

AGENDA

Ordinary Meeting of Council



We're with you

Wednesday 19 March 2025

Council Chambers, Wingecarribee Shire Council Civic Centre
68 Elizabeth Street, Moss Vale at 3:30 pm

MEETING NOTICE

An Ordinary Meeting of Wingecarribee Shire Council will be held in Council Chambers at Wingecarribee Shire Council Civic Centre, 68 Elizabeth Street, Moss Vale on Wednesday 19 March 2025 at 3.30pm.

The Public Forum will commence at 2.30pm, subject to any registered speaker/s to items listed on this Agenda.

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

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

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Council Chambers

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

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

The Council Chamber has 24 Hour Video Surveillance.

1 OPENING OF THE MEETING

The Mayor will open the meeting.

2 ACKNOWLEDGEMENT OF COUNTRY

“Wingecarribee Shire Council acknowledges the Gundungurra and Dharawal people as the Traditional Custodians of this land. I pay my 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. I would also like to extend that respect to all Aboriginal and Torres Strait Islander peoples, including those here today.”

3 STATEMENT OF ETHICAL OBLIGATIONS

Councillors are reminded of the obligations conferred on them at the time of their appointment.

Councillors are to undertake the duties of the office of Councillor in the best interests of the people of the Wingecarribee Shire Council area and are to act faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act 1993 or any other Act to the best of their ability and judgement.

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

4 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS

Nil at time of print.

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

That the minutes of the Ordinary Meeting of Council held on 19 February 2025, MN 2025/1 to MN 2025/34 inclusive, be confirmed as a correct record of the proceedings of the meeting.

6 DECLARATIONS OF INTEREST

The provisions of Chapter 14 of the Local Government Act 1993 regulate the way in which nominated staff of Council conduct themselves to ensure that there is no conflict between their private interests and their public trust.

The Act prescribes that where a member of Council (or a Committee of Council) has a direct or indirect financial (pecuniary) interest in a matter to be considered at a meeting of the Council (or Committee), that interest and the reasons for declaring such interest must be disclosed as soon as practicable after the start of the meeting.

As members are aware, the provisions of the Local Government Act restrict any member who has declared a pecuniary interest in any matter from participating in the discussions or voting on that matter and further require that the member vacate the Chamber.

Council’s Code of Conduct provides that if members have a non-pecuniary conflict of interest, the nature of the conflict must be disclosed. The Code also provides for a number of ways in which a member may manage non pecuniary conflicts of interest.

7 MAYORAL MINUTE

ORDINARY MEETING OF COUNCIL

19 MARCH 2025



MAYORAL MINUTE

On the 6 March 2025, The Hon. Paul Scully MP, Minister for Planning and Public Spaces wrote to me (refer Attachment 1) stating that the Department of Planning, Housing and Infrastructure (DPHI) has identified criteria for assessing Council performances and that Wingecarribee Shire Council (WSC) has not met these performance standards for Development Applications (DA).

Minister Scully has stated that WSC has three months to demonstrate improvement and has requested a written response, endorsed by the elected Council, which identifies an action plan, along with associated program to swiftly improve performance.

My position and goal on DA assessment standards remains unchanged from what I declared in my inaugural Mayoral Minute dated 30 October 2024, that:

As Mayor, my goal for our Shire is to lift Council's current percentage of DA's being determined within the Ministers expected timeframe from the current rate of 16% to 62%, matching the NSW average, at the one-year mark of the new council being sworn in.

We will achieve this goal. In October 2024, my fellow WSC Councillors and I declared DA assessment performance as the paramount priority for our Shire. WSC staff have responded with enthusiasm and unwavering commitment since my inaugural Mayoral Minute which has resulted in demonstrable improvements and an action plan already established prior to the Minister's letter being received on 6 March 2025.

WSC has determined 300 DAs since July 2024, ranking 34th out of 128 councils in the state. Improvements and actions are profiled in the draft response letter (refer Attachment 2). Some of the actions we are requesting the Minister's support via resources and sponsorship in order to meet his performance criteria (refer Attachment 1) and Statement of Expectations Order for all NSW Councils dated 1 July 2024.

RECOMMENDATION:

THAT Council endorse the Mayor's proposed draft response to The Hon. Paul Scully MP, Minister for Planning and Public Spaces regarding Wingecarribee Shire Council's development assessment performance standards.

8 REPORTS

8.1 Councillor Expenses and Facilities Policy - Draft for Public Exhibition

Report of: Paige Zelunzuk
Coordinator Governance

Authorised by: Shelley Jones
Director Corporate Strategy and Resourcing

PURPOSE

The purpose of this report is to seek Council endorsement to place the amended draft Expenses and Facilities for the Mayor and Councillors Policy (Expenses Policy) on public exhibition for 28 days.

OFFICER'S RECOMMENDATION

THAT:

- 1. Council endorse the draft Councillor Expenses and Facilities Policy as included at Attachment 1 to be placed on public exhibition for 28 days.**
- 2. If no submissions are received, Council adopt the draft Councillor Expenses and Facilities Policy as included at Attachment 1 the day following the conclusion of the public exhibition period.**

REPORT

BACKGROUND

Under section 252 of the Local Government Act 1993 Council is required to adopt a policy concerning the payment of expenses and the provision of facilities to the Mayor and Councillors within the first 12 months of each term of Council.

Expenses and facilities provided by the policy are in addition to fees paid to Councillors.

A policy under section 252 must comply with the provisions of the Act, the Local Government (General) Regulation 2021 and the guidelines issued by the Office of Local Government (OLG) under section 23A of the Local Government Act 1993. The draft Policy (**Attachment 1**) has been prepared in accordance with these requirements and is based on the OLG's policy template.

Council last adopted this Policy in August 2024 and a review of the existing Policy has been undertaken. The draft Policy does not propose the introduction of any new expense categories.

The draft Policy proposes an increase in the annual limit related to the Carer Expenses from \$2,000 to \$8,000 to reflect the cost of these services and the number of meetings, activities and events that Councillors may be involved in.

The draft Policy also includes other minor changes such as updating legislative requirements and additional text for clarification of intent to the language used in the policy.

The draft Policy maintains all the existing provisions of the current policy whilst including the amendments set out in the table below for Council's consideration.

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Clause	Amendment	Reason
5.5 - Travel	<p>Addition of the following clause 5.5:</p> <p>5.5 If a Councillor is travelling to a Council event in the Wingecarribee local government area from a location outside of the Wingecarribee local government area due to personal or employment reasons, reimbursement of travel costs will only be calculated from the border of the Wingecarribee local government area.</p>	Existing policy is silent on this issue.
5.41 - Carer expenses	Increase the annual expense limit for Carer's Expenses from \$2,000 to \$8,000.	To better reflect the cost of these services, with consideration given to the number of activities, meetings and events that Councillors may be involved in while discharging their civic duties.
Clause 9.1 - Facilities	<p>Addition of the following dot point to clause 9.1:</p> <p>"- a Councillor common room which includes access to a printer."</p>	To better meet the needs of Councillors.
Additional Clause 9.3	<p>Addition of the following clause 9.3:</p> <p>9.3 In accordance with Council's sustainability goals, Councillors are encouraged to use electronic/digital services and formats wherever possible. However, if Councillors need to undertake their own printing, they can utilise the printer in the Councillor common room</p>	To align with Council's sustainability goals.
Amendment to Clause 15.2 - Reporting	Amend clause 15.2 to read: 15.2 Detailed reports on the	Administrative change to reflect the reporting requirements of the <i>Local</i>

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Clause	Amendment	Reason
	provision of expenses and facilities to councillors will be publicly tabled at a Council meeting every <i>twelve</i> months and published in full on Council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.	<i>Government Act 1993 and Local Government (General) Regulation 2021.</i>

COUNCIL BUDGET IMPLICATIONS

There is currently a funding allocation for provisions made in the Councillor Expenses and Facilities Policy included in the current operational budget. If an increase is required in the current financial year an adjustment will be made at the next quarterly budget review.

The proposed increase to Carer's Expenses will be incorporated into the 2025/26 budget.

LINK TO STRATEGY

This report relates to the Community Strategic Plan 2041 Theme and Goal:

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

ATTACHMENTS

1. Draft Councillor Expenses and Facilities Policy [8.1.1 - 16 pages]

8.2 Farmland Rating Policy - Draft for Public Exhibition

Report of: David Grima
Coordinator Revenue

Authorised by: Pav Kuzmanovski
Chief Financial Officer

PURPOSE

The purpose of this report is to endorse the draft Farmland Rating Policy to be placed on public exhibition for 28 days. The purpose of the draft Farmland Rating Policy is to enable staff to assess an application made to be categorise a parcel of land as Farmland for rating purposes. The draft Farmland Rating Policy also provides transparency for ratepayers in how Farmland categorisations are determined.

OFFICER'S RECOMMENDATION

THAT:

- 1. Council endorse the draft Farmland Policy as included at Attachment 1 to be placed on public exhibition for a period of 28 days.**
- 2. If no submissions are received, Council adopt the draft Farmland Policy as included at Attachment 1 to this report the day following the conclusion of the public exhibition period.**

REPORT

BACKGROUND

The draft Farmland Rating Policy was publicly exhibited in April 2024 and the outcomes of that exhibition were presented to Council in June 2024. At the June 2024 meeting Council resolved:

THAT:

- 1. Council notes the feedback provided during the public exhibition period.*
- 2. A further report on the Draft Farmland Policy be presented at the November 2024 Council meeting with the outcomes of consultation, noting the complex matters that were raised during the public exhibition period.*

This report outlines the outcomes of further consultation with stakeholders and legal experts with a view of publicly exhibiting the draft Farmland Rating Policy found at **Attachment 1**.

DISCUSSION

Council is required to determine a rating category for each parcel of land in accordance with the Local Government Act 1993. Council officers have been guided by legislative provisions, various legal rulings and localised procedures in determining applications to have a property categorised, for rating purposes, as Farmland. Council has approximately 25,800 rateable assessments, of which approximately 1,250 are currently categorised as farmland for rating purposes.

A previous version of the draft Farmland Rating policy was presented to the June 2024 Council meeting after it was publicly exhibited. Based on the feedback received during the public exhibition period, further consultation with stakeholders on matters raised was required. Key matters that have subsequently been considered in the updated version of the draft Farmland Rating Policy include:

- The minimum criteria for a farming operation to include modern farming techniques.
-

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- Farming operations might not always make a profit within a financial year.
- Clarification of ownership requirements when assessing an operation that covers more than one parcel of land.

From a legislative perspective, the updated draft Farmland Rating Policy relies upon Section 515 of the Local Government Act 1993 which is further complimented by:

- Revenue NSWs definition for land use for primary production; and
- The Australian Taxation Office definitions of a primary producers.

Independent legal advice was sought to ensure the draft Farmland Rating Policy is compliant with legislative provisions.

Once adopted, benefits of the draft Farmland Rating Policy will reduce paperwork for applicants with a simpler applications process and also provides a consistent approach to how applications are determined.

It is recommended to publicly exhibit the draft Farmland Policy for 28 days.

COUNCIL BUDGET IMPLICATIONS

There are no financial implications with this report.

LINK TO STRATEGY

This report relates to the Community Strategic Plan 2041 Theme and Goal:

Economy - 5.4 A supported and connected local business community.

ATTACHMENTS

1. Farmland Rating Policy - Draft for Public Exhibition [**8.2.1** - 9 pages]

8.3 Wingecarribee Animal Shelter - Alternatives to Euthanasia Policy - Draft for Public Exhibition

Report of: James Borbone
Acting Manager Business and Property Services

Authorised by: Shelley Jones
Director Corporate Strategy and Resourcing

PURPOSE

The purpose of this report is to seek Council's approval to place the draft Wingecarribee Animal Shelter Alternatives to Euthanasia Policy on public exhibition for 28 days.

OFFICER'S RECOMMENDATION

THAT:

- 1. Council endorse the draft Wingecarribee Animal Shelter Alternatives to Euthanasia Policy as included at Attachment 1 to be placed on public exhibition for a period of 28 days.**
- 2. If no submissions are received, Council adopt the draft Wingecarribee Animal Shelter Alternatives to Euthanasia Policy as included at Attachment 1 to this report the day following the conclusion of the public exhibition period.**

REPORT

BACKGROUND

The Wingecarribee Animal Shelter (WAS) operates under the Companion Animals Act 1998, providing care for surrendered and impounded cats and dogs from the Wingecarribee Shire. In 2015, Council adopted the Alternatives to Euthanasia Policy to support WAS as a minimal euthanasia facility. This policy was reviewed and readopted on 11 December 2019.

DISCUSSION

Wingecarribee Animal Shelter (WAS) is an Animal Shelter established under the provisions of the Companion Animals Act 1998 and is an open admission shelter provided for surrendered and impounded cats and dogs from the Wingecarribee Shire Local Government Area.

The Office of Local Government's report for the 2023/24 financial year shows the following rehoming rates for the WAS:

- **Cats:** 68% (State average: 71%)
- **Dogs:** 85% (State average: 86%)

These figures highlight the need to improve rehoming outcomes for cats while maintaining the strong rehoming rates for dogs. A robust policy framework provides clear guidelines and strategies to enhance rehoming efforts, reduce euthanasia rates, and ensure that all alternatives to euthanasia are thoroughly explored before any decisions are made.

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The purpose of the draft Policy is to ensure that the management and, when necessary, the euthanasia of impounded animals comply with the Companion Animals Act 1998, the Companion Animals Regulation 2018, and any relevant guidelines issued by the Departmental Chief Executive.

The policy reinforces Council's commitment to rehoming, compliance with legislative requirements, and a balanced approach to euthanasia—ensuring it is considered only as a last resort and in accordance with veterinary advice and statutory obligations.

COUNCIL BUDGET IMPLICATIONS

There are no Council budget implications related to this report.

LINK TO STRATEGY

This report relates to the Community Strategic Plan 2041 Theme and Goal:

Leadership - 1.1 Ethical and trusted levels of government that work together in the best interest of the Shire.

ATTACHMENTS

1. Animal Shelter Alternatives to Euthanasia Policy [8.3.1 - 8 pages]

8.4 Memorandum of Understanding – Friends of Wingecarribee Animal Shelter and Animal Shelter Donations Policy for Adoption

Report of: James Borbone
Acting Manager Business and Property Services

Authorised by: Shelley Jones
Director Corporate Strategy and Resourcing

PURPOSE

This report recommends the adoption of the Memorandum of Understanding (MOU) between Wingecarribee Shire Council (WSC) and the Friends of Wingecarribee Animal Shelter (FOWAS) at **Attachment 1** and the Animal Shelter Donations Policy at **Attachment 2** following the public exhibition of the MOU and Policy for a period of 28 days.

OFFICER'S RECOMMENDATION

THAT Council:

- 1. Endorse the Memorandum of Understanding between Council and the Friends of Wingecarribee Animal Shelter (FOWAS) as included in Attachment 1 to this report.**
- 2. Adopt the Animal Shelter Donations Policy as included in Attachment 2 to this report.**

REPORT

BACKGROUND

Friends of Wingecarribee Animal Shelter (FOWAS) was founded in 2006 and is a Not-for-Profit organisation and registered charity. The FOWAS mission is to work with Council, community, and local businesses to enhance the welfare and rehoming of displaced animals whilst they wait for adoption at the Wingecarribee Animal Shelter. FOWAS is a proactive volunteer organisation with a significant brand influence across the Highlands. Council has a long-standing partnership with FOWAS, established by a Memorandum of Understanding (MOU).

The draft Animal Shelter Donations Policy has been developed to support the effective operation of the draft MOU and provides guidance on the acceptance of donations for the Animal Shelter from individuals, businesses and organisations including FOWAS.

DISCUSSION

The MOU between Wingecarribee Shire Council (WSC) and the Friends of Wingecarribee Animal Shelter (FOWAS) at **Attachment 1** and the Animal Shelter Donations Policy at **Attachment 2** were placed on public exhibition on Council's Participate Wingecarribee website for a period of 28 days between Friday 22 November 2024 and Thursday 20 December 2024. During the public exhibition period the following community feedback was received:

Submission Maker	Feedback	Council Response
L Wilson Bundanoon NSW	It looks great, it's good to have this structure in place for the charity.	Feedback noted.

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Submission Maker	Feedback	Council Response
Y Springett	It is fantastic to see WSC and FOWAS working together to insure the new Animal Shelter has finally got a good policy for running the new shelter. It would be good if a vet could be incorporated into being onsite.	Feedback noted.
S Jones Moss Vale NSW	<p>Draft Animal Shelter Donations Policy</p> <ul style="list-style-type: none"> • The draft policy reads as if it has not been completed and has been prepared in haste, eg see Item 6, Definitions. • The titles of listed NSW legislation and relevant Council policy documents should appear in full. • It should not be assumed that only Council staff will read this document. Community members may read this document following its approval and may benefit from all NSW government and Council policies appearing with their correct titles. • This includes ICAC’s <i>Sponsorship in the Public Sector</i> (2006). The word ‘guidelines’ does not appear in the title of this document. • I might also suggest that ICAC appears in full, at least once. it should not be assumed that anyone reading this policy is aware of what ICAC stands for and its role and responsibilities. • I would suggest that this draft include some albeit brief explanation as to why Council is unable to accept monetary donations but may accept bequests (which may well 	<ul style="list-style-type: none"> • This has been noted and the document updated accordingly. • This has been noted and the document updated accordingly. • This has been noted and the document updated accordingly. • This has been noted and the document updated accordingly. • This has been noted and the document updated accordingly to ensure understanding of acronyms. • Explanation of council

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Submission Maker	Feedback	Council Response
	<p>be an amount of money). I have had experience as a member a joint council-community organisation committee and the issue of Council being unable to accept monetary donations was discussed many times.</p> <ul style="list-style-type: none"> • Page 4, Policy Statement. The full title of Council’s Grants, Donations and Sponsorship policy should appear. It currently reads ‘Council’s Donations policy’. • Will a communications strategy be developed in conjunction with this policy for the benefit of and dissemination of information to the community? <p>2. Draft Memorandum of Understanding</p> <ul style="list-style-type: none"> • Council is to be commended for placing this draft on public exhibition; also, as it states that the ‘rehoming and welfare of animals should be a priority’ (Page 5). • I would suggest that under the heading of Objectives there appears a sentence with words to the effect that the Memorandum of Understanding does not constitute a sponsorship agreement between Council and FOWAS (Friends of the Wingecarribee Animal Shelter). I believe there may have been some misunderstanding in the past 	<p>operational processes is not required in a policy document.</p> <ul style="list-style-type: none"> • At present the animal shelter is not operationally or administratively capable of receiving monetary donations. The process of accepting a bequest is different than the process of accepting an ad hoc monetary donation. • This has been noted and the document updated accordingly to show the full title of the policy. • A communication strategy will not be written specifically for this policy. The policy will be available through council’s website and information may be disseminated through council newsletter or other communication channels as needed. <ul style="list-style-type: none"> • Noted • The document is clearly identifiable as a Memorandum of Understanding, and it

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Submission Maker	Feedback	Council Response
	<p>regarding the MoU where it may have been believed by some individuals that FOWAS, by virtue of the MoU, 'sponsored' the Wingecarribee Animal Shelter.</p> <ul style="list-style-type: none"> • It is my understanding that, while in this case FOWAS may have its own sponsors/supporters, Council or a Council business unit cannot be 'sponsored' by an external party (ICAC's <i>Sponsorship in the Public Sector</i> (2006) refers). • Item 3.5. Should FOWAS agree to the provision of responsible pet ownership programs and the coordination of subsidised (not 'subsided' as appears in the draft) pet registration, desexing and registration programs (and promoted under both Council and FOWAS logos) does Council have responsibility to ensure that FOWAS volunteers have the necessary Working with Children checks as wells appropriate TAFE certification to develop and deliver suitable educational programs? • If FOWAS determines it has neither the personnel nor expertise to deliver such programs and wishes to contract out this service, would Council, given the partnership between itself and FOWAS, participate in the selection and monitoring of the service provider to ensure due diligence occurs? • What is the position of 	<p>is not necessary to explain that this is not a sponsorship agreement.</p> <ul style="list-style-type: none"> • The animal shelter is not sponsored by FOWAS, and council is aware and understands the ICAC references to sponsorship by external parties. • The provision of pet ownership programs would be a selection process by both council and FOWAS and monitored ongoing by both parties. Any practitioner that works for, or with, council are required to provide all relevant qualifications for the service they are providing (including Working With Children Checks if required). • Council would participate in the

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Submission Maker	Feedback	Council Response
	<p>Council if FOWAS does not agree to the provision of responsible pet ownership programs and the coordination of subsidised pet registration, desexing and registration programs?</p> <ul style="list-style-type: none"> • Item 3.8.5 and 3.8.6 Avoidance of Conflict of Interest and Probity obligations. As the draft MoU proposes a strong working relationship between Council and FOWAS, does Council therefore have responsibility to ensure that FOWAS understands the fundamental integrity behind these issues, which would subsequently fall under Council’s Code of Conduct? (also refer Item 9, below). • Item 5.7 The issue of ‘naming rights’ should be explained. What is the context? The Wingecarribee Animal Shelter cannot be a ‘FOWAS’ animal shelter because of its donations to provide ‘additional care’ to the animals. Would the issue of naming rights fbe applicable for example if FOWAS donated kitten and cat enclosures for the animal shelter? Is this is what is envisaged in this item? • Item 6.6 Emergency surgery situations. The inclusion of this item shows forethought and is to be commended. • Item 8.3 FOWAS media communications are to be in line with Council’s (media) 	<p>selection and monitoring of the service providers in this instance.</p> <ul style="list-style-type: none"> • In this instance council would seek to deliver such programs within its operational budget. • Council has responsibility to ensure any groups that it works with understands the integrity behind these issues as well as an understanding of the Council Code of Conduct. • Naming rights extends to donated good to the shelter, not the shelter itself. This would be in the form of an acknowledgement whereby a sign or notification displays “This XXXX was donated by FOWAS”.

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Submission Maker	Feedback	Council Response
	<p>guidelines. How would this occur? Would Council provide training to FOWAS in terms of Council approved style, language and formats? Would Council provide to FOWAS for example guidelines in the preparation of its communications and its dissemination through appropriate and approved channels?</p> <p>• Item 9 Policy Position of Council. ‘FOWAS will comply with all relevant and applicable Council policies and procedures’. How would this occur? Would Council provide training?</p> <p>• Item 10 Complaints It appears that the points listed here are incorrectly numbered. 9.2 and 9.3 under this heading should be 10.1 and 10.2.</p> <p>• What reads as 9.3. There is no reason why WAS volunteers would seek out FOWAS should there be a concern or complaint about the animal shelter. As the MoU clearly states, Council is the owner and operator of the WAS. Complaints should be made to the Team Leader Shelter Operations or failing that Council's Manager Business and Property Services. This item could be</p>	<ul style="list-style-type: none"> • Noted • In any situation whereby the FOWAS and council logos would be used together, the council media team would ensure that these are used in line with council branding and style guides. Council would work closely with FOWAS to ensure there is consistency in the way communications are disseminated including guidelines and training where appropriate. • This is an acknowledgement that an understanding by FOWAS or compliance with council policies and procedures is required. • This formatting error has been addressed in the document.

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Submission Maker	Feedback	Council Response
	removed from the MoU	<ul style="list-style-type: none">• This point is included to clearly outline the process for receiving feedback. This point is to remain to outline that operational items of this nature are the remit of council staff.

CONCLUSION

The draft Memorandum of Understanding between Wingecarribee Shire Council and the Friends of Wingecarribee Animal Shelter and the draft Animal Shelter Donations Policy have been on public exhibition for a period of 28 days. It is recommended that the draft MOU and draft policy be adopted.

COUNCIL BUDGET IMPLICATIONS

There are no Council budget implications related to this report.

LINK TO STRATEGY

This report relates to the Community Strategic Plan 2041 Theme and Goal:

People - 2.2 An inclusive community where everyone can participate in community life.

ATTACHMENTS

1. FOWAS MOU Draft [8.4.1 - 9 pages]
2. Draft Animal Shelter Donations Policy [8.4.2 - 8 pages]

8.5 Pedestrian Access Mobility Plan (PAMP) for Moss Vale, Bowral and Mittagong - Public Exhibition

Report of: Michael Rayner
Senior Traffic Engineer

Authorised by: Clinton McAlister
Director Service and Project Delivery

PURPOSE

This report proposes that Council endorse for public exhibition the Pedestrian Access and Mobility Plan (PAMP) for Moss Vale, Bowral and Mittagong. The PAMP provides a footpath masterplan and rational to guide the prioritisation of footpath delivery across the three town centres.

OFFICER'S RECOMMENDATION

THAT:

- 1. Council endorse the Pedestrian Access Mobility Plan (PAMP) for Moss Vale, Bowral and Mittagong included in Attachment 1 to this report to be placed on public exhibition for 28 days.**
- 2. If no submissions are received, adopt the Pedestrian Access Mobility Plan (PAMP) for Moss Vale, Bowral, and Mittagong included in Attachment 1 to this report the day following the conclusion of the public exhibition period.**

REPORT

BACKGROUND

The towns and villages of the Wingecarribee Shire have had pedestrian access mobility plans (PAMP) developed to provide a thorough investigation into the pedestrian needs of the community. The PAMP is used to guide decisions on the priority locations for future pedestrian transport infrastructure projects.

The current PAMP for Moss Vale, Bowral and Mittagong was adopted by Council in November 2000.

A new PAMP have been developed to better reflect the current and future needs of the pedestrian and accessibility needs of Moss Vale, Bowral and Mittagong.

DISCUSSION

Council received State Funding from Transport for NSW to update the Pedestrian Access and Mobility Plans (PAMP) for Moss Vale, Bowral and Mittagong.

Bitzios Consulting were engaged by Council to develop the updated PAMPs.

The development of the PAMPs involved a detailed investigation of the current pedestrian infrastructure, priority pedestrian routes, pedestrian safety and the accessibility of current infrastructure.

The main objectives of the PAMPs were to:

- Integrate walking into the transport system as a legitimate form of transport to encourage walking.
 - Link pedestrian concentrations to the pedestrian facilities networks to facilitate accessibility and mobility.
 - Identify clusters and patterns of pedestrian accidents.
-

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- Develop and integrate intra and inter pedestrian concentration routes that complement 'Safer routes to School' projects and local area traffic management.

Multiple government publications were used in the development of the PAMPs. These publications include Transport for NSW PAMP Guideline, NSW Government Draft Southeast and Tablelands Regional Plan 2041, Transport for NSW Active Transport Strategy, Transport for NSW Older Persons Transport and Mobility Plan 2018-2022, Wingecarribee Shire Council Community Strategic Plan 2031, Wingecarribee Shire Council Disability Inclusion Action Plan 2022-2026, Wingecarribee Shire Council Bicycle Strategy for Mittagong, Bowral and Moss Vale, Draft Wingecarribee Integrated Transport Strategy, Wingecarribee Shire Council Town Centre Master Plans for Moss Vale, Bowral and Mittagong, Draft South East Tablelands Strategic Regional Integrated Transport Plan, current Pedestrian Access and Mobility Plan for Moss Vale, Bowral and Mittagong, and Wingecarribee Shire Council Asset Management Strategy 2024-2034.

The PAMP investigation included research into pedestrian crash data, community age demographics, employment demographic, road hierarchies and local public transport.

Priority routes were developed in consultation with council staff and the community. The priority routes have been divided up into Low, Medium, and High priority. The priority routes were assessed using a Multi Criteria Assessment which included factors such as accessibility, connectivity, safety, cost and level of activity.

Pedestrian treatment themes and cost scoring were assessed using a scoring system which is detailed in the attached PAMP document.

Priority scores and cost estimates have been provided for the upgrade of existing infrastructure and construction of new infrastructure along all priority routes which is detailed in the attached PAMP report.

There are different project types that have been identified in the PAMPs to provide safe, continuous and accessible access for the community. The PAMP identifies many new pathway locations that range in widths from 1.5m to 2.5m depending on the location, site constraints and expected usage of the path. Locations to install or realign kerb ramps have been identified which are crucial to provide accessibility for people with mobility issues, and for other uses that require a kerb ramp, such as for prams. The PAMP also identifies appropriate locations for pedestrian facilities such as pedestrian refuges which provide a safe crossing location on roads with higher traffic volumes.

Council has a PAMP for most villages in the Wingecarribee Shire which can be found on Council's website. The village PAMPs were developed in 2007. It will be a priority that these PAMPs are also updated. Funding opportunities will be investigated to update the Village PAMPs.

The existing PAMP for Moss Vale, Bowral and Mittagong has guided the installation of pathways and pedestrian facilities for the last 25 years. Below are key examples of priority pathways whose installation was prioritised by the current PAMP:

Mittagong

- Old Hume Highway, Pathway from Meranie Street to Pioneer Street
- Queen Street, pathway from Old Hume Highway to Lake Alexandra
- Continuous footpath on south side of Railway Parade, between Oxley Drive and Range Road
- Footpath on south side of Colo Street from Range Road to Mary Street
- Continuous path on Bessemer Street from Bowral Road to Old Hume Highway
- Footpath on Range Road from Railway Parade over the rail bridge

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Bowral

- Moss Vale Road, pathway from Mt Eymard Retirement Village to Funston Street.
- Bowral Street pathways on the north and south side from St Jude Street to the Bowral Cycleway.
- Boolwey Street path on south side, west of St Jude Street
- Pedestrian refuge on Bowral Street between Bradman Oval and Bowral Hospital
- Provide a safe connection between the two precincts of Bowral Primary School on Banyette Street
- Footpath on the west side of Glebe Street

Moss Vale

- Robertson Road, pathway from Elizabeth Street to Moss Vale High School
- Pathway along Suttor Road from Argyle Street
- Pedestrian Refuge on Argyle Street adjacent to Moss Vale Mall
- Roundabout at the intersection of Valetta Street and Elizabeth Street
- Pedestrian crossing on Clarence Street between the pharmacy and IGA supermarket
- Pedestrian refuge on Kirkham Street

The total cost of all the items listed for implementation in the PAMP for Moss Vale, Bowral and Mittagong is \$50,609,904, which consists of the following project types:

- Missing footpath connections (57,000m)	\$28,049,034
- Missing footpath connection (but a path does exist on other side of road)	\$3,759,076
- Missing kerb ramp (313)	\$2,416,000
- Missing crossing facility (9)	\$951,200
- Narrow path to be widened (31,632m)	\$10,414,594
- Non-standard kerb ramp (82)	\$640,000
- Unsafe / non-standard crossing facility (58)	\$4,380,000

The implementation will largely be subject to grant funding opportunities and VPAs/Developer Contributions.

CONCLUSION

The updated Pedestrian Access and Mobility Plan (PAMP) for Moss Vale, Bowral and Mittagong will allow Council to identify and justify the most efficient allocation of funding to construct and maintain pedestrian facilities for the greatest benefit to the community.

The PAMP has been developed with detailed investigation into the current infrastructure, community demographic, pedestrian safety, priority pedestrian routes and important community locations. Community consultation was conducted through different formats including a face-to-face workshop.

This PAMP will guide Council for the next decade or more to provide the best and most cost-effective pedestrian infrastructure for the community. It is recommended that this updated Pedestrian Access and Mobility Plan be placed on public exhibition for 28 days.

COUNCIL BUDGET IMPLICATIONS

There are no direct budget implications as result of this report.

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LINK TO STRATEGY

This report relates to the Community Strategic Plan 2041 Theme and Goal:

Places - 3.1 A physically and digitally connected Shire.

ATTACHMENTS

1. Wingecarribee Shire Council PAMP Report Final [**8.5.1** - 83 pages]
2. Wingecarribee Council Pedestrian Access Mobility Plan Update Paths Only Map [**8.5.2** - 8 pages]

8.6 Hampden Park Masterplan Adoption

Report of: Michael Hamilton
Recreation Planner

Authorised by: Clinton McAlister
Director Service and Project Delivery

PURPOSE

The purpose of this report is to present the results of the public exhibition period for the Hampden Park Concept Masterplan and recommend Council's formal adoption of the Concept Masterplan.

OFFICER'S RECOMMENDATION

THAT Council:

- 1. Adopt the Hampden Park Concept Masterplan as included as Attachment 1.**
- 2. Write to those community members who made submissions during the Public Exhibition period and thank them for their participation.**

REPORT

BACKGROUND

Hampden Park is centrally located within the village of Robertson. Hampden Park is currently a well-used community space for organised sport, play and passive recreation activities. The main sport facilities in the park are soccer, cricket and tennis, with an amenities building between the two large soccer fields. There is also a playspace, skate park and a half basketball court currently located on the south-eastern corner. Caalang Creek and the bushland on the northern corner provide a passive recreational walking track which connects to residential areas.

The Wingecarribee Shire Council's Community and Recreational Facilities Strategy (CRFS) was adopted in October 2023. The CRFS is a 20-year strategic document has been developed to guide and inform Council and the Community to plan, fund and deliver formal community and recreation facilities across the Shire. It contains a list of shire-wide and local precinct actions.

For the Robertson precinct (Precinct F), one action contained in the Strategy is to "Prepare a concept plan for a combined skate park, pump track and basketball/multipurpose hardcourt facility at Hampden Park, Robertson."

This was then further reinforced through the adoption of the Robertson Place Plan in April 2024, which contained a key Action CP6 of:

The creation of a Master Plan for Hampden Park is intended to guide the development and activation of the reserve. This is proposed to include concept plans for a combined skate park, pump track and basketball/multi-purpose hardcourt facility.

From 16 September to 14 October 2024 Council conducted extensive consultation with the key stakeholders, local residents, and the broader community as the first step in developing a Concept Masterplan for the Hampden Park facility.

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From the consultation 19 submissions were received from the community. At the conclusion of the consultation period, and after reviewing internal feedback a Concept Masterplan for Hampden Park was developed.

At its meeting held on 11 December 2024 Council approved the public exhibition of the Hampden Park Concept Masterplan.

DISCUSSION

The draft Concept Masterplan was placed on public exhibition from 13 December 2024 to 10 January 2025. Public exhibition actions undertaken by Council included a Participate Wingecarribee webpage and communication via Council’s e-newsletter, Robertson Village Association and the CTC Robertson.

Two submissions were received from 114 visits to the webpage. The full submissions are provided as **Attachment 2**, with a summary of the feedback shown below.

Name Location	Comments	Council Response
A de Jager Robertson	<p>Third cricket net to the west of existing two</p> <p>Fencing to the north of the cricket nets to act as a barrier for balls being hit into the oval</p> <p>Electronic scoreboard on the hill close to the proposed dog park</p> <p>Second story / viewing platform with small kitchenette on top of existing amenities block</p>	<p>No room is available for an additional net to the west of the existing two.</p> <p>Additional fencing barriers will not be included in the masterplan to preserve visual appeal and maintain pedestrian connectivity throughout the site.</p> <p>Council will not include electronic scoreboards within masterplans. However if Clubs can provide 100% for items of this nature, then they will be supported.</p> <p>Council will not include a second storey extension as part of the masterplan. Council’s provision of sportsfield amenities has a focus on change rooms, public toilets and storage - as opposed to viewing platforms and function rooms.</p> <p>Council is looking to develop a standard sportsfield amenities design to be implemented when delivering renewal projects.</p>
J Grieve Robertson	Concern of the expansion of the car park into some of the green / turf area.	Due to the expected increase in usage, along with the grass space below the top field often serving as an overflow car park, the masterplan has sought to maximise parking within the site without impacting significant green areas.

The Concept Masterplan recommended for adoption is provided as **Attachment 1**.

CONCLUSION

The Hampden Park Masterplan has been prepared to transform the park into a sustainable, accessible, and vibrant community and recreational hub – consistent with Action CP6 of the Robertson Place Plan. Key improvements focus on enhancing connectivity through new pathways that integrate with the existing track along Caalang Creek, creating a cohesive and accessible pedestrian network as well as providing bicycle parking in key locations to encourage more active transport use in the community.

Items not included in the masterplan will not be pursued by Council.

None of the renewal and upgrade projects identified in the Masterplan feature in Council’s Four-Year Capital Works Program. Implementation of the Masterplan will be primarily dependant on grant funding opportunities.

COUNCIL BUDGET IMPLICATIONS

The purpose of preparing Masterplans for Council parks and sportsfields is to ensure that Council is applying a strategic mindset to the planning and utilisation of these spaces.

Without an adopted masterplan, decisions about provision of infrastructure are instead prone to be made on a reactive and rushed basis – which can lead to inconsistent and poor outcomes.

This masterplan therefore provides a pragmatic vision for Hampden Park and defines the infrastructure renewal and upgrade projects that Council will pursue. Items not included in the masterplan will not be pursued by Council. Implementation of the masterplan will be primarily dependant on grant funding opportunities.

LINK TO STRATEGY

This report relates to the Community Strategic Plan 2041 Theme and Goal:

People: 2.1 A happy, healthy, active and resilient community

ATTACHMENTS

1. Hampden Park Master Plan Report FINAL [8.6.1 - 19 pages]
2. Public Exhibition Feedback [8.6.2 - 2 pages]

8.7 Draft South East and Tablelands Strategic Regional Integrated Transport Plan (SRITP) – Response for Public Exhibition

Report of: Nasser Hossain
Coordinator Assets Roads and Traffic

Authorised by: Clinton McAlister
Director Service and Project Delivery

PURPOSE

The purpose of this report is to:

- Provide an update about Transport for NSW's (TfNSW) Draft South East and Tablelands Strategic Regional Integrated Transport Plan (the Plan) which is being publicly exhibited; and
- Seek endorsement of Council's submission to TfNSW.

OFFICER'S RECOMMENDATION

THAT Council endorse the attached submission in relation to the Draft South East and Tablelands Strategic Regional Integrated Transport Plan (Attachment 1) and lodge it with Transport for NSW.

REPORT

BACKGROUND

The Draft South East and Tablelands Strategic Regional Integrated Transport Plan (Draft Plan) replaces the previous Draft South East and Tablelands Regional Transport Plan and various Place Plans, with a greater focus on outcomes that align closely with the government priorities. The Draft Plan can be viewed at the following link : [Draft South East and Tablelands Strategic Regional Integrated Transport Plan](#).

This Draft Plan has been built on previous work completed including the Draft South East and Tablelands Regional Transport Plan (2022–2023), other strategies, plans and programs being delivered by Transport, including the public facing Active Transport Strategy as well as internal plans.

The Plan applies to nine local government areas; Bega Valley, Eurobodalla, Goulburn-Mulwaree, Hilltops, Queanbeyan-Palerang, Snowy-Monaro, Upper Lachlan, Wingecarribee and Yass, as shown in Figure 1.

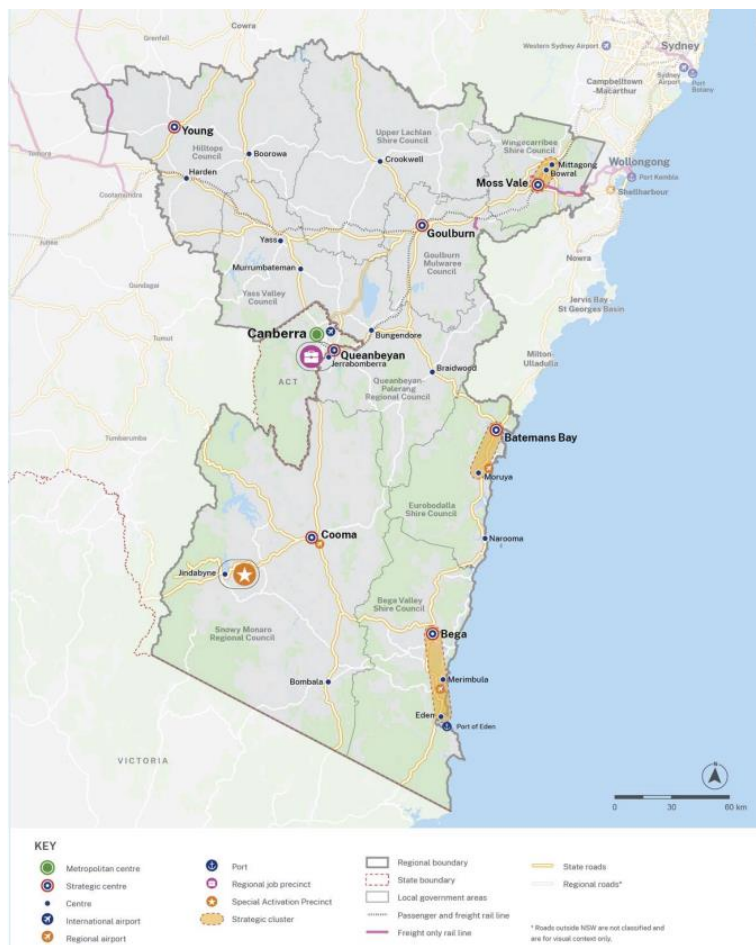


Figure 1: The South-East and Tablelands Region (Source: pp.20)

The Southern Tablelands are characterised by rural and agricultural land and dispersed town centres with key transport challenges identified as:

- Transport connections and opportunities within and between centres.
- The dependence on Sydney, Wollongong and Canberra for services and employment and the resulting flow-on effects on transport.
- balancing development of transport infrastructure with the needs of agricultural and rural land.

The Plan also identifies some of the key transport characteristics of the Wingecarribee local government area, including:

- a projected increase in population of 19,000 between 2021 and 2041.
 - Noting this is different from the NSW Planning 2024 NSW Population Projection, of 11,509 for the same period.
- high levels of freight export of key commodities such as timber, agricultural products and construction materials. These movements, in increasing volumes, are having an impact on regional and local roads.
- a growing demand for freight movement by rail which will require an integrated approach to planning for both freight and passenger rail services on the Main South Rail Line.
- high levels of electric vehicle ownership due to access to multiple EV charging stations.
- increasing demand for medical services including access to hospitals which are located outside Wingecarribee. Improved health outcomes are achieved when people can readily access health professionals and when essential workers can easily use the road network in times of emergency.
- the proposed growth of heavy manufacturing, food manufacturing, equine and research and supporting services at the 1050-hectare Southern Highlands Innovation Park (SHIP).

Key directions of the Plan

The Plan notes that, at the regional level (p57) *“there are ongoing challenges associated with changing freight demand, access to transport choices, safety, cross-border transport movements, geography and topography. The transport sector is also moving towards net zero emissions, which requires planning for infrastructure improvements, policy interventions and behavioural change”*.

In response, the main aims of the Plan are to improve access to all modes of transport so that social inclusion, economic opportunity and community wellbeing is promoted. The Plan also focuses on safety across different transport modes as well identifying staged timing for planning of government led services and/or infrastructure responses based on future needs. Detailed steps and timeframes for implementation are outlined in Section 6 the Plan.

The Plan identifies eight (8) key Directions under which the draft initiatives are identified:

1. Starting with Country
2. Access to transport for all
3. A safe transport network
4. Well located housing and successful places
5. A thriving and diversifying economy
6. Resilient networks
7. Net zero emissions
8. Seamless borders

DISCUSSION

Council provided comments on previous iterations of the Draft Plan, in May 2023 and February 2024. Subsequently, Council has also exhibited the draft Wingecarribee Integrated Transport Strategy and is in the process of refining that draft in response to feedback from stakeholders. It is anticipated that a report, seeking adoption, will soon be provided to Council about the Wingecarribee Integrated Transport Plan.

The draft submission to the Regional Integrated Transport Plan, attached to this report (**Attachment 1**) has been informed by previous staff reviews and work that has been undertaken, including stakeholder engagement, to inform Wingecarribee’s Integrated Transport Plan, scheduled to be reported to Council in April 2025.

In summary, the draft submission advocates for investigation, funding or implementation of initiatives and projects which will support improved access to public and active transport, place making in our town and village centres and the efficient and safe movement of people and freight. The categories of feedback are:

- Timing and adequacy of transport upgrades to meet community needs.
- Rail infrastructure and services
- Bus services including routes, frequency and hours of operation.
- Traffic, including freight, movement.
- Active transport and placemaking
- Road Safety
- Population growth forecasts

LINK TO STRATEGY

This report relates to the Community Strategic Plan 2041 Theme and Goal:

Places - 3.1 A physically and digitally connected Shire.

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ATTACHMENTS

1. Draft Submission Southern Tablelands Transport Strategy Feb 2025 [8.7.1 - 3 pages]

8.8 Southern Highlands Innovation Park

Report of: Rachel Murray
Coordinator Strategy and Place

Authorised by: Michael McCabe
Director Communities and Place

PURPOSE

The purpose of this report is to present the outcomes of the public exhibition of the Draft Southern Highlands Innovation Park Master Plan and Governance Strategy and seek the adoption of this strategic body of work which has undergone a post-exhibition review.

OFFICER'S RECOMMENDATION

THAT:

- 1. Council receive and note the Strategic Positioning Study and Southern Highlands Innovation Park Engagement Outcomes Report.**
- 2. The revised Southern Highlands Innovation Park Master Plan and Governance Strategy be adopted.**
- 3. A Planning Proposal be prepared to rezone the identified portion of land from E4 General Industrial to E3 Productivity Support.**

REPORT

BACKGROUND

The Southern Highlands Innovation Park (SHIP) is a regionally significant employment precinct comprising some 1,053 hectares of industrial zoned land between Moss Vale and New Berrima. The precinct is strategically located in close proximity to Sydney, Canberra, Wollongong and the new Western Sydney Airport and Aerotropolis. 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.

The SHIP precinct was originally recognised as a 'Future Industrial Corridor' in the Interim Development Control Map 1979 and later identified as an employment precinct under the 1989 Wingecarribee Local Environmental Plan (LEP). However, due to a number of constraints and the lack of a clear vision and strategic direction, the precinct, which was formerly known as the Moss Vale Enterprise Corridor, remained largely undeveloped. In more recent years, development has been largely piecemeal and proposed State Significant Development is fundamentally compromising the Draft Master Plan and more appropriate market-driven innovation land uses.

Council completed the first phase of a Master Planning process for the SHIP in 2021, which included a contextual and constraints analysis, a high-level land use and competitor analysis and feasibility model, an emerging Vision and high-level Structure Plan for the precinct. This initial master planning phase recognised key challenges in the provision of enabling infrastructure to unlock the potential of this regionally significant employment precinct (e.g. roads, sewer, water, electricity and data bandwidth).

Council secured grant funding from the Department of Regional NSW to complete the second phase of the Master Planning process for the SHIP, which includes the development of a Master Plan for the precinct, as well as a detailed Governance Strategy. At the meeting of [15 February 2023](#), Council considered a report seeking to prepare a brief for a suitably qualified and experienced consultant to prepare a Master Plan and Governance Strategy for the SHIP. In May-June 2023, tenders were sought in accordance with Council's adopted Procurement Guidelines and a total of eight (8) tender responses were submitted to Council. The Tender Evaluation Panel unanimously determined that Architectus Australia Pty Ltd to be recommended to enter into a contract for completion of the project and at the [Ordinary Meeting of Council 19 July 2023](#) the tender was accepted.

A report was presented to the [Ordinary Meeting of Council 15 May 2024](#) and later to the [22 May 2024 Local Planning Panel](#), to provide an update on the progress of the Draft SHIP Master Plan and Governance Strategy and provide a timeline for the completion of the project. Following a briefing of the Panel by Council staff on the progress update report, the Panel provided the following advice:

The Local Planning Panel noted the progress of the Southern Highlands Innovation Park Master Plan, Governance Strategy and the Strategic Positioning Paper and provided the following advice:

- 1. The planning process for the SHIP at all stages and levels must keep sight of the vision of it being a high technology innovation park.***
- 2. The goal of the planning framework must be to ensure that future development is compatible with the character of the area and result in a high quality built environment. It should therefore include development controls in respect to building design and estate landscaping reflective of this aspirational goal.***
- 3. The Masterplan should ensure that the major road servicing the SHIP is designed as an industrial boulevard with a separated road corridor incorporating a high quality landscape design. All other streetscapes should also be designed so as to reflect high quality landscape outcomes consistent with the vision of the estate and character of the area.***
- 4. Controls should be incorporated into the planning framework to ensure that the prominent ridgelines are protected from unsympathetic development.***

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5. *That priority is given to ensuring that enabling infrastructure design is advanced so Council is in a position to take advantage of grant funding as it becomes available, and so that appropriate development contributions can be calculated and applied to future development in order to fund the required infrastructure. That the Masterplan ensures that land uses are separated as required so as not create land use conflict.*
6. *That Council financial planning ensure ongoing maintenance of landscaped public areas to meet a high standard consistent with the vision for the SHIP.*

The Panel was also briefed on the proposed plastics recycling facility at 74-76 Beaconsfield Road, Moss Vale. It was noted that the proposed facility was to be located adjacent to a sensitive medical research facility. The Panel was concerned that this has potential to lead to significant land use conflict and was an example of needing to ensure land uses were appropriately located within the SHIP. For this reason, the panel considers that Council should carefully assess the proposal and make representations to the IPC.

A subsequent report was later presented to the Local Planning Panel on [28 June 2024](#) to seek the Panel's advice on the endorsement of the Draft SHIP Master Plan, Governance Strategy and Strategic Positioning Study for the purpose of commencing public exhibition. The Panel were briefed by Council staff and the minutes of the agenda item are provided below.

PANEL ADVICE

1. *The Draft Southern Highlands Innovation Park Master Plan, Governance Strategy and Strategic Positioning Study be endorsed for public exhibition.*
2. *The Draft Southern Highlands Innovation Park Master Plan, Governance Strategy and Strategic Positioning Study be placed on Public Exhibition for a period of eight (8) weeks commencing 29 July 2024 and concluding on 23 September 2024.*
3. *The Panel receives and notes the Engagement Outcomes Report.*
4. *The Draft Southern Highlands Innovation Park Master Plan and Governance Strategy be reported back to the Panel and then Council at the conclusion of the exhibition period, outlining a summary of the outcomes of the public exhibition.*

REASONS: *The Panel generally agrees with the Council Officer's report.*

Council staff noted the advice of the Panel and later presented a report to [17 July 2024 Ordinary Meeting of Council](#) to recommend the commencement of the public exhibition of the Draft Master Plan and all supporting documentation.

Prior to the commencement of the exhibition period, a supplementary report was presented to the [24 July 2024 Local Planning Panel](#) for the purpose of briefing the Panel in relation to the project and provide a progress update. The Panel provided the following advice:

THAT *the Local Planning Panel notes this briefing report about the Southern Highlands Innovation Park*

VOTING: *Unanimous*

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Following the resolution of Council from [17 July 2024](#), the Draft Master Plan, Governance Strategy and supporting body of work was formally placed on public exhibition for a period of eight (8) weeks from Monday 29 July 2024 to Monday 23 September 2024. During this time, a number of community and stakeholder engagement opportunities were available, and the outcomes of the exhibition period are detailed in **Attachment 4** of this report.

The Draft Master Plan and Governance Strategy has since undergone a review process, which was directly informed by community and stakeholder feedback. The revised post-exhibition Master Plan, Governance Strategy, Strategic Positioning Study and Engagement Outcomes Report are attached to this report.

Although the previous resolution from the [Ordinary Meeting of 17 July 2024](#) was to report the revised post-exhibition Master Plan and Governance Strategy to the Wingecarribee Local Planning Panel (WLPP), the statutory remit of a Panel is solely in relation to Planning Proposals and development applications, and as this report pertains to the adoption of a Master Plan and Governance Strategy it is being reported directly to Council.

DISCUSSION

The Southern Highlands Innovation Park (SHIP) is a long-term employment precinct that presents an opportunity to become a major economic driver for the Shire and the broader region, providing future employment opportunities and stimulating investment in enabling infrastructure.

Council previously secured \$270,000 in grant funding under the NSW Government's Business Case and Strategy Development Fund from Regional NSW to facilitate the completion of the second phase of the master planning process for the SHIP. Following a tender process, Council engaged Architectus in mid-2023 to develop a Draft Master Plan for the precinct, which forms **Attachment 1** to this report. The Draft Master Plan has been developed alongside a Draft Governance Strategy (**Attachment 2**) by subconsultants Astrolabe Group and a Strategic Positioning Study (**Attachment 3**) by SGS Planning and Economics.

The development of this body of work is crucial to ensuring that the vision of the SHIP is reflective of the unique character and function of the Southern Highlands and that it is in keeping with the broader strategic framework, including priority actions within the Local Strategic Planning Statement (LSPS) and the emerging vision for the revised Community Strategic Plan (CSP).

PROJECT FRAMEWORK

This holistic long-term plan for the SHIP precinct supports Council's transition to a better place-based planning framework and has been developed through a collaborative consultation process with the community and key stakeholders. This strategic body of work consists of three components and their individual purpose, as well as the relationship between each document, is detailed below:

- Post-Exhibition Master Plan (**Attachment 1**) - Builds on from Phase 1 which identified an initial vision and structure plan for the SHIP, to develop a Master Plan that provides clear strategic direction and guides future land use, urban structure, built form and infrastructure.
- Post-Exhibition Governance Strategy (**Attachment 2**) - Identifies an overarching governance framework that is intended to guide the implementation of the vision of the Draft Master Plan.
- Strategic Positioning Study (**Attachment 3**) - Recognises strategic drivers, industrial land use demands and anchor asset requirements. This assessment identifies key opportunities and constraints, as well as broader and site-specific advantages and disadvantages, which has directly informed the development of the Draft Master Plan.

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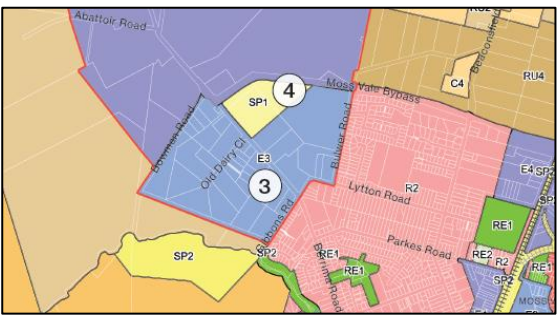
COMPONENTS OF THE MASTER PLAN AND PROPOSED IMPLEMENTATION

The post-exhibition Master Plan identifies a future vision for the precinct that speaks to targeting long-term attractions, harnessing economic strengths and celebrating the unique attributes of the Southern Highlands. In order to achieve this overarching vision, the Master Plan identifies character precincts that collectively aspire to champion innovation in the agribusiness, resources and manufacturing space. The four (4) proposed character precincts that were developed in collaboration with the community and stakeholders include:

- Activity Node/Creative Hub
- Agribusiness/Agri-Innovation
- Research, Training and Advanced Manufacturing
- Heavy Industry and Construction

In addition, the identification of these key precincts further leverages the regional economic advantages identified in the Strategic Positioning Study (**Attachment 3**).

The revised post-exhibition Master Plan makes recommendations to amend the Wingecarribee Local Environmental Plan 2010 (WLEP 2010) and the Development Control Plan (DCP) to support the realisation of the emerging vision and four (4) character precincts for the SHIP. Further detail in relation to the implementation of the WLEP and DCP amendments are referenced below:

Proposed Amendment	Implementation Method
<p>Change of zone from E4 General Industrial to E3 Productivity Support to a portion of land at the southeastern end of the SHIP for the purpose of facilitating the Activity Node/Creative Hub precinct.</p>  <p>③ Change from E4 General Industrial to E3 Productivity Support on the land along Berrima Road between Bowman Road and Gibbons/Lytton Road.</p>	<p>Implementation to be enacted via a Planning Proposal process.</p>
<p>Proposed amendments to DCP controls (e.g. landscape buffer zones, active transport networks, development and built form strategy controls, protection of expansive views, etc.).</p>	<p>Proposed controls are to inform the Comprehensive DCP Review identified in the Strategic Outcomes work program.</p>

The revised post-exhibition SHIP Governance Strategy, which was prepared concurrently to the Master Plan, will further guide the implementation phase of the project. The below diagram highlights the governance roadmap that is proposed to foster innovation and development opportunities in the SHIP precinct (**Attachment 3**).

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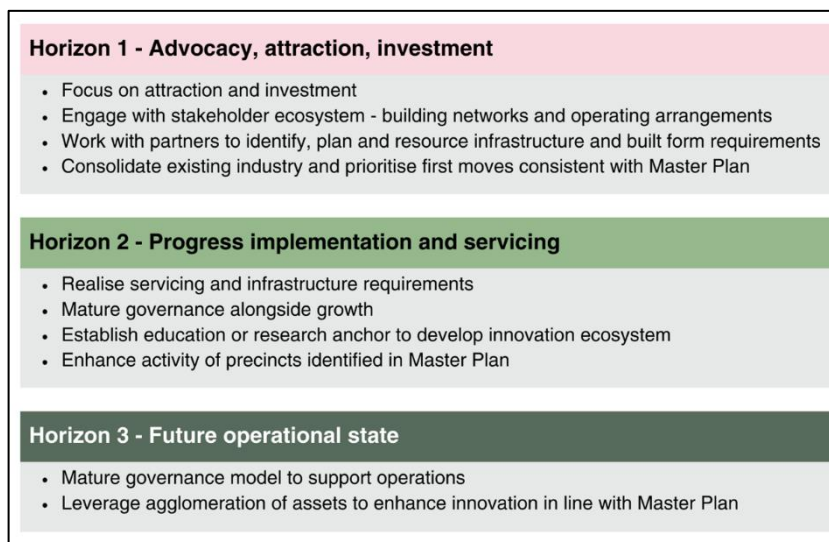


Figure 1: Three horizons of governance and implementation of the vision of the SHIP.

CONSULTATION

The revised post-exhibition Master Plan, Governance Strategy and supporting Strategic Positioning Study were developed through a collaborative engagement process with the community, landowners, tenants and other key stakeholders. A detailed overview of the consultation opportunities conducted, and the feedback received as part of this process is detailed in the Engagement Outcomes Report (**Attachment 4**).

Pre-Public Exhibition

All three (3) components of the project, being the revised Master Plan, Governance Strategy and Strategic Positioning Study, were directly informed by targeted engagement with Council, the community, industry representatives and key agencies, in order to access local and industry knowledge to facilitate the identification of strengths, constraints and long-term opportunities for the SHIP precinct. A summary of the previous engagement opportunities that have directly informed the development of this body of work is detailed below:

Landowner Engagement	
Activity	Overview
Survey	Sought to understand existing attractors, constraints, future industries and desired governance framework. Eight (8) survey responses were submitted.
Landowner and Tenant Workshop (7 February 2024)	Testing of the emerging vision, design principles and land use concepts. A design exercise and group discussions were conducted to identify preferred land uses, desired future character and built form. Initial horizon and governance strategy process discussions occurred, and feedback was captured from Q&A. Nine (9) attendees participated in the workshop.
Community Consultation	
Community Consultation Workshop (10 April 2024 at	A group discussion and the interactive workshop focused on the emerging vision and design principles, land use concepts, desired future character and governance strategy. Approximately 17 people attended the workshop.

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5:30-7:30pm)	
Survey	Opportunity to understand key opportunities, existing barriers, desired future character and the importance of attracting new businesses and industries. 22 survey responses were submitted.
Targeted Consultation	
WSC Economic Reference Panel (21 September 2023)	Comments from the WSC Economic Reference Panel centred around the emerging vision, seeking support from education industries, definition of innovation, infrastructure constraints and broader industry collaboration.
State and Federal Government Agencies	Consultation with Regional NSW and Regional Development Australia (Southern Inland) was conducted to understand the role that State Government Agencies play in the establishment and development of regional precincts. Feedback was additionally sought in relation to the governance approach expectations and recommendations.
Local Government Counterparts	Engagement with City of Ryde, Albury City Council and Penrith City Council was conducted to gain insight into their experience in establishing precincts and the evolution of the applied governance framework.

Public Exhibition

Following the resolution of the Ordinary Meeting of Council 17 July 2024, the Draft Master Plan, Governance Strategy and Strategic Positioning Study were formally exhibited for a period of eight (8) weeks from Monday, 29 July 2024 to Monday, 23 September 2024. During the exhibition period, all supporting documents associated with the project were accessible online via the ‘Document Library’ on Participate Wingecarribee and hard copies were available at Customer Service at Council’s Civic Centre, Wingecarribee Mobile Library Service, as well as Bowral, Mittagong and Moss Vale Library.

A number of engagement opportunities were additionally facilitated as part of the exhibition period in order to capture community and stakeholder feedback, including:

- A drop-in session was held on Saturday 31 August 2024 between 10am to 12pm, with 15 participants attending.
- 19 written submissions were received.
- Seven (7) online survey responses were submitted via Participate Wingecarribee

The outcomes of the three (3) engagement opportunities mentioned above are further detailed in **Attachment 4** to the report (p.33-62).

POST EXHIBITION REVIEW

Following the review of submissions made during the public exhibition period, a number of revisions have been made, and a summary of key amendments is noted below:

- Revised landscape buffer controls
- Revised development and built form strategy – building footprint and height
- Additional diagrams included in the revised Master Plan to enhance the communication of proposed controls
- Inclusion of an Executive Summary in the Governance Strategy (p.4)
- Addition of the ‘Place-based and Regenerative Economy’ section in the Governance Strategy (p.15)

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A more detailed overview of post exhibition amendments is further detailed in the Executive Summary of the post-exhibition Master Plan (**Attachment 1**) and within the Engagement Outcomes Report (**Attachment 4**).

CONCLUSION

The SHIP precinct has been recognised as a unique opportunity to attract sustainable and innovative industries and become a major employer and economic driver for the Shire, as well as the broader region. The revised post-exhibition SHIP Master Plan, Governance Strategy and Strategic Positioning Study have therefore been developed to collectively guide the realisation of the long-term vision for the precinct, which has been developed in partnership with the community and key stakeholders.

Valuable feedback was received during the public exhibition period of the draft strategic body of work and amendments have subsequently been made in accordance with the consideration of submissions received. The purpose of this report is therefore to seek the adoption of the revised post-exhibition SHIP Master Plan, Governance Strategy, Strategic Positioning Study and Engagement Outcomes Report to enable the commencement of the implementation phase.

COUNCIL BUDGET IMPLICATIONS

Council received \$270,000 in grant funding under the Business Case and Strategy Development Fund from the Department of Regional NSW, to develop a Master Plan, Governance Strategy and Strategic Positioning Study for the SHIP. There are no additional budget implications, as the management of the engaged consultant has been conducted by utilising internal resources within the Strategic Outcomes team.

LINK TO STRATEGY

This report relates to the Community Strategic Plan 2041 Theme and Goal:

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

ATTACHMENTS

1. SHIP Master Plan [**8.8.1** - 62 pages]
2. SHIP Governance Strategy [**8.8.2** - 36 pages]
3. SHIP Strategic Positioning Study [**8.8.3** - 49 pages]
4. SHIP Engagement Outcomes Report [**8.8.4** - 63 pages]

8.9 Planning Proposal with regard to Farm Stay Accommodation - Post Exhibition Report

Report of: Susan Stannard
Acting Manager Strategic Outcomes

Authorised by: Michael McCabe
Director Communities and Place

PURPOSE

The purpose of this report is to seek to finalise a Planning Proposal to amend Wingecarribee Local Environmental Plan 2010 with regard to Farm Stay Accommodation.

OFFICER'S RECOMMENDATION

THAT the attached Planning Proposal to amend Wingecarribee Local Environmental Plan 2010 to insert clause 5.24 Farm Stay Accommodation and to permit Farm Stay Accommodation with consent in the RU4 Primary Production zone be finalised under s3.36 of the Environmental Planning & Assessment Act 1979.

REPORT

BACKGROUND

At the Ordinary Meeting of Council of 20 April 2022, Council's nominations for Agritourism and Farm stay accommodation in response to the *draft Standard Instrument (Local Environmental Plans) Amendment (Agritourism) Order 2021* were considered. Those nominations included enabling *Farm Stay Accommodation* with consent in the RU4 Primary Production Small Lots zone and adopting the optional clause for *Farm Stay Accommodation* as provided in the Amendment Order.

The matter had previously been considered by the Wingecarribee Local Planning Panel meeting of 6 April 2022, at which time the Panel advised that it did not support the use of the Standard Instrument Amendment Order to amend the current WLEP 2010 provisions for Farm Stay Accommodation and that these should be done by means of a Planning Proposal to enable community engagement and consultation to occur. This advice was reflected in the Council Resolution of 20 April 2022 that:

1. *In relation to Farm Stay Accommodation, Council maintain the existing development standards by:*
 - a. *Continuing to allow Farm Stay Accommodation in the RU1, RU2, C3, C4 and SP3 Zones*
 - b. *Continuing to prohibit Farm Stay Accommodation in the RU4 Zone*
 - c. *Not adopting the optional Clause 5.23 – Farm Stay Accommodation*
2. *Council prepare a Planning Proposal to nominate additional development standards for Farm Stay Accommodation, in consultation with the community and industry.*

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A report to initiate this Planning Proposal was subsequently considered at the Ordinary Meeting of Council of 18 May 2022, at which time it was resolved to proceed as advised by the Local Planning Panel.

The Planning Proposal was submitted for a Gateway Determination, but the (then) Department of Planning and Environment (the Department) advised Council that it was reviewing the proposed clause 5.23 and that the Planning Proposal could not proceed. Council was advised to wait until the Standard Instrument was amended with an updated clause. These amendments came into force on 18 August 2023 through the State Environmental Planning Policy Amendment (Agritourism) 2023 (the amending SEPP).

The amendments included two optional local clauses, clause 5.24 (changed from the previous 5.23) applying to Farm Stay Accommodation and clause 5.25 applying to Farm Gate Premises. The Farm Gate Premises clause was automatically adopted into WLEP 2010 through the amending SEPP, but because of Council's resolution of 18 May 2022, as explained above, clause 5.24 was not inserted into WLEP 2010.

At its Ordinary Meeting of 15 November 2023 Council resolved:

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

DISCUSSION

The intent of the Planning Proposal is two-fold:

1. To insert *clause 5.24 Farm stay accommodation* into WLEP 2010, and
2. To amend the land use table for the RU4 Primary Production Small Lots zone to permit Farm Stay Accommodation with consent.

Each is considered in more detail below.

Intent 1 - To insert clause 5.24 into LEP 2010

The proposed clause 5.24 is the same as that in the Standard Instrument (SI). The purpose of the Planning Proposal is to enable community engagement that is facilitated and managed by Council regarding this proposed amendment instead of the clause being introduced by means of State legislation and NSW government-led consultation. Community engagement also provides the opportunity for Council to consider any additional objectives and development standards which may be nominated by the community through the consultation process, as enabled through the SI clause 5.24:

5.24 Farm stay accommodation

(1) The objectives of this clause are as follows—

- a) to diversify the uses of agricultural land without adversely impacting the principal use of the land for primary production,*
- b) to balance the impact of tourism and related commercial uses with the use of land for primary production, the environment, scenic values, infrastructure and adjoining land uses.*

(2) Development consent must not be granted to development for the purposes of farm stay accommodation on a landholding unless the consent authority is satisfied all buildings or manufactured homes used to accommodate guests on the landholding will be—

- a) on the same lot as an existing lawful dwelling house, or*

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- b) *on a lot of a size not less than the minimum lot size for a dwelling house to be permitted on the lot under an environmental planning instrument applying to the land.*
Subclause (2) does not apply if the development is a change of use of an existing dwelling to farm stay accommodation.
- (3) *Development consent must not be granted to development for the purposes of farm stay accommodation on land unless the consent authority has considered—*
- a) *whether the development will result in noise or pollution that will have a significant adverse impact on the following on or near the land—*
 - i. *residential accommodation,*
 - ii. *primary production operations,*
 - iii. *other land uses, and*
 - b) *whether the development will have a significant adverse impact on the following on or near the land—*
 - i. *the visual amenity or heritage or scenic values,*
 - ii. *native or significant flora or fauna,*
 - iii. *water quality,*
 - iv. *traffic,*
 - v. *the safety of persons, and*
 - c) *whether the development is on bush fire prone land or flood prone land, and*
 - d) *the suitability of the land for the development, and*
 - e) *the compatibility of the development with nearby land uses.*

Direction—

Additional development standards for farm stay accommodation may be included.

These objectives remain as they were previously and the only substantive change to subclause (2) is the exclusion of nominated maximum gross floor area, maximum number of guests in moveable dwellings and the maximum number of moveable dwellings.

The current provisions under clause 5.4(5) of WLEP 2010 with regard to the maximum number of bedrooms in all buildings used for farm stay accommodation would remain at 8 under this proposed clause.

Intent 2 - To amend the RU4 Primary Production Small Lots land use table to permit farm stay accommodation with consent.

Although the *State Environmental Planning Policy Amendment (Agritourism) 2023* automatically included *Agritourism* in the RU4 Primary Production Small Lots zone as development permitted with consent, *Farm Stay Accommodation* was not automatically included because Council had nominated to consider such an amendment by means of a Planning Proposal.

Farm Stay Accommodation is currently permitted in the RU1 Primary Production zone and the RU2 Rural Landscape zone as these were considered by the Council of the day to be the zones most suited to this land use. It is not currently permitted in the RU4 Primary Production Small Lots zone because the Council of the day did not support that option.

Enabling Farm Stay Accommodation with consent in the RU4 Primary Production Small Lots zone is considered consistent with the objectives of the zone, specifically:

- o To enable sustainable primary industry and other compatible land uses.
- o To encourage and promote diversity and employment opportunities in relation to primary industry enterprises, particularly those that require smaller lots or that are more intensive in nature.

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- o To provide for a restricted range of employment-generating development opportunities that are compatible with adjacent or nearby residential and agricultural development.

It is further considered that the remaining objectives of the zone will serve to ensure that the assessment of *Farm Stay Accommodation* includes consideration of neighbour impacts and environmental and landscape protection, specifically:

- o To minimise conflict between land uses within this zone and land uses within adjoining zones.
- o To avoid additional degradation or fragmentation of the natural environment caused by further clearing of native vegetation, high intensity development and land use.
- o To maintain flora and fauna species and habitats, communities and ecological processes that occupy land in the zone, ensuring that development minimises any off and on site impacts on biodiversity, water resources and natural landforms.
- o To conserve and enhance the quality of potentially valuable environmental assets, including waterways, riparian land, wetlands and other surface and groundwater resources, remnant native vegetation and fauna movement corridors as part of all new development and land use.
- o To provide for the effective management of remnant native vegetation within the zone, including native vegetation regeneration, noxious and environmental weed eradication and bush fire hazard reduction.

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CONSULTATION

External Referrals

A Gateway Determination was issued for the Planning Proposal on 20 December 2023 requiring referral to the following agencies.

Referrals	Advice/Response/Conditions
WaterNSW	WaterNSW's response confirmed that it was supportive of the proposed Amendment. WaterNSW also expressed certain concerns about the potential adverse impact of extending farm stay accommodation into certain zones and locations. Council is mindful of those concern but believes that the provisions of the clause and Council's own DCP requirements already adequately address these matters.
NSW Rural Fire Service	NSW RFS's response confirmed that it had no objections to the proposed Amendment
Department of Primary Industries-Agriculture	DPI's response confirmed that it had no objections to the proposed Amendment, noting that since the definition of farm stay accommodation means that it can only be undertaken on a commercial farm, and must remain ancillary to that farm, it is considered that the proposal is unlikely to have a significant adverse impact on agriculture production. DPI also noted that site specific issues would be addressed at the DA stage and that particular attention should be given to potential land use conflict for smaller lots near to rural-residential development. Careful monitoring was recommended and this is noted.

Public Exhibition

The Planning Proposal was placed on public exhibition between 8 July and 20 August 2024. The Planning Proposal was notified on Council's Participate Wingecarribee website and available at Council's Customer Service Counter and at Local libraries.

The Participate Wingecarribee webpage for this exhibition received a total of 118 visitors, however no submissions were received.

Following completion of the public exhibition process, the matter was referred back to the Wingecarribee Local Planning Panel on 25 September 2024 and the following unanimous advice was provided:

The Local Planning Panel support the proposal to amend Wingecarribee Local Environmental Plan 2010 to insert clause 5.24 Farm Stay Accommodation and to permit Farm Stay Accommodation with consent in the RU4 Primary Production zone to be finalised under s3.36 of the Environmental Planning & Assessment Act 1979.

COUNCIL BUDGET IMPLICATIONS

There are no budget implications associated with this Proposal.

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LINK TO STRATEGY

This report relates to the Community Strategic Plan 2041 Theme and Goal:

Economy - 5.3 - A thriving and diverse agricultural industry

ATTACHMENTS

1. Planning Proposal - 2023-2689 - Farm Stay [**8.9.1** - 19 pages]

8.10 1 Bowman Road, Moss Vale Planning Proposal - Post Exhibition Report

Report of: Susan Stannard
Acting Manager Strategic Outcomes

Authorised by: Michael McCabe
Director Communities and Place

PURPOSE

The purpose of this report is to seek a resolution to finalise a Planning Proposal to amend Schedule 1 (Additional Permitted Uses) of the Wingecarribee Local Environmental Plan 2010 to permit, with consent, Business Premises at 1 Bowman Road Moss Vale.

OFFICER'S RECOMMENDATION

THAT the attached Planning Proposal to amend Schedule 1 of Wingecarribee Local Environmental Plan 2010 to permit Business Premises with consent on land at 1 Bowman Road Moss Vale, being Lot 2 DP 1249526, be finalised in accordance with s3.36 of the *Environmental Planning & Assessment Act 1979*.

REPORT

BACKGROUND

The subject land at 1 Bowman Road Moss Vale is owned by Council and is located on the southern edge of an area of industrial zoned land identified as the Southern Highlands Innovation Park (SHIP) The land is located on the corner of Bowman Road and Berrima Road as indicated in **Figure 1** below and forms part of a group of Council owned properties which serve the Shire in a range of capacities, including the Southern Regional Livestock Exchange, the Wingecarribee Resource Recovery Centre and the Moss Vale Cemetery (**Figure 2**). The land covers an area of some 8,264m² and is zoned E4 General Industrial under the Wingecarribee Local Environmental Plan (WLEP) 2010.

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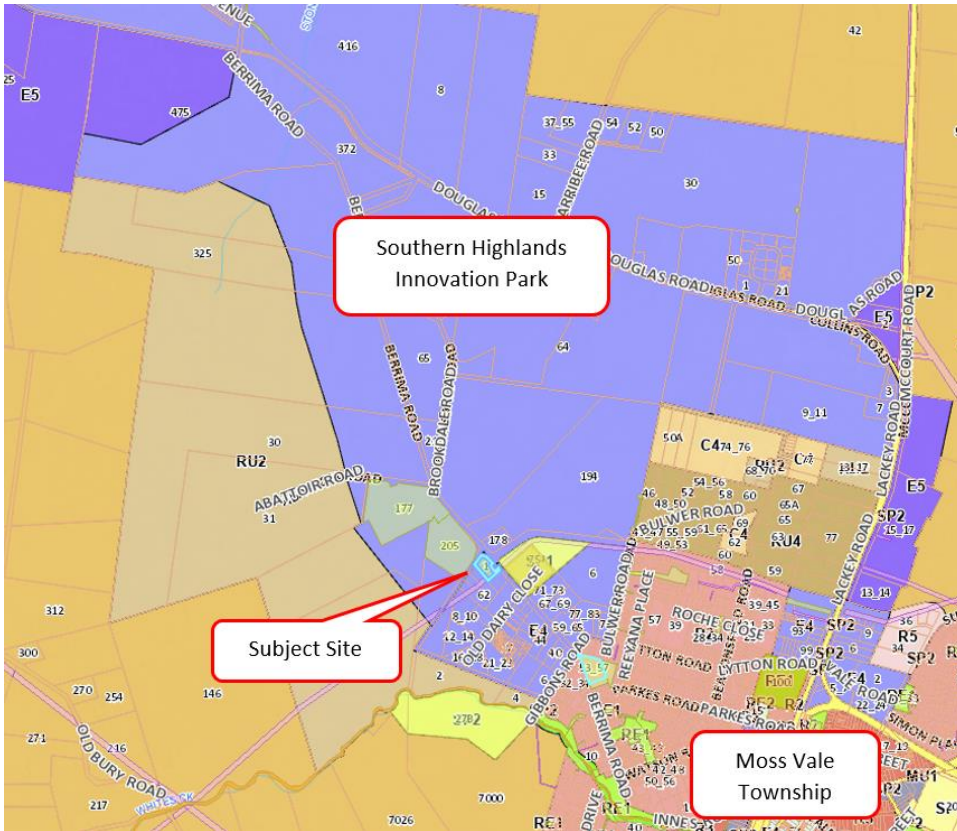


Figure 1 – Location & Zoning context for the subject land

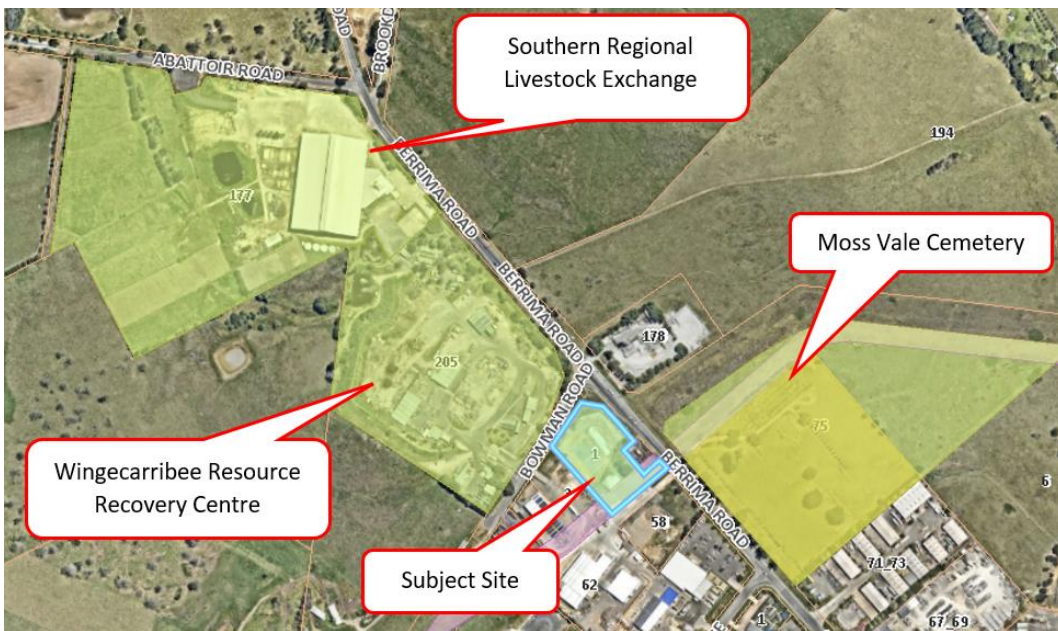


Figure 2 – Aerial view of the subject land and immediate surrounds

A current approval (DA 23/1087) applies to the land for the construction of two community facility buildings on the site, one being an animal shelter and the other a State Emergency Services (SES) facility. Both buildings are currently under construction. The proposed floor plan for the animal shelter building is indicated at **Figure 3** below and includes a ‘multi-purpose room’ of 25.78m².

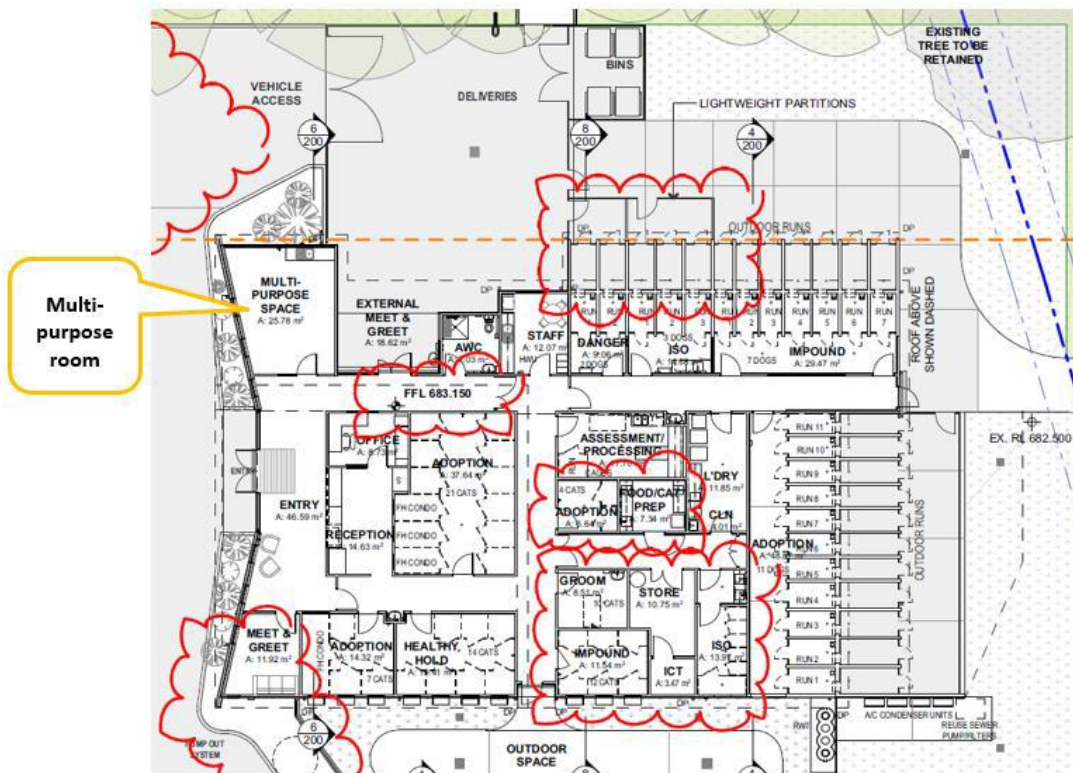


Figure 3 Floor Plan for animal shelter building

The multi-purpose room was incorporated into the design to create an opportunity for commercial activation of the site for the benefit of the broader community and for Council through the leasing of the designated space as an ‘ancillary’ use to the main purpose of the building, being the animal shelter. Such a use would be consistent with the broader land uses of the area and could specifically enhance the community and commercial benefits of the animal shelter.

However, subsequent independent legal advice concluded that such a space could not be considered ‘ancillary’ and, therefore, it would be a separately defined land use under WLEP 2010.

Discussions among officers from Council’s Strategic Outcomes, Business and Property and Project Delivery teams were undertaken to determine how best to achieve the desired outcome of enabling *business premises* as permitted with consent on the subject site.

The most appropriate land use definition was considered to be *business premises*, however *business premises* are currently prohibited in the E4 General Industrial zone under WLEP 2010. For Council to be able to consider a Development Application for a *business premises* on the site, that use must be permitted with consent on the site. The use of Schedule 1 of WLEP 2010, which enables additional permitted uses on a specific site, was considered the most appropriate pathway to enable such consideration, rather than an amendment to the E4 zone itself which would then apply to all land zoned E4 and not just the subject land.

The matter was considered at the Council Meeting of 20 March 2024 when it was resolved (MN 2024/38) as follows:

THAT The Planning Proposal to amend Schedule 1 (Additional Permitted Uses) of Wingecarribee Local Environmental Plan (WLEP) 2010 to permit with consent, a business premises at 1 Bowman Road Moss Vale, being Lot 2 DP 1249526, be supported and submitted for a Gateway Determination in accordance with s3.34 of the Environmental Planning & Assessment Act 1979.

A Gateway Determination to proceed with the Planning Proposal was issued by the Department of Planning, Housing & Infrastructure (the Department) on 24 June 2024. The Gateway required referral to

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WaterNSW and the Rural Fire Service. Neither agency expressed any objection to the Planning Proposal progressing to exhibition.

DISCUSSION

The Planning Proposal and supporting documentation were placed on Shire-wide public exhibition on the Participate Wingecarribee website and in Council's libraries and at the Customer Experience counter from Wednesday 14 August to 11 September 2024. No submissions were received, although the Participate Wingecarribee website page received 65 views.

At the conclusion of the exhibition period, the Proposal was referred back to the Wingecarribee Local Planning Panel on 23 October 2024, the Panel's unanimous advice being:

The Panel support the finalisation of the Planning Proposal to amend Schedule 1 of WLEP 2010 to permit Business Premises with consent on land at 1 Bowman Road Moss Vale, being Lot 2 DP 1249526, in accordance with s3.36 of the Environmental Planning & Assessment Act 1979.

It is noted that any subsequent Development Application for *business premises* on the site would be further exhibited in accordance with Council's community engagement policy.

Finalisation of the Planning Proposal would occur through the Parliamentary Counsel's Office drafting a clause to include the subject land in Schedule 1 (Additional Permitted Uses) of the Wingecarribee Local Environmental Plan 2010 to enable business premises, with consent on land at 1 Bowman Road Moss Vale. The post-exhibition Planning Proposal forms **Attachment 1** to this report.

COUNCIL BUDGET IMPLICATIONS

Positive budget outcomes could be achieved through leasing of the business premises.

LINK TO STRATEGY

Economy – 5.2 – Sustainable business and industry work in harmony with local community and environment.

ATTACHMENTS

1. Planning Proposal-v 3-for Finalisation-1 Bowman Road Moss Vale [**8.10.1** - 21 pages]

8.11 Christmas Activations in Wingecarribee Shire 2024

Report of: **Suzanne Hannema**
Coordinator Tourism and Events
Kathryn Baget-Juleff
Manager Community Life and Libraries

Authorised by: **Shelley Jones**
Director Corporate Strategy and Resourcing

PURPOSE

This report provides Council with an overview of community feedback on the Christmas Activations Program 2024 and recommends a reimagined approach to future Christmas celebrations. It proposes the development of a Wingecarribee Christmas Plan 2025-2028, to be presented for Council's consideration at a future meeting.

RECOMMENDATION

THAT Council:

- 1. Note the community feedback in relation to the Christmas Activations Program 2024.**
- 2. Endorse a reimagined approach to future Christmas activations through the development of the Wingecarribee Christmas Plan 2025-2028, to be presented to Council at a future meeting.**
- 3. Consider funding and resource allocation for the Christmas program as part of the 2025/26 Operational Plan and budget process.**

REPORT

BACKGROUND

Council at its meeting of 30 October 2024 resolved the following:

THAT Council:

- 1. Endorse the 2024 Christmas Program.*
- 2. Allocate \$25,000 from within the 2024 Christmas budget was allocated to the main town centres for Council installations after Festival Of Lights did not proceed. This was to be added to the adopted budget of \$100,000 to provide Christmas activities in the Wingecarribee Shire in 2024/25.*
- 3. Waived the fees and charges for the use of the Senior Citizens rooms in Corbett Gardens for C3 Destiny Church to conduct the Santa's Grotto and associated activities up to an amount of \$7,000, in accordance with Section 610(F) of the Local Government Act 1993, if the Festival of Lights proceeds.*
- 4. It was requested the General Manager bring back a report to Council no later than March 2025 providing an evaluation of the 2024 Christmas program and options for the 2025 program including delivery.*

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CHRISTMAS ACTIVATION PROGRAM 2024

The Christmas 2024 program aimed to showcase Wingecarribee Shire's unique identity, heritage, and community through a range of festive experiences. The primary objective was to create a vibrant, community-focused celebration that fostered a strong festive atmosphere across the Shire.

Table 1 below provides a detailed breakdown of the festivities, including event locations and associated costs.

Table 1: Christmas Program 2024

Program	Cost	Location
Christmas Decorations including lights, banners and trees	\$ 47,303.86	Mittagong, Bowral, Moss Vale
Corbett Gardens Activations & Carols	\$ 12,019.32	Bowral
Village Grants	\$ 33,000.00	Balmoral Village, Berrima, Burrawang-Wildes meadow, Bundanoon Canyonleigh, Colo Vale, Exeter, Hill Top, Kangaloon, Medway, Penrose, Robertson, Yerrinbool, Wingello
Roving Carollers	\$ 4,500.00	Mittagong, Bowral, Moss Vale, Berrima, Robertson
Mayors Giving Tree	\$ -	N/A
Elf on the Shelf	\$ -	N/A
Marketing/Promotion	\$ 5,197.50	N/A
TOTAL	\$ 102,020.68	

Community feedback to Christmas 2024

Council sought feedback on the Christmas 2024 activations through Participate Wingecarribee. The survey was open for three weeks, from 17 January to 7 February 2025, and was promoted via a media release, social media, e-newsletters, and direct emails to village associations and key stakeholders.

Additionally, Council received 28 emails from community members expressing dissatisfaction with Christmas 2024.

During the engagement period there were:

- 369 surveys completed (92% lived in the Shire)
- 147 contributions to the visionary activity,
- 144 people participated in a quick poll,

Over 70% of respondents expressed dissatisfaction with Christmas 2024, with the primary concern being the use of 'Happy Holidays' on Christmas banners instead of 'Merry Christmas'.

The key themes that emerged from the Christmas evaluation were:

1. Embracing the message of 'Merry Christmas'
2. Providing more family-friendly programs
3. Prioritising and enhancing Christmas offerings within the events program
4. Encouraging the Council to take the lead in decorating towns for Christmas
5. Continuing to offer small grant programs to the villages

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6. Maintaining and enhancing Christmas carol events

Re-imagining Christmas 2025-2028

Taking this feedback into account, there is a clear opportunity to reimagine Christmas in Wingecarribee. By developing a three-year Christmas Action Plan (the Plan), we can create a structured roadmap to transform Christmas celebrations, allowing time to implement changes strategically, assess their impact, and refine approaches.

A three-year timeline will enable the Council and community to take a phased, thoughtful approach to enhancing the Christmas experience. The plan will allow for the integration of new ideas, expanded family programs and enhanced town decorations, ensuring a dynamic and engaging community-focused celebration.

This structured plan will assist Council in budget planning, securing grants and sponsorships, and facilitating community involvement and promotion. Additionally, it provides a foundation for a long-term vision that aligns Christmas celebrations with both immediate and future community goals.

Council recognises its role in supporting local businesses and delivering community-relevant activations. The plan will outline how Christmas activations will evolve over three years, expanding their reach and appeal. It will also define the roles of Council, local Chambers, businesses, community groups and other potential stakeholders, ensuring collaboration. A structured activation footprint and timeline will be established, guiding a staged rollout based on available budget and resources.

The Plan will focus on the following key elements for a reimaged Wingecarribee Christmas:

- Town centres and main streets activation
- Villages activation
- Low-cost family friendly Christmas activities and community-led celebrations
- Partnerships and collaborations

If this approach is endorsed, a draft Wingecarribee Christmas Plan 2025-2028 will be presented to Council for public exhibition no later than June 2025.

COUNCIL BUDGET IMPLICATIONS

Council provides annual funding for Christmas activities through its budget and Operational Plan. In the 2024/25 financial year, \$100,000 was allocated for these initiatives.

Future Christmas programs will require ongoing budget support and resources. The Plan will also identify opportunities to secure partnerships, sponsorships, and grants to enhance and/or expand Christmas celebrations.

LINK TO STRATEGY

This report relates to the Community Strategic Plan 2041 Theme and Goal:

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

ATTACHMENTS

1. Christmas Grants 2024 [8.11.1 - 4 pages]
-

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2. Christmas Program Evaluation 2024 - Engagement Summary Report [**8.11.2** - 5 pages]

8.12 Disaster Reconstruction Funding - Status Update

Report of: Adam Mills
Manager Shire Presentation

Authorised by: Clinton McAlister
Director Service and Project Delivery

PURPOSE

To provide a report to Council on the:

- a. Status of disaster recovery grant funding, and the cause of any delays associated in securing this funding, and the impacts of the delay of payments.
- b. Estimated value of damage from the declared natural disasters (four) since April 2024.
- c. Total cumulative value of natural disaster damage for Wingecarribee since 2022.

OFFICER'S RECOMMENDATION

THAT:

1. Attachments 1 and 2 to this report be withheld from access to the public as required by section 11(3) of the Local Government Act, 1993 for the following reason:
 - a. Attachments 1 and 2 include information that is confidential in accordance with clause 10A(2)(c) of the Local Government Act, 1993, as they relate to commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.
2. Council note the information provided in the report in response to MN 2024/374.

REPORT

BACKGROUND

Wingecarribee Shire has faced significant challenges with natural disasters, having been impacted by 16 declared events since 2017, as well as several undeclared damaging weather events. Under the Disaster Recovery Funding Arrangements (DRFA), Council can access funding to support emergency works and infrastructure reconstruction following a declared disaster.

The DRFA, effective from November 2018, provides guidelines for eligible works, including Emergency Works (EW), Immediate Reconstruction Works (IRW), and Essential Public Asset Reconstruction Works (EPARW). These works must meet specific criteria, such as the provision of photographic evidence and adherence to delivery methods that align with the eligibility requirements. Wingecarribee Shire Council remains an "opt-out" Council, allowing a lower threshold for funding activation excluding costs for staff wages and the use of Council owned equipment outside of works undertaken during overtime.

Currently, Council is managing an estimated \$43+ million in DRFA claims at various stages of the fund claim life cycle, with the potential for further costs due to ongoing damage assessments. This figure is estimated due to the complexity of some of required repairs, e.g. landslips on Meryla and Wombeyan Caves Roads. In

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collaboration with Transport for NSW (TfNSW) and other agencies, Council is exploring options for improving recovery processes and reducing response times to meet public expectations.

REPORT

The following table highlights the aggregate costs and stages of all DRFA assessment claims.

DRFA Claims Summary	
Status	Costs
Approved	\$15,894,664
Rejected	\$88,684
Submitted	\$12,808,572
Draft	\$11,215,951
Pending TfNSW review	\$3,921,604
Total	\$43,929,475

Attachment 2 (DRFA Program Summary Feb25), provides the most up to date information available on claim status by DRFA funding classification, with extensive status information of each individual claim presented in **Attachment 1 (DRFA Detailed Report)**

The figures above are subject to regular change as approvals or rejections occur daily.

Any costs deemed ineligible by TfNSW assessor would result in further submission or reduced grant contribution.

Due to the nature of the road slips affecting both Wombeyan Caves Road and Meryla Road, these figures are subject to significant change following the completion of geotechnical assessments, detailed design and works scoping. Both areas pose challenges in repair and require specialist studies to find appropriate solutions. Once completed TfNSW assessors will review the submission for approval.

The estimated value of damages incurred as a result of declared disasters since April 2024 are as follows:

Declared Disaster	Description	Value
AGRN1119	April 2024 Floods	\$22,762,802
AGRN1129	June 2024 Floods	\$1,007,873
AGRN1155	August 2024 Wind Storms	\$300,000
ARGN 1170	January 2025 Wind Storms	TBD (est \$100,000)
Total		\$24,070,675

Complicating the above figures is 're-damage' where damage is initially incurred in an earlier declared disaster but is further damaged in subsequent disasters. This is particularly true of the land slips at both Wombeyan Caves and Meryla Roads.

It is important to note, that while grant funding is beneficial, approval and claims are a long drawn out process meaning residents can be left waiting years for grant funded repairs to be undertaken. Major remediation works are often outside the scope of Council resources and budgets meaning Council's are reliant on DRFA grants and external project management support to achieve successful outcomes.

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Council is managing approximately \$43 million in DRFA claims at various stages of the fund claim life cycle, with the potential for further costs due to ongoing damage assessments. In collaboration with Transport for NSW (TfNSW) and other agencies, Council is exploring options for improving recovery processes and reducing response times to meet public expectations.

It is important to recognise that this report is a point in time with figures and timelines changing almost daily.

COUNCIL BUDGET IMPLICATIONS

Council have improved through experience, its data collection enabling improved claim recovery, however, costs of claims deemed ineligible by TfNSW impact Council's maintenance and capital budgets.

LINK TO STRATEGY

This report relates to the Community Strategic Plan 2041 Theme and Goal:

Places - 3.1 A physically and digitally connected Shire

ATTACHMENTS

1. CONFIDENTIAL REDACTED - DRFA Claim Status Detail Report [8.12.1 - 120 pages]
2. CONFIDENTIAL REDACTED - DRFA Program Summary Report Feb25 [8.12.2 - 4 pages]

8.13 Waste Collection Services - Tender Evaluation Report

Report of: Mitchell Copas
Coordinator Waste Services

Authorised by: Michael McCabe
Director Communities and Place

PURPOSE

The purpose of this report is to present the evaluation of the Request for Tender for the Waste Collection Services.

OFFICER'S RECOMMENDATION

THAT:

1. Council receive the Tender Evaluation Report for RFT T-2024-5.
2. Attachments 1 and 2 to this report be withheld from access to the public as required by section 11(3) of the Local Government Act, 1993 for the following reason:
 - a. Attachments 1 and 2 include information that is confidential in accordance with clause 10A(2)(d)(i) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.
3. In accordance with s. 178 of the Local Government (General) Regulation 2021 (NSW) (LG Regulation), Council accept the non-conforming tender from J R & E G Richards (NSW) Pty Ltd for the term of 10 years.
4. Pursuant to s. 377 of the Local Government Act 1993 (NSW), Council delegate authority to the General Manager to finalise the contract for execution and, once finalised, execute the contract on behalf of Council.
5. As soon as practicable after entering into the contract, all unsuccessful tenderers are notified, and Council publishes relevant information, as required by s. 179 of the LG Regulation.
6. Council adopt the Collection - Delivery to Moss Vale RRC & haulage model for Domestic Waste Collection.

REPORT

BACKGROUND

Wingecarribee Shire Council (Council) provides waste collection services to the community. These services are managed by Council through a service contract. The current collection service arrangements have been managed through a contract that is due to expire on 30 June 2026. Council invited tenders for the collection services through a public tender process in June 2024. The tender period closed on 20 August 2024. A Tender Evaluation Plan was adopted, governing