grants and Contributions are recognised on cash basis in this report and adjusted, where required, at end of financial year based on status of the associated project.

Expenses

Employee Costs
Employee costs are tracking as expected at the end of October at 39% of revised budget and are expected to track on budget by the end of the financial year.

Borrowing Costs
Interest on loans is paid in accordance with loan agreements. Council is up to date with all loan repayments.

Materials & Services
Materials and Services are tracking below budget due to the lag in time of processing invoices. There is generally a 2-4 week lag in terms of incurring expenditure and receiving invoices. These invoices are accrued at end of financial year where it is expected that actual expenditure will align with revised budgets.

Depreciation
Depreciation is based on budgeted figures with year-end adjustments made after assets are commissioned and capitalised as part of year-end procedures.

Other Expenses
Other expenses such as contributions to other levels of government, waste levies and donations are slightly below budget at the end of October. Payments have been allocated to this expenditure class and will be offset my budgets held in the Materials and Service expenditure class.

Loss / (Gain) on Disposal of Assets
Council does not budget for net losses on the disposal of assets. However, any cash received from asset disposals is included as income in the budget above.

WINGECARRIBEE SHIRE COUNCIL
MONTHLY FINANCIAL REPORT
for the 2024/25 financial year

Monthly Financial Report - October 2024
Income & Expenses - Sewer Fund

	Original Budget 2024/25	Projected Year End Result 2024/25	YTD Actuals 2024/25	Remaining Budget 2024/25	YTD % 2024/25
Income					
Rates & Annual Charges	21,446,133	21,446,133	1,900,045	19,546,088	9%
User Charges & Fees	1,496,750	1,496,750	153,163	1,343,587	10%
Interest & Investments Revenue	2,430,000	2,430,000	1,089,008	1,340,992	45%
Other Revenues	8,077	8,077	1,690	6,387	21%
Grants & Contribution - Operating	-	-	-	-	0%
Grants & Contribution - Capital	26,100,000	26,100,000	337,659	25,762,341	1%
Total Income	**51,480,960**	**51,480,960**	**3,481,565**	**47,999,395**	**7%**
Expenses					
Employee Costs	4,290,872	4,290,872	974,912	3,315,960	23%
Borrowing Costs	8,947	8,947	3,207	5,740	36%
Materials & Services	11,953,882	11,953,882	2,986,292	8,967,590	25%
Depreciation	10,713,093	10,713,093	2,921,753	7,791,340	27%
Other Expenses	13,270	13,270	2,534	10,736	19%
Loss / (Gain) on Disposal of Assets		-	-	-	0%
Total Expenses	**26,980,063**	**26,980,063**	**6,888,698**	**20,091,365**	**26%**
Net Operating Result	**24,500,897**	**24,500,897**	**(3,407,133)**	**27,908,030**	
Net Operating Result before Capital Income	**(1,599,103)**	**(1,599,103)**	**(3,744,792)**	**2,145,689**	

Staff Establishment

Budgeted Full Time Equivalents (excluding Casuals)	28.0
Headcount (excluding casuals)	28.0

Notes:
Original Budget was adopted by Council on 26 June 2024
Projected Year End Result = Original Budget +/- approved budget changes in Quarterly Budget Reviews

Reconciliation to Budget	Original Budget 2024/25	Projected Year End Result 2024/25	YTD Actuals 2024/25	Remaining Budget 2024/25	YTD % 2024/25
Net Operating Result for the year (as ab	24,500,897	24,500,897	(3,407,133)	27,908,030	
Less:					
Capital Purchases	52,778,329	54,072,142	8,509,103	45,563,039	16%
Loan Principal Repayments	621,618	621,618	177,480	444,138	29%
Transfer to Reserve	13,974,757	13,974,757	-	13,974,757	0%
Add:					
Proceeds from Sale of Assets	95,500	95,500	12,636	82,864	13%
Transfers from Reserve	32,065,215	33,359,028	-	33,359,028	0%
New Borrowings		-		-	0%
Depreciation Expense	10,713,093	10,713,093	2,921,753	7,791,340	27%
Budget Surplus/(Deficit) Result	**0**	**0**	**(9,159,327)**	**9,159,327**	

WINGECARRIBEE SHIRE COUNCIL
MONTHLY FINANCIAL REPORT
for the 2024/25 financial year

Monthly Financial Report - October 2024
Income & Expenses - Sewer Fund

This statement sets out the details of variations between Council's Revised Budget and Year to Date Actuals as part of the Monthly Financial Reporting.

Income

Rates & Annual Charges
Income is recognised upon billing, with current revenue reflecting sewerage access charges raised up to approximately 31 July. Additional notices will be issued in January and April for charges up to the end of March 2025, with an adjustment at the end of the financial year to accrue charges through to 30 June 2025 that extend into the next financial year. Income is expected to meet the budget; however, a further review in April 2025 will confirm this.

User Charges & Fees
Sewerage usage charges are levied in the same manner as the water access charges described above.

Interest and Investment Revenue
Council's investments have outperformed benchmark each month this financial year with income at 45% of budget at the end of October due to higher than anticipated interest rates.

Other Revenues
Other revenues, such as leases, are tracking slightly below budget. Income is expected to meet the budget.

Grants & Contributions
Grants and Contributions are recognised on cash basis in this report and adjusted, where required, at end of financial year based on status of the associated project.

Expenses

Employee Costs
Employee costs are tracking lower than expected at the end of October at 23% of revised budget. This will need to be monitored during the quarter.

Borrowing Costs
Interest on loans is paid in accordance with loan agreements and Council is up to date with all loan repayments.

Materials & Services
Materials and Services are tracking below budget due to the lag in time of processing invoices. There is generally a 2-4 week lag in terms of incurring expenditure and receiving invoices. These invoices are accrued at end of financial year where it is expected that actual expenditure will align with revised budgets.

Depreciation
Depreciation is based on budgeted figures with year-end adjustments made after assets are commissioned and capitalised as part of year-end procedures.

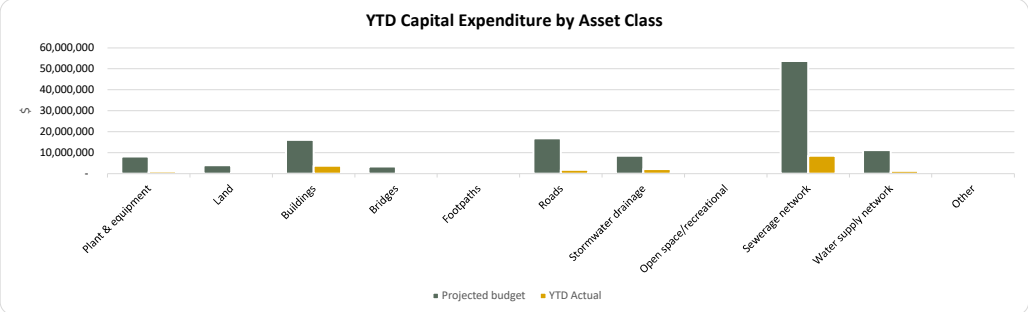
Other Expenses
Other expenses such as contributions to other levels of government, waste levies and donations are slightly below budget at the end of October. Payments have been allocated to this expenditure class and will be offset my budgets held in the Materials and Service expenditure class.

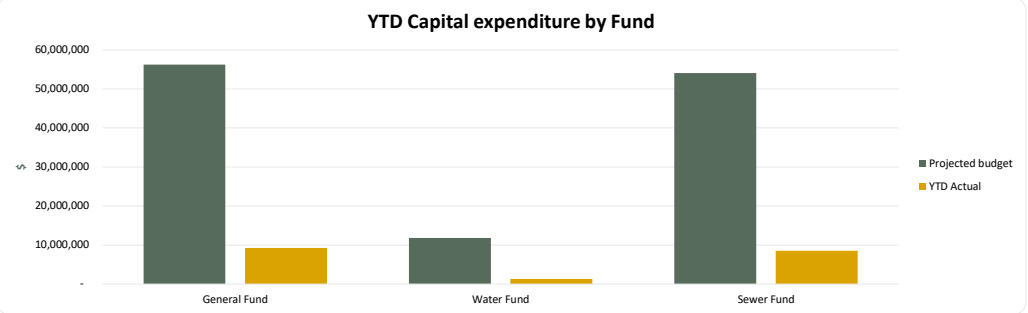
Loss / (Gain) on Disposal of Assets
Council does not budget for net losses on the disposal of assets. However, any cash received from asset disposals is included as income in the budget above.

WINGECARRIBEE SHIRE COUNCIL
MONTHLY FINANCIAL REPORT
for the 2024/25 financial year

Monthly Financial Report - October 2024
Capital Expenditure Program

Asset Class	Original Budget 2024/25	Projected Year End Result 2024/25	YTD Actuals 2024/25	Remaining Budget 2024/25	YTD Percentage 2024/25
Plant and equipment	7,952,000	8,158,036	1,091,131	7,066,905	13%
Land	3,889,000	3,921,447	194,713	3,726,734	5%
Buildings	9,440,646	16,106,903	3,741,607	12,365,296	23%
Bridges	2,849,000	3,343,581	148,014	3,195,567	4%
Footpaths	650,000	127,134	108,575	18,559	85%
Roads	11,394,486	16,757,262	1,793,431	14,963,831	11%
Stormwater Drainage	7,180,000	8,537,261	2,143,072	6,394,189	25%
Water Supply Network	9,245,000	11,192,092	1,302,185	9,889,907	12%
Sewerage Network	52,428,329	53,722,142	8,502,972	45,219,170	16%
Other	224,000	251,740	68,245	183,495	27%
Total Capital Expenditure	**105,252,460**	**122,117,597**	**19,093,945**	**103,023,652**	**16%**





Wingecarribee Shire Council
Investment Report Summary
For the period ending 31 October 2024

List of Investments

Council's investment portfolio as at 31 October 2024 consists of the following investments:

INVESTMENT PORTFOLIO AS AT 31 October 2024						
Institution	**Type**	**Amount**	**Interest Rate**	**Investment Term - Days**	**Maturity Date**	**% Investment Portfolio**
ING	Term Deposit	5,000,000	5.47%	365	01/11/2024	3.46%
Auswide	Term Deposit	8,000,000	5.50%	365	29/11/2024	2.16%
ING	Term Deposit	5,000,000	5.34%	365	04/12/2024	2.16%
BOQ	Term Deposit	5,000,000	5.35%	366	05/12/2024	2.16%
ING	Term Deposit	5,000,000	5.19%	335	16/12/2024	3.03%
NAB	Term Deposit	7,000,000	5.12%	343	07/01/2025	2.16%
NAB	Term Deposit	5,000,000	5.10%	345	16/01/2025	2.16%
NAB	Term Deposit	5,000,000	5.13%	357	30/01/2025	2.16%
ING	Term Deposit	5,000,000	5.20%	367	17/02/2025	2.16%
CBA	Term Deposit	5,000,000	4.93%	365	21/02/2025	4.32%
ING	Term Deposit	10,000,000	5.08%	364	28/02/2025	2.16%
GSB	Term Deposit	5,000,000	5.09%	365	06/03/2025	4.32%
NAB	Term Deposit	10,000,000	5.25%	367	28/04/2025	2.16%
NAB	Term Deposit	5,000,000	5.25%	322	18/03/2025	2.16%
NAB	Term Deposit	5,000,000	5.25%	350	15/04/2025	2.16%
GSB	Term Deposit	5,000,000	5.20%	356	12/05/2025	2.16%
GSB	Term Deposit	5,000,000	5.20%	365	21/05/2025	2.16%
GSB	Term Deposit	5,000,000	5.22%	313	01/04/2025	2.16%
Auswide	Term Deposit	5,000,000	5.30%	365	29/05/2025	2.16%
ING	Term Deposit	5,000,000	5.23%	731	01/06/2026	2.16%
NAB	Term Deposit	5,000,000	5.25%	365	11/06/2025	2.16%
NAB	Term Deposit	5,000,000	5.50%	362	24/06/2025	2.16%
NAB	Term Deposit	5,000,000	5.48%	356	18/06/2025	2.16%
NAB	Term Deposit	5,000,000	5.18%	727	24/06/2026	3.46%
ING	Term Deposit	8,000,000	5.35%	731	29/06/2026	2.16%
Judo	Term Deposit	5,000,000	5.50%	364	02/07/2025	2.16%
NAB	Term Deposit	5,000,000	5.33%	349	08/07/2025	2.16%
ING	Term Deposit	5,000,000	5.27%	357	22/07/2025	2.16%
Judo	Term Deposit	5,000,000	5.00%	356	29/07/2025	2.16%
AMP	Term Deposit	5,000,000	5.20%	300	12/06/2025	2.16%
AMP	Term Deposit	5,000,000	4.75%	339	25/07/2025	2.16%
CBA	Term Deposit	5,000,000	4.69%	347	05/08/2025	2.16%

Wingecarribee Shire Council
Investment Report Summary
For the period ending 31 October 2024

INVESTMENT PORTFOLIO AS AT 31 October 2024						
Institution	**Type**	**Amount**	**Interest Rate**	**Investment Term - Days**	**Maturity Date**	**% Investment Portfolio**
CBA	Term Deposit	5,000,000	4.68%	350	12/08/2025	2.16%
CBA	Term Deposit	5,000,000	4.72%	356	19/08/2025	1.30%
Judo	Term Deposit	3,000,000	5.10%	182	28/02/2025	2.16%
BOQ	Term Deposit	5,000,000	4.70%	363	09/09/2025	2.16%
ING	Term Deposit	5,000,000	4.74%	348	16/09/2025	2.16%
BOQ	Term Deposit	5,000,000	4.90%	336	30/09/2025	2.16%
CBA	Call Account	24,318,247	4.35%	NA	NA	10.51%
Bendigo	Call Account	1,022,469	1.45%	NA	NA	0.44%
Bendigo	Savings acc	40	0.00%	NA	NA	0.00%
Total Investments		**$231,340,756**				100.00%

Institution Legend

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

Wingecarribee Shire Council
Investment Report Summary
For the period ending 31 October 2024

Policy Compliance

Council's Investment Policy provides clear direction for the diversification of Council's investment portfolio. This ensures credit and diversification risk is managed in accordance with the adopted risk management framework, as outlined in Council's Policy.

Individual Institution Limits

A summary of investments placed by institution is as follows:

Institution	S&P Short Term Rating	Maximum %	Actual %	Invested $	Supports Fossil Fuels	Policy Compliance
NAB	A1+	40%	26.80%	62,000,000	YES	YES
CBA	A1+	40%	19.16%	44,318,247	YES	YES
ING	A1	25%	22.91%	53,000,000	YES	YES
AMP	A2	15%	4.32%	10,000,000	YES	YES
BOQ	A2	15%	6.48%	15,000,000	YES	YES
ME (acquired by BOQ)	A2	Combined with BOQ %		0	YES	YES
Bendigo	A2	15%	0.44%	1,022,509	NO	YES
MyState	A2	15%	0.00%	0	NO	YES
Auswide	A2	15%	5.62%	13,000,000	NO	YES
GSB	A2	15%	8.65%	20,000,000	NO	YES
BankVIC	A2	15%	0.00%	0	NO	YES
Judo	A3	10%	5.62%	13,000,000	NO	YES
Total			**100.00%**	**231,340,756**		

Portfolio Credit Limits

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

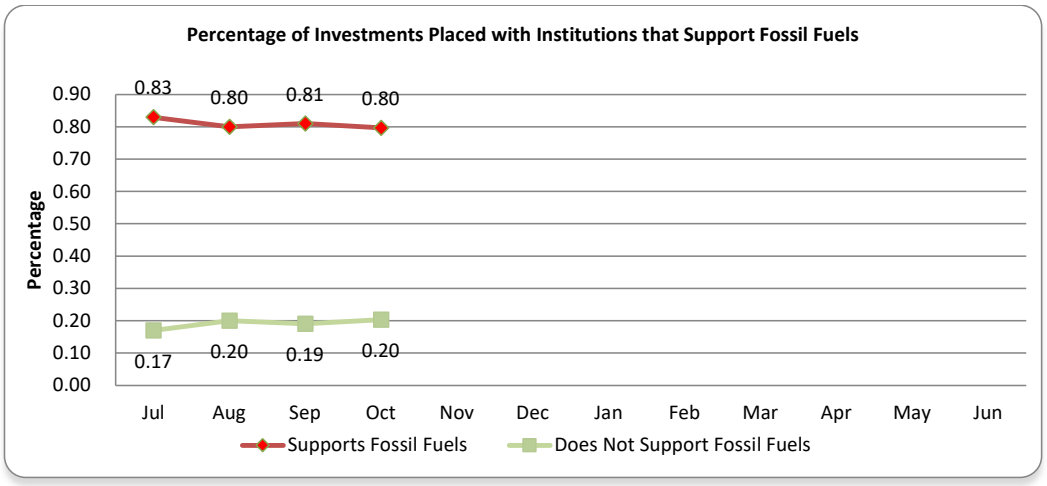
S&P Short Term Rating	Maximum %	Actual %	Invested $	Policy Compliance
A1+	100%	45.96%	106,318,247	YES
A1	80%	22.91%	53,000,000	YES
A2	60%	25.51%	59,022,509	YES
A3	20%	5.62%	13,000,000	YES
Govt	25%	0.00%	0	YES
Total		**100.00%**	**231,340,756**	

Wingecarribee Shire Council
Investment Report Summary
For the period ending 31 October 2024

Non-Fossil Fuel Investment Preferencing

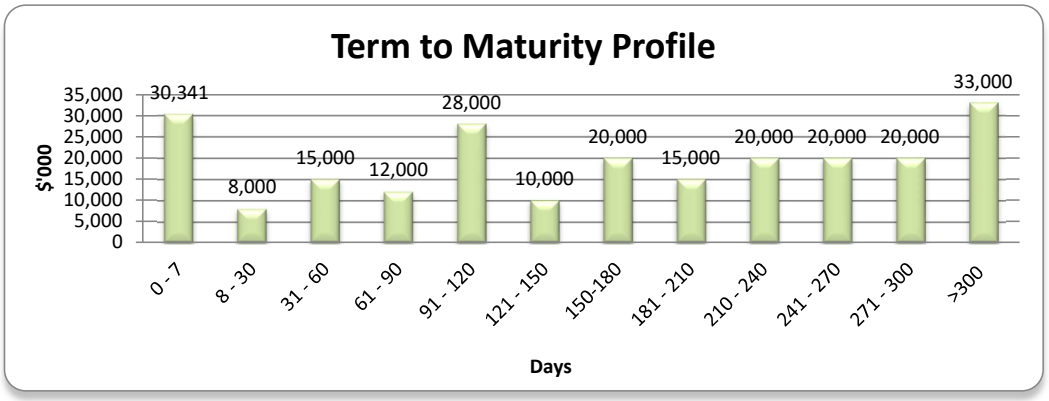
Council's adopted Investment Policy states a preference for placing funds with institutions that do not support the fossil fuel industry. The chart below identifies Council's percentage of investments placed with institutions that do not support the fossil fuel industry.

As investments mature Council will actively seek investments with institutions that do not support the fossil fuel industry, on the basis that they offer equivalent returns and are compliant with legislation and the objectives and parameters of the Investment Policy.



Term to Maturity

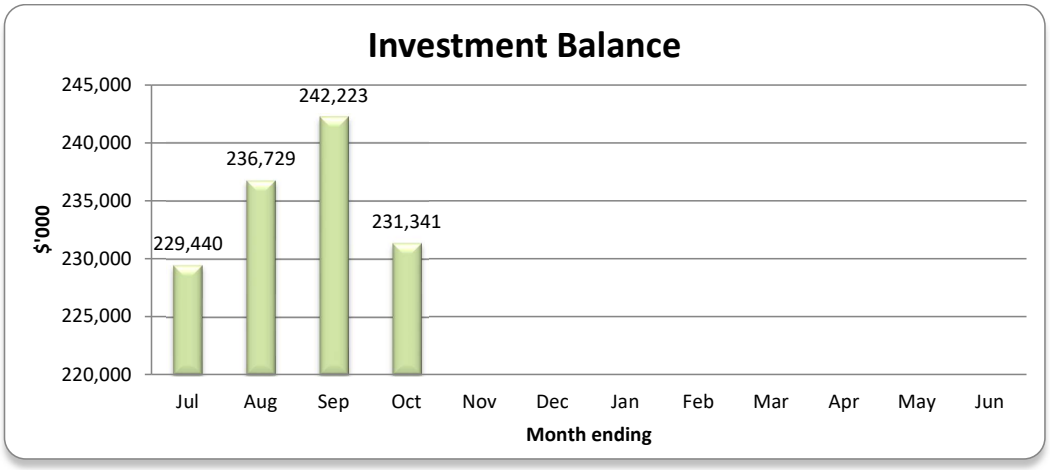
Investments have been placed giving due consideration to Council's liquidity requirements. Enough Working Capital is available to ensure Council continues to meet its ongoing cash flow requirements for operational and capital expenditure.



Wingecarribee Shire Council
Investment Report Summary
For the period ending 31 October 2024

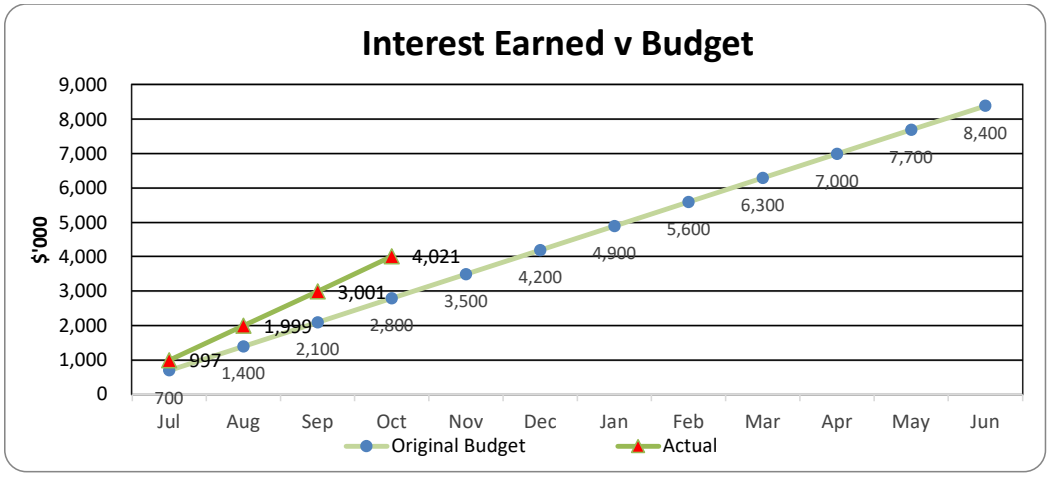
Portfolio Performance

Council's investment balance at the end of October 2024 was $231.3 million. This has decreased by $10.9 million since the end of September 2024.



Interest Revenue

Council continues to seek the best available returns while managing the investment portfolio in accordance with Council's investment policy.

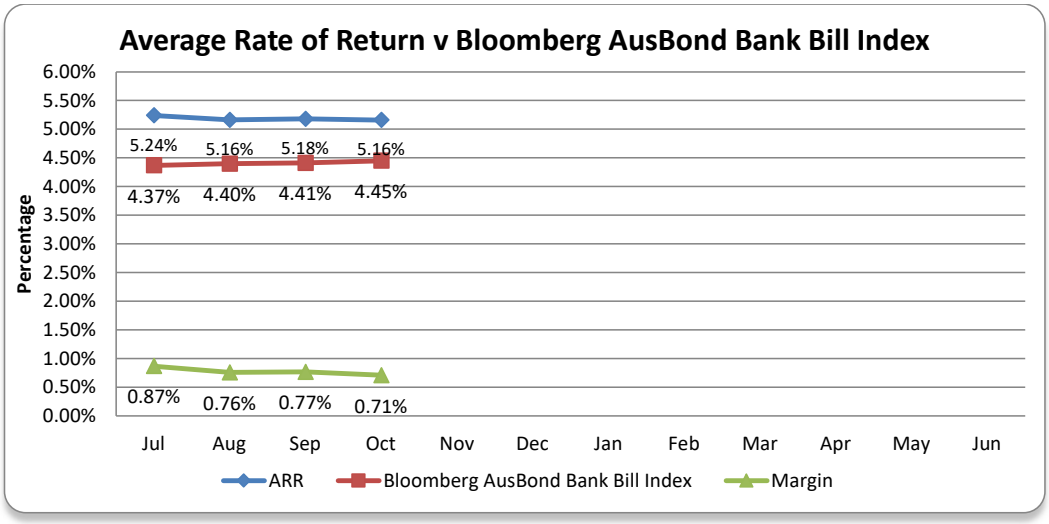


Wingecarribee Shire Council
Investment Report Summary
For the period ending 31 October 2024

Performance against Benchmark

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

The average rate of return (ARR) achieved for October 2024 was 5.16% which has decreased by 0.02% since September 2024. The Bloomberg AusBond Bank Bill Index for 1 year was 4.45%. The margin against the Bloomberg AusBond Bank Bill Index was 0.71% for September 2024.



MINUTES
Local Traffic Committee



We're with you

Thursday 26 September 2024
Council Chambers | Wingecarribee Shire Council Civic Centre
68 Elizabeth Street, Moss Vale
The meeting commenced at 10am

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 26 SEPTEMBER 2024**

1 OPENING OF THE MEETING 3

2 ACKNOWLEDGEMENT OF COUNTRY 3

3 APOLOGIES 3

4 ADOPTION OF MINUTES OF PREVIOUS MEETING 3

5 DECLARATIONS OF INTEREST 4

6 AGENDA REPORTS 5

6.1 Police Report On Recent Road Crashes In The Shire 5

6.2 Road Safety Officer Progress Report 6

6.3 No Stopping Zone On Kennedy Close, Moss Vale 7

6.4 Traffic Management For Bundanoon Railway Station Re-Opening Celebrations 8

6.5 Railway Parade Wingello - Installation Of Proposed Rumble Strips On Both Approaches To The Intersection At Railway Level Crossing. 9

6.6 Station Street With Wingecarribee Street, Bowral – Installation Of Proposed BUSES EXCEPTED Sign 10

6.7 Derby Street Bowral - Installation Of No Parking Signage Along The Entrance To The Stephens Park Oval 11

6.8 Road Realignment - Berrima Road And Taylor Avenue, New Berrima 12

6.9 Proposed Pedestrian Blisters And Bus Zone On Penrose Road, Penrose 13

6.10 Proposed U-Turn Bay On Ringwood Lane, Exeter 14

6.11 Traffic Management Arrangements For A Day On The Green, 30 November 2024 15

7 DATE OF NEXT MEETING 16

8 MEETING CLOSURE 16

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 26 SEPTEMBER 2024**

MINUTES OF THE TRAFFIC COMMITTEE MEETING OF WINGECARRIBEE SHIRE COUNCIL HELD ON THURSDAY 26 SEPTEMBER 2024 AT 10:00AM

Present:

Formal (Voting) Members:	Mr Shaun Robinson	Manager Assets
	Mr Blair Oliver	Transport for NSW
	Senior Sergeant Matthew Hall	NSW Police
	Mrs Katherine Wood	Representing the Member for Goulburn
	Mr Peter Edwards	Representing the Member for Wollondilly
Informal (Non-Voting) Members:	Mr Michael Rayner	Senior Traffic Engineer
	Mr Emraul Kayes	Traffic Engineer
	Mr Brian Speed	Road Safety Officer
	Mr Luke Lukess	Berrima Buslines
	Mr Nasser Hossain	Co-ordinator Assets Roads & Traffic
Apology	Mr Laurie Stewart	Southern Highlands Taxis, Hire Cars & Coaches
Minutes:	Mrs Liz de Graaf	Business Support Officer

1 OPENING OF THE MEETING

The Senior Traffic Engineer opened the meeting.

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 APOLOGIES

Apologies were received from Senior Constable Hayley Upton, Chief Inspector Brendan Bernie and Mr Laurie Stewart.

4 ADOPTION OF MINUTES OF PREVIOUS MEETING

That the minutes of the Traffic Committee meeting held on 18 July 2024, recommendation numbers TC 2024/38 to TC 2024/48 inclusive, copies of which were forwarded to Committee members, have been received and noted.

5 DECLARATIONS OF INTEREST

The provisions of Chapter 14 of the Local Government Act 1993 regulate the way in which nominated staff of Council conduct themselves to ensure that there is no conflict between their private interests and their public trust.

The Act prescribes that where a member of Council (or a Committee of Council) has a direct or indirect financial (pecuniary) interest in a matter to be considered at a meeting of the Council (or Committee), that interest and the reasons for declaring such interest must be disclosed as soon as practicable after the start of the meeting.

As members are aware, the provisions of the Local Government Act restrict any member who has declared a pecuniary interest in any matter from participating in the discussions or voting on that matter and further require that the member vacate the Chamber.

Council's Code of Conduct provides that if members have a non-pecuniary conflict of interest, the nature of the conflict must be disclosed. The Code also provides for a number of ways in which a member may manage non pecuniary conflicts of interest.

Where necessary any Councillor, Committee Member and nominated staff of Council should disclose any interest and the reason for declaring such interest in the matters under consideration at this meeting.

Councillors and Committee Members are requested to complete the appropriate form to be handed up at the Meeting.

There were no declarations at this meeting.

6 AGENDA REPORTS

6.1 Police Report on recent road crashes in the Shire

Report Author: **Traffic Engineer**

Authoriser: **Clinton McAlister**

PURPOSE

Reporting on recent road crashes in the Shire recorded by Police.

OFFICER'S RECOMMENDATION

***THAT** the information be received and noted.*

TC 2024/51

TRAFFIC COMMITTEE RECOMMENDATION

***THAT** the information be received and noted.*

Unanimous support:

Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member for Goulburn	✓
The representative for the Member for Wollondilly	✓

6.2 Road Safety Officer Progress Report

Report Author: **Traffic Engineer**

Authoriser: **Shaun Robinson**

PURPOSE

The purpose of this report is to update the Traffic Committee on the progress of various projects undertaken by the Road Safety Officer.

OFFICER'S RECOMMENDATION

THAT the information be received and noted.

TC 2024/52

TRAFFIC COMMITTEE RECOMMENDATION

THAT the information be received and noted.

Unanimous support:

Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member for Goulburn	✓
The representative for the Member for Wollondilly	✓

6.3 No Stopping Zone on Kennedy Close, Moss Vale

Report Author: **Traffic Engineer**

Authoriser: **Clinton McAlister**

PURPOSE

To create a No Stopping zone on Kennedy Close, Moss Vale, adjacent to the access driveway for Moss Vale Sewerage Treatment Plant. The No Stopping zone would provide manoeuvring space for large vehicles required for upgrade works to the treatment plant.

OFFICER'S RECOMMENDATION

1. ***THAT the proposed No Stopping zones, Mon – Fri between 6am and 6pm, on Kennedy Close, Moss Vale, be recommended for approval.***
2. ***THAT the proposed No Stopping Zone be removed at the conclusion of upgrade works to the Moss Vale Sewerage Treatment Plant.***

TC 2024/53

TRAFFIC COMMITTEE RECOMMENDATION

1. ***THAT the proposed No Stopping zones, Mon – Fri between 6am and 6pm, on Kennedy Close, Moss Vale, be recommended for approval.***
2. ***THAT the proposed No Stopping Zone be removed at the conclusion of upgrade works to the Moss Vale Sewerage Treatment Plant.***

Unanimous support:

Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member for Goulburn	✓

6.4 Traffic Management for Bundanoon Railway Station Re-Opening Celebrations

Report Author: **Traffic Engineer**

Authoriser: **Clinton McAlister**

PURPOSE

To review the traffic management arrangements for the Bundanoon Railway Station re-opening celebrations to be held on Saturday 26 October 2024 at Railway Avenue, Bundanoon.

OFFICER'S RECOMMENDATION

THAT the traffic management arrangements proposed by All Area Traffic Services for *Bundanoon Railway Station re-opening celebrations,* to be held at Railway Avenue on Saturday 26 October 2024, be approved subject to the implementation of the approved Traffic Management Plan and approval from the NSW Police Force, in accordance with the Guide to Traffic and Transport Management for Special Events for a Class 2 event.

TC 2024/54

TRAFFIC COMMITTEE RECOMMENDATION

THAT the traffic management arrangements proposed by All Area Traffic Services for *Bundanoon Railway Station re-opening celebrations,* to be held at Railway Avenue on Saturday 26 October 2024, be approved subject to the implementation of the approved Traffic Management Plan and approval from the NSW Police Force, in accordance with the Guide to Traffic and Transport Management for Special Events for a Class 2 event.

Unanimous support:

Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member for Goulburn	✓

6.5 Railway Parade Wingello - Installation of proposed rumble strips on both approaches to the intersection at railway level crossing.

Report Author: **Traffic Engineer**

Authoriser: **Clinton McAlister**

PURPOSE

To review the proposed installation of rumble strips on Railway Parade at the approaches to the intersection of Railway Parade and Murrimba Road for both east /west bound traffic at railway level crossing.

COMMUNITY PRESENTATION

Ms Sonya Harris representing the Wingello Village Association addressed the Committee on this matter and was generally in favour of the recommendation.

OFFICER'S RECOMMENDATION

***THAT** Council approves the installation of rumble strips on Railway Parade on the approaches to the intersection of Railway Parade and Murrimba Road for both east & west bound traffic.*

TC 2024/55

TRAFFIC COMMITTEE RECOMMENDATION

***THAT** Council approves the installation of rumble strips on Railway Parade on the approaches to the intersection of Railway Parade and Murrimba Road for both east & west bound traffic.*

Unanimous support:

Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member for Goulburn	✓

6.6 Station Street with Wingecarribee Street, Bowral – Installation of proposed BUSES EXCEPTED sign

Report Author: **Traffic Engineer**

Authoriser: **Clinton McAlister**

PURPOSE

To review the installation of BUSES EXCEPTED signs with two current NO RIGHT TURN/INTO RAILWAY STATION signs for southbound buses on Station Street in advance to the intersection of Wingecarribee Street, Bowral.

OFFICER'S RECOMMENDATION

***THAT** Council approves the installation of additional BUSES EXCEPTED signs with two current NO RIGHT TURN and INTO RAILWAY STATION signs on Station Street in advance to the intersection of Wingecarribee Street, Bowral.*

TC 2024/56

TRAFFIC COMMITTEE RECOMMENDATION

***THAT** Council approves the installation of additional BUSES EXCEPTED signs with two current NO RIGHT TURN and INTO RAILWAY STATION signs on Station Street in advance to the intersection of Wingecarribee Street, Bowral.*

Unanimous support:

Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member for Wollondilly	✓

6.7 Derby Street Bowral - Installation of No Parking signage along the entrance to the Stephens Park oval

Report Author: **Traffic Engineer**

Authoriser: **Clinton McAlister**

PURPOSE

To review the installation of a "No Parking" restriction along the Derby Street access gate to Stephens Park.

OFFICER'S RECOMMENDATION

***THAT** Council approves:*

The installation of a "No Parking" signage along the Derby Street access gate to Stephen Park.

TC 2024/57

TRAFFIC COMMITTEE RECOMMENDATION

***THAT** Council approves:*

The installation of a "No Parking" signage along the Derby Street access gate to Stephen Park.

Unanimous support:

Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member for Wollondilly	✓

6.8 Road Realignment - Berrima Road and Taylor Avenue, New Berrima

Report Author: **Traffic Engineer**

Authoriser: **Clinton McAlister**

PURPOSE

To review the proposed realignment of the intersection of Taylor Avenue and Berrima Road, New Berrima.

OFFICER'S RECOMMENDATION

***THAT** the proposed realignment of Taylor Avenue and Berrima Road, New Berrima, and associated signage, line marking and raised median, as designed in Design Plan 19052, drawing number C6.01 by Novati Consulting Engineers, be recommended for approval.*

TC 2024/58

TRAFFIC COMMITTEE RECOMMENDATION

***THAT** the proposed realignment of Taylor Avenue and Berrima Road, New Berrima, and associated signage, line marking and raised median, as designed in Design Plan 19052, drawing number C6.01 by Novati Consulting Engineers, be recommended for approval.*

Unanimous support:

Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member for Goulburn	✓

6.9 Proposed Pedestrian Blisters and Bus Zone on Penrose Road, Penrose

Report Author: **Traffic Engineer**

Authoriser: **Clinton McAlister**

PURPOSE

To review the design plans for pedestrian blisters, Bus Zone, and associated signage on Penrose Road, Penrose.

OFFICER'S RECOMMENDATION

***THAT** the pedestrian blister and Bus Zone proposed on Penrose Road, Penrose, as designed in Wingecarribee Shire Council Design Plan 2430, be recommend for approval.*

TC 2024/59

TRAFFIC COMMITTEE RECOMMENDATION

1. ***THAT** the pedestrian blister and Bus Zone proposed on Penrose Road, Penrose, as designed in Wingecarribee Shire Council Design Plan 2430, be recommend for approval.*
2. ***THAT** the EL1 line through the blisters is maintained and that the 3.5m lane width is maintained between the centre line and EL1 line.*

Unanimous support:

Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member for Goulburn	✓

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING
THURSDAY 26 SEPTEMBER 2024**

6.10 Proposed U-turn Bay on Ringwood Lane, Exeter

Report Author: **Traffic Engineer**

Authoriser: **Clinton McAlister**

PURPOSE

To review the design plans for a U-turn Bay on Ringwood Lane, Exeter, which is associated with a 6-lot subdivision at 267 Bundanoon Road, Exeter.

COMMUNITY PRESENTATION

Mr Peter Clinch addressed the Committee on this matter and was generally against the recommendation.

Mr Jacob Rofe addressed the Committee on this matter and was generally against the recommendation.

OFFICER'S RECOMMENDATION

***THAT** the design plans (No. 2123-CC08) designed by Civil Development Solutions for a U-turn Bay on Ringwood Lane, Exeter be recommended for approval.*

TC 2024/60

TRAFFIC COMMITTEE RECOMMENDATION

***THAT** the design plans (No. 2123-CC08) designed by Civil Development Solutions for a U-turn Bay on Ringwood Lane, Exeter are not supported and alternative solutions are to be investigated.*

Unanimous support:

Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member for Goulburn	✓

6.11 Traffic Management Arrangements for A Day on the Green, 30 November 2024

Report Author: **Traffic Engineer**

Authoriser: **Clinton McAlister**

PURPOSE

To review the Traffic Management Plans for *A Day on the Green* which is to be held at Centennial Vineyards on Saturday 30 November 2024. Traffic management has been designed to cater for an attendance of up to 8,000 people. The expected attendance is between 6,000 – 7,000 people.

OFFICER'S RECOMMENDATION

THAT the traffic management arrangements proposed by All Area Traffic Services for *A Day on the Green* to be held at Centennial Vineyards on Saturday 30 November 2024 be approved subject to the implementation of the approved Traffic Management Plan and approval from the NSW Police Force in accordance with the Guide to Traffic and Transport Management for Special Events for a Class 2 event.

TC 2024/61

TRAFFIC COMMITTEE RECOMMENDATION

THAT the traffic management arrangements proposed by All Area Traffic Services for *A Day on the Green* to be held at Centennial Vineyards on Saturday 30 November 2024 be approved subject to the implementation of the approved Traffic Management Plan and approval from the NSW Police Force in accordance with the Guide to Traffic and Transport Management for Special Events for a Class 2 event.

Unanimous support:

Manager Assets	✓
Transport for NSW	✓
NSW Police	✓
The representative for the Member for Wollondilly	✓

7 DATE OF NEXT MEETING

The next meeting will be held on Thursday 21st November 2024 in the Council Chambers, Civic Centre, Elizabeth Street, Moss Vale commencing at 10am**.**

8 MEETING CLOSURE

The meeting closed at 11:52am.

DRAFT MINUTES
Extraordinary Meeting
Audit, Risk and Improvement Committee



We're with you

Tuesday 3 September 2024

Bong Bong Room, Wingecarribee Shire Council Civic Centre
68 Elizabeth Street, Moss Vale

The meeting commenced at 11:07 AM

**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE
TUESDAY 3 SEPTEMBER 2024**

1 OPENING OF THE MEETING....4

2 ACKNOWLEDGEMENT OF COUNTRY....4

3 APOLOGIES....4

3.1 ADOPTION OF MINUTES OF PREVIOUS MEETING....4

4 DECLARATIONS OF INTEREST....4

5 REPORTS....5

5.1 Draft Annual Financial Statements 2024....5

6 MEETING CLOSURE....7

**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE
TUESDAY 3 SEPTEMBER 2024**

MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING OF WINGECARRIBEE SHIRE COUNCIL HELD ONLINE AND IN THE BONG BONG ROOM, CIVIC CENTRE, ELIZABETH STREET, MOSS VALE ON TUESDAY 3 SEPTEMBER 2024 COMMENCING AT 11:07 AM

Present:

ARIC Members:	Mr Stephen Horne	Chairperson
	Mr Mark McCoy	
	Ms Simone Schwarz	
	Mr Michael Quirk	
In Attendance:	Ms Lisa Miscamble	General Manager
	Mr Pav Kuzmanovski	Chief Financial Officer
	Mr Clinton McAlister	Director Service and Project Delivery
	Mr Shaun Robinson	Manager Assets
	Ms Margaret Cusack	Acting Chief Financial Officer
	Mr Patrick Irvine	Asset Systems Officer
	Ms Paige Zelunzuk	Coordinator Governance
	Ms Michelle Gordon	Governance Officer

NOTE: All committee members attended the meeting remotely via Microsoft Teams audio visual link. Staff participants were present in the Bong Bong Room, Civic Centre for this meeting.

The Manager Assets joined the meeting at 12:00 PM.

The Director Service and Project Delivery left the meeting at 12:01 PM.

**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE
TUESDAY 3 SEPTEMBER 2024**

1 OPENING OF THE MEETING

The Chairperson opened the meeting and welcomed the Committee members.

2 ACKNOWLEDGEMENT OF COUNTRY

The Chairperson provided an acknowledgment of Country:

"Wingecarribee Shire Council acknowledges the Gundungurra and Tharawal people as the traditional custodians of this land we now call the Wingecarribee Shire. I pay my respect to Elders both past, present and emerging. I would also like to extend that respect to all Aboriginal and Torres Strait Islanders present here today." The Chair also acknowledged the traditional custodians of other lands for people joining the meeting today.

3 APOLOGIES

There were no apologies at this meeting.

3.1 ADOPTION OF MINUTES OF PREVIOUS MEETING

ARIC 2024/36

That the minutes of the Audit, Risk and Improvement Advisory Committee meeting held on 6 June 2024 ARIC 2024/18 to ARIC 2024/33 inclusive, copies of which were forwarded to Committee members, be adopted as a correct record of the proceedings of the meeting.

4 DECLARATIONS OF INTEREST

Nil.

5 REPORTS

5.1 Draft Annual Financial Statements 2024

Report Author: **Acting Deputy Chief Financial Officer**
Authoriser: **Chief Financial Officer**

PURPOSE

This report advises ARIC that the Draft Financial Statements for the year ended 30 June 2024 have been prepared and are ready for review. When presented to Council, the next steps in this process will be to submit the draft financial reports to seek endorsement for release to be audited by the Audit Office of New South Wales.

An endorsement of a temporary release of internally restricted funds will also be recommended to council to maintain its working capital position equal to the value of contract assets and grant debtors.

PROCEEDINGS IN BRIEF

The Chief Financial Officer introduced the item. The Draft Financial Statements for the year ended 30 June 2024 were discussed.

PRECIS

The Draft Financial Statements for the year ended 30 June 2024 were presented.

DISCUSSION

The meeting commenced with high-level discussion of Council's financial position.

The ARIC sought clarification in terms of the expectation of the meeting. The Chief Financial Officer advised that endorsement of the draft financial statements for release to the auditors and the temporary release of internally restricted funds is being sought by Council at the 9 September Extraordinary Council Meeting.

The ARIC sought clarification and/or requested additional commentary regarding the following:

- Critical accounting estimates and assumptions - Reduced provisional amount in relation to the Welby Tip remediation.
- New accounting standards and interpretations issued but not yet effective - Chief Financial Officer to confirm trust fund wording. The transfer of the balance of the Mayoral Relief Fund was endorsed by Council.
- User fees and charges - Reduction in building and regulatory fees and contractor liability.
- Grants and contributions - Reduction in financial assistance grants, commentary will be added to the Council report.
- Materials and services - Greater visibility over software charges and Tech1 upgrades.
- Gain or loss from the disposal, replacement and de-recognition of assets - Turn-over of higher value items and the effect of the roads valuation.
- Material budget variations - Higher variance related to materials and services - contractors, consultants and legal fees.
- Restricted and allocated cash, cash equivalents and investments - Reduction in employee leave entitlements was attributed to temporary reallocation.

- Infrastructure property, plant and equipment - The need for good communication with the Rural Fire Service and the age and condition of RFS assets.
- Intangible assets - IT Development and Software will be amortised over 5 years. Impairment testing is being considered this financial year and a report regarding this will be brought to the December 2024 ARIC meeting.
- Other transactions with KMP and their related parties - Additional commentary will be added to explain non-disclosure of transactions at arm's length between KMP and Council as part of KMP using Council services
- Audit fees - Validation of increase is required, variance can be attributed to non-discretionary increases.
- Capital commitments - Chief Financial Officer to check accounting standards in relation to GST inclusive or exclusive reporting requirement.
- Statement of performance measures by fund - Additional commentary regarding the operating performance ratio recommended.
- Statement of performance measures - consolidated results (graphs) - Commentary on 2023/24 result - Explanation of why the ratio was slightly under the benchmark is recommended.
- Special Schedule - Explanatory notes and some commitment recommended regarding Infrastructure backlog - sewerage treatment plant.

COMMITTEE RESOLUTION

ARIC 2024/35

MOTION

THAT the Audit, Risk and Improvement Committee support the release of the Draft Financial Statements for the year ended 30 June 2024 to the Audit Office of NSW.

6 MEETING CLOSURE

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 12:12 PM.

DRAFT MINUTES
Audit, Risk and Improvement Committee



We're with you

Thursday 5 September 2024

Bong Bong Room, Wingecarribee Shire Council Civic Centre
68 Elizabeth Street, Moss Vale

The meeting commenced at 10:40 am

**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE
THURSDAY 5 SEPTEMBER 2024**

1 OPENING OF THE MEETING....3

2 ACKNOWLEDGEMENT OF COUNTRY....4

3 APOLOGIES....4

4 ADOPTION OF MINUTES OF PREVIOUS MEETING....4

5 DECLARATIONS OF INTEREST....4

6 GENERAL MANAGER UPDATE....5

7 REPORTS....6

7.1 Audit, Risk And Improvement Committee Annual Report....6

7.2 Integrated Risk Management Update....7

7.3 IT Disaster Recovery Health Check Internal Audit Report....8

7.4 Closure Of Audit Action Items Internal Audit Report....9

7.5 Internal Audit Activity Status....10

7.6 2024 Interim Management Letter....11

7.7 REPORT BROUGHT FORWARD Finance Update....12

7.8 Service Delivery Review Program 2024-2028....13

7.9 Capital Project Management Framework....14

7.10 Development Assessment Update....15

7.11 Guidelines For Risk Management And Internal Audit For Local Government In NSW 16

7.12 Quarterly Delivery Program Progress Report As At 30 June 2024....17

7.13 Legal Matters....18

7.14 Report On Gifts And Benefits Register....19

7.15 External Audit Management Letter Recommendations Update....20

7.16 Outstanding Service Review Recommendations....21

7.17 Update On Outstanding ARIC Actions....22

8 DATE OF NEXT MEETING....23

9 MEETING CLOSURE....23

**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE
THURSDAY 5 SEPTEMBER 2024**

MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING OF WINGECARRIBEE SHIRE COUNCIL HELD IN THE BONG BONG ROOM, CIVIC CENTRE, ELIZABETH STREET, MOSS VALE ON THURSDAY 5 SEPTEMBER 2024 COMMENCING AT 10:40 AM

Present:

ARIC Members:	Mr Stephen Horne	Chair
	Mr Mark McCoy	
	Ms Simone Schwarz	
	Mr Michael Quirk	
In Attendance:	Ms Lisa Miscamble	General Manager
	Ms Shelley Jones	Director Corporate Strategy and Resourcing
	Mr Michael McCabe	Director Communities and Place
	Mr Clinton McAlister	Director Service and Project Delivery
	Mr Pav Kuzmanovski	Chief Financial Officer
	Ms Danielle Lidgard	Manager Governance and Corporate Performance
	Ms Karin Targa	Manager Project Delivery
	Mr Jon Shillito	Manager Development Assessment & Regulation
	Ms Heba Eletr	Coordinator Project Management
	Ms Paige Zelunzuk	Coordinator Governance
Also in attendance		
	Mr Jason Scott	KPMG
	Ms Adriana Marques	KPMG
	Mr Damion Keasey	KPMG *
	Ms Aisling Kilgannon	KPMG *
	Mr Michael Robinson	SHOP Consulting *

NOTE: Some meeting participants attended the meeting remotely via Microsoft Teams audio visual link. This is indicated by *. The remaining participants were present in the Bong Bong Room, Civic Centre for this meeting.

1 OPENING OF THE MEETING

The Chairperson opened the meeting and welcomed the Committee members.

2 ACKNOWLEDGEMENT OF COUNTRY

The Chairperson 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 today." The Chair also acknowledged the traditional custodians of other lands for people joining the meeting today.

3 APOLOGIES

There were no apologies at this meeting.

4 ADOPTION OF MINUTES OF PREVIOUS MEETING

Nil.

5 DECLARATIONS OF INTEREST

Declarations were sought from ARIC members, and other persons attending the meeting - none were advised.

MATTER ARISING - IN CAMERA MEETINGS

The Chair advised the ARIC held separate in-camera meetings immediately prior to this meeting with:

- The General Manager
- The Internal Auditor, KPMG

6 GENERAL MANAGER UPDATE

6.1 Update to ARIC on Organisational Matters

Report Author: **General Manager**
Authoriser: **General Manager**

PURPOSE

This report provides the General Managers update to the ARIC.

PROCEEDINGS IN BRIEF

The General Manager addressed the meeting.

PRECIS

An overview of organisational matters was provided.

DISCUSSION

The General Manager provided the ARIC with an update on organisational matters including:

- the introduction of the new Directors: Mr Michael McCabe, Director Communities and Place, Ms Shelley Jones, Director Corporate Strategy and Resourcing and Mr Clinton McAlister, Director Service and Project Delivery
- the upcoming Local Government election
- the final stages of the Roadmap
- the importance of the Councillors' Onboarding Program to mitigate the risks associated with the return of the elected councillors
- issues associated with Development Assessment including the appointment of the new Director Communities and Place, positive recruitment results and AI program
- the effect of three natural disaster declarations in last four months and the continuing communications with the Reconstruction Authority

The ARIC discussed the following:

- Employment Engagement Survey
- All-staff conference
- The Change Ambassadors Program - Evolve 3.5
- The progress made from where Council was at to where it is now, in terms of being ready for the new Council
- the thoroughness of the Councillor Onboarding Program

COMMITTEE RESOLUTION

ARIC 2024/36

MOTION

THAT the Audit, Risk and Improvement Committee note the Update to ARIC on Organisational Matters report.

7 REPORTS

7.1 Audit, Risk and Improvement Committee Annual Report

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

PURPOSE

This report provides the Audit, Risk and Improvement Committee (ARIC) with the Wingecarribee Shire Council ARIC Annual Report 2023/24.

PROCEEDINGS IN BRIEF

The Manager Governance and Corporate Performance addressed the meeting.

PRECIS

The Audit, Risk and Improvement Committee Annual report was presented to the meeting.

DISCUSSION

The ARIC briefly discussed the ARIC Annual Report 2023/24. The focus and substance of the report were noted and some minor changes were suggested.

COMMITTEE RESOLUTION

ARIC 2024/37

MOTION

THAT:

1. ***The Audit, Risk and Improvement Committee note the Audit, Risk and Improvement Committee Annual Report.***
2. ***The Chair of the Audit, Risk and Improvement Committee be invited to present the Annual Report to the November 2024 Ordinary Meeting of Council.***
3. ***The Chair of the Audit, Risk and Improvement Committee provide an overview of the role of the Audit Risk and Improvement Committee as a part of the new Council Onboarding Program.***

7.2 Integrated Risk Management Update

Report Author: **Coordinator Integrated Risk Management**

Authoriser: **Director Corporate Strategy and Resourcing**

PURPOSE

This report provides the ARIC with an update in the activities undertaken in Integrated Risk Management during the reporting period.

PROCEEDINGS IN BRIEF

The Manager Governance and Corporate Performance and Damion Keasey from KPMG addressed the meeting.

PRECIS

An update on the activities undertaken in Integrated Risk Management during the reporting period was provided.

DISCUSSION

The following matters were discussed:

- WSC Risk Management approach
- Key activities
- Office of Local Government guidelines
- Operational risk profiles
- Risk Management Framework (policy & procedures documents)
- Development of KPIs
- Confirmation of ARIC's role as defined in the Risk Management Policy
- Benefits to be realized when the Risk Management Framework and Policy are operationalised

COMMITTEE RESOLUTION

ARIC 2024/38

MOTION

THAT the Audit, Risk and Improvement Committee:

1. ***Note the Integrated Risk Management Update report.***
2. ***Review and provide feedback on the draft Risk Management Policy.***

7.3 IT Disaster Recovery Health Check Internal Audit Report

Report Author: **Governance Officer**

Authoriser: **Director Corporate Strategy and Resourcing**

PURPOSE

This report presents the IT Disaster Recovery Health Check Internal Audit Report.

PROCEEDINGS IN BRIEF

Ms Adriana Marques, Associate Director of KPMG, addressed the meeting.

PRECIS

The IT Disaster Recovery Health Check Internal Audit report was presented.

DISCUSSION

- The nature of the review
- Due to its initial stage of maturity, the audit assessed the adequacy of the Disaster Recovery Plan as opposed to assessing it against maturity levels
- The importance of integration across the whole organisation
- The scale of investment in information technology and the requirement for continued growth
- The requirement to move ahead in line with the Risk Management Framework

COMMITTEE RESOLUTION

ARIC 2024/39

MOTION

***THAT** the Audit, Risk and Improvement Committee note the IT Disaster Recovery Health Check Internal Audit report.*

7.4 Closure of Audit Action Items Internal Audit Report

Report Author: **Governance Officer**

Authoriser: **Director Corporate Strategy and Resourcing**

PURPOSE

This report presents the "Closure of Audit Action Items" Internal Audit Report.

PROCEEDINGS IN BRIEF

Mr Jason Scott from KPMG, addressed the meeting.

PRECIS

The Closure of Audit Action Items Internal Audit Report was presented.

DISCUSSION

The internal audit assessed the status of outstanding internal audit actions. It was noted:

- 50 audit actions were considered
- The results of the root cause analysis regarding outstanding actions that were delayed identified the following issues:
  - staff capacity and turn-over
  - limited handover processes
  - unclear roles and responsibilities for shared actions

The ARIC discussed:

- Improved effectiveness and maturation of the audit function
- Benefit of an independent party overseeing the review of the outstanding actions
- Importance of including psycho-social risks in the Risk Register
- External review of development assessment processes to be undertaken next year
- Current mitigation of the risk with abusive customers, including a system configured to identify callers that are high risk, formalised escalation process from front-line to Manager to Director and training in place for dealing with difficult customers
- Recruitment issues
- Developer contributions

COMMITTEE RESOLUTION

ARIC 2024/40

MOTION

THAT the Audit, Risk and Improvement Committee note the Closure of Audit Action Internal Audit Report.

7.5 Internal Audit Activity Status

Report Author: **Governance Officer**

Authoriser: **Director Corporate Strategy and Resourcing**

PURPOSE

This report provides the ARIC with an update on the status of the Internal Audit services performed against the Internal Audit Plan for FY24 and FY25.

PROCEEDINGS IN BRIEF

Ms Aisling Kilgannon, Director, KPMG addressed the meeting.

PRECIS

The status of the Internal Audit services performed against the approved Strategic Internal Audit Plan for FY 24 and FY25 was presented.

DISCUSSION

During the meeting the ARIC discussed:

- Internal audit maturity and the subsequent movement away from health checks to traditional, in depth internal audits
- Consideration of a new/refreshed audit program for the next financial year
- The Administrator's End of Term Report and the finalisation of recommendations from the Public Inquiry

COMMITTEE RESOLUTION

ARIC 2024/41

MOTION

THAT the Audit, Risk and Improvement Committee note the report.

7.6 2024 Interim Management Letter

Report Author: **Chief Financial Officer**

Authoriser: **General Manager**

PURPOSE

The purpose of this report is for the Audit Office of NSW to table their findings as a part of the 2024 Interim Audit.

PROCEEDINGS IN BRIEF

Mr Furqan Yousef, Director, Financial Audit, Audit Office NSW, presented the Management Letter on the Interim Phase of the Audit for the year ended 30 June 2024.

PRECIS

The Audit of NSW tabled their findings as part of the 2024 Interim Audit.

DISCUSSION

The Audit Office of NSW provided a brief outline of the items contained in the Interim Management Letter.

ARIC indicated that in the in-camera session it had held a useful discussion with the Audit Office that, in its view, whilst accurate some of the commentary in the report could have been presented differently with regard to context, and may have benefited from further discussions with management.

COMMITTEE RESOLUTION

ARIC 2024/42

MOTION

THAT the Audit, Risk and Improvement Committee note the 2024 Interim Management Letter report.

7.7 REPORT BROUGHT FORWARD Finance Update

Report Author: **Chief Financial Officer**

Authoriser: **General Manager**

PURPOSE

The purpose of this report is to provide the ARIC an update on Finance and Procurement matters.

PROCEEDINGS IN BRIEF

The Chief Financial Officer addressed the meeting.

PRECIS

The Chief Financial Officer provided an update on finance and procurement matters. Michael Robinson from SHOP Consulting addressed the meeting to discuss its review of Council's Procurement Policy and procedures.

DISCUSSION

The ARIC discussed the following:

- The financial statements had been addressed at the Extraordinary Meeting of the ARIC held on 3 September 2024
- The draft Sustainable Procurement and Contracts Policy and associated operational management standards
- Threshold levels
- The requirement for a clear definition of a simple quote and consistency between the policy and OMS
- The possibility of a standing procurement item at future ARIC meetings
- Consideration of the new Probity Standard that is expected to be released in December by Standards Australia.

ACTION

The following matters to be discussed in relation to procurement at a future meeting:

- The practical effects of the implementation of the Draft Sustainable Procurement and Contracts Policy, particularly clause 4.1 Accountability and clause 4.5 Risk Analysis and Management, and any noticeable patterns or trends that have occurred.

COMMITTEE RESOLUTION

ARIC 2024/43

MOTION

***THAT** the Audit, Risk and Improvement Committee note the Finance Update report.*

7.8 Service Delivery Review Program 2024-2028

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

Authoriser: **Director Corporate Strategy and Resourcing**

PURPOSE

This report presents the Audit Risk and Improvement Committee with Council's adopted Service Review Program for 2024-2028.

PROCEEDINGS IN BRIEF

The Manager Governance and Corporate Performance addressed the meeting.

PRECIS

Council's adopted Service Review Program for 2024-2028 was presented.

DISCUSSION

The ARIC discussed the following:

- Incorporation of the Service Review Program in Council's Delivery Program
- The methodology of the matrix
- The ARIC questioned whether all services were assessed against the matrix and the Manager Governance and Corporate Performance confirmed that they were
- The scoping of reviews so that review fatigue does not occur
- Ambitious nature of the adopted program and the need to ensure adequate resourcing is available to ensure the reviews can be achieved

COMMITTEE RESOLUTION

ARIC 2024/44

MOTION

***THAT** the Audit Risk and Improvement Committee note the Service Delivery Review Program 2024-2028 report.*

7.9 Capital Project Management Framework

Report Author: **Coordinator Project Management**

Authoriser: **Director Service and Project Delivery**

PURPOSE

To present the Capital Project Management Framework for managing Capital Projects to the Audit Risk and Improvement Committee.

PROCEEDINGS IN BRIEF

The Manager Project Delivery introduced the item and the Coordinator Project Management made the attached presentation regarding Council's Capital Project Management Framework.

PRECIS

The Capital Project Management Framework for managing Capital Projects was presented.

DISCUSSION

The ARIC was provided with an overview of the following:

- Background to the Project Management Framework and its key outcomes
- Components of the monthly reporting for Capital Program Management
- Future intentions for the Project Management Framework

The ARIC discussed:

- The definition of Project and how it is classified
- The integration between the Pulse, the project management software, and ECM. It was noted that there is capacity for integration but that the application programming interface is not currently operational
- The possibility of including an explanation as to how a Project becomes part of the Capital Works Program

COMMITTEE RESOLUTION

ARIC 2024/45

MOTION

THAT the Audit, Risk and Improvement Committee note the Capital Project Management Framework report.

7.10 Development Assessment Update

Report Author: **Manager Development Assessment and Regulation**

Authoriser: **Director Communities and Place**

PURPOSE

The purpose of this report is to provide the Audit Risk and Improvement Committee (ARIC) an update in relation to Development Assessment Performance and measures being taken to improve assessment administration outcomes particularly regarding timeframes and cost.

PROCEEDINGS IN BRIEF

The Director Communities and Place and Manager Development Assessment and Regulation addressed the meeting.

PRECIS

The Development Assessment Update report was presented

DISCUSSION

The following matters were discussed:

- Effects of the successful recruitment process for FTE positions including reducing staff vacancies, building a quality team and reducing the reliance on consultants
- Service levels
- The ambitious nature of the Minister's targets contained in the Environmental Planning and Assessment (Statement of Expectations) Order

The ARIC questioned the cost and nature of the Artificial Intelligence trial being undertaken and was advised:

- Council had received an implementation grant of $200,000 and that an annual subscription will be required thereafter
- the AI system is to be used to streamline the development application process with the creation of a self-service function to ensure applications are compliant before they are lodged, using AI to qualify the details.
- The anticipated benefits of the AI program include a reduction in the following:
  a. the requirement for planners to attend the front counter
  b. the need to 'stop the clock' on applications
  c. the risk of accepting incomplete applications

COMMITTEE RESOLUTION

ARIC 2024/46

MOTION

THAT the Audit, Risk and Improvement Committee note the Development Assessment Update report.

7.11 Guidelines for Risk Management and Internal Audit for Local Government in NSW

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

Authoriser: **Director Corporate Strategy and Resourcing**

PURPOSE

The purpose of this report is to provide an update on Council's progress towards complying with the Office of Local Government's Guidelines for Risk Management and Internal Audit for Local Government in NSW.

PROCEEDINGS IN BRIEF

The Manager Governance and Corporate Performance addressed the meeting.

PRECIS

An update was provided on Council's progress towards complying with the Office of Local Government's Guidelines for Risk Management and Internal Audit for NSW.

DISCUSSION

The ARIC confirmed that all mandatory requirements (Act and Regulation) had been satisfied, and that recommended considerations (Guideline) were in various stages of consideration and adopted as agreed.

COMMITTEE RESOLUTION

ARIC 2024/47

MOTION

THAT the Audit, Risk and Improvement Committee note the report.

7.12 Quarterly Delivery Program Progress Report as at 30 June 2024

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

PURPOSE

The purpose of this report is to provide an overview of Council's progress towards delivering its Delivery Program and Operational Plan 2023/24 commitments for the period 1 April 2024 to 30 June 2024. A report of the update of Council's Financial position is presented separately to this meeting.

PROCEEDINGS IN BRIEF

The Manager Governance and Corporate Performance addressed the meeting.

PRECIS

An overview of Council's progress towards delivering its Delivery Program and Operational Plan 2023-24 for the period 1 April 2024 to 30 June 2024 was presented.

DISCUSSION

The ARIC discussed the quarterly delivery program report, noting the progress made and that the quality of comments had improved.

The ARIC discussed the level of detail contained in the reporting.

COMMITTEE RESOLUTION

ARIC 2024/48

MOTION

THAT the Audit, Risk and Improvement Committee note the Quarterly Delivery Program Progress Report as at 30 June 2024.

7.13 Legal Matters

Report Author: **Coordinator Governance**

Authoriser: **Director Corporate Strategy and Resourcing**

PURPOSE

The purpose of this report is to provide the Audit Risk and Improvement Committee (ARIC) with an update on the status of Council's current legal matters as at 30 June 2024.

PROCEEDINGS IN BRIEF

The Manager Governance and Corporate Performance addressed the meeting.

PRECIS

An update on the status of Council's current legal matters at 30 June 2024 was presented.

DISCUSSION

The ARIC confirmed the revised format of the legal report and noted that patterns were now able to be discerned.

The ARIC sought views on the current cost-benefit situation for contracted vs in-house legal counsel. The General Manager advised that the Legal Panel is effective and that there is also a contracted service available through Local Government NSW which can provide legal advice that can be utilised by Council.

COMMITTEE RESOLUTION

ARIC 2024/49

MOTION

THAT the Audit Risk and Improvement Committee note the Legal Matters report.

7.14 Report on Gifts and Benefits Register

Report Author: **Governance Officer**

Authoriser: **Director Corporate Strategy and Resourcing**

PURPOSE

The purpose of this report is to provide ARIC with an update on Council's Gifts and Benefits Register at **Attachment 1**.

PROCEEDINGS IN BRIEF

The Manager Governance and Corporate Performance addressed the meeting.

PRECIS

The report provided an update on Council's Gifts and benefits register.

DISCUSSION

The ARIC discussed the update on Council's Gifts and Benefits Register and noted it was encouraged by how few there were and how they had been handled.

COMMITTEE RESOLUTION

ARIC 2024/50

MOTION

THAT the Audit, Risk and Improvement Committee note the Report on Gifts and Benefits Register.

7.15 External Audit Management Letter Recommendations Update

Report Author: **Coordinator Governance**

Authoriser: **Director Corporate Strategy and Resourcing**

PURPOSE

This report provides the ARIC with an update on the status of recommendations from previous Management Letters by Council's External Auditors.

PROCEEDINGS IN BRIEF

The Manager Governance and Corporate Performance addressed the meeting.

PRECIS

The status of recommendations from previous Management Letters by Council's External Auditors was presented.

DISCUSSION

The ARIC noted that outstanding recommendations have progressed.

COMMITTEE RESOLUTION

ARIC 2024/51

MOTION

THAT the Audit, Risk and Improvement Committee note the External Audit Management Letter Recommendations Update report.

7.16 Outstanding Service Review Recommendations

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

Authoriser: **Director Corporate Strategy and Resourcing**

PURPOSE

The purpose of this report is to provide an update on implementation of recommendations from Council's Service Review Program.

PROCEEDINGS IN BRIEF

The Manager Governance and Corporate Performance addressed the meeting.

PRECIS

The update on the outstanding service review recommendations was noted.

COMMITTEE RESOLUTION

ARIC 2024/52

MOTION

***THAT** the Audit, Risk and Improvement Committee note the Outstanding Service Review Recommendations report.*

7.17 Update on Outstanding ARIC Actions

Report Author: **Governance Officer**

Authoriser: **Director Corporate Strategy and Resourcing**

PURPOSE

The purpose of this report is to provide an update on the progress of outstanding Audit, Risk and Improvement Committee (ARIC) action items.

PROCEEDINGS IN BRIEF

The Manager Governance and Corporate Performance addressed the meeting.

PRECIS

The update on the progress of the ARIC action items for 2024 was noted.

COMMITTEE RESOLUTION

ARIC 2024/53

MOTION

***THAT** the Audit, Risk and Improvement Committee note the Update on Outstanding ARIC Actions report.*

8 DATE OF NEXT MEETING

The next meeting will be held on 28 November 2024 in the Bong Bong Room, Civic Centre, Elizabeth Street, Moss Vale commencing at 10:40 am.

9 MEETING CLOSURE

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 1.37PM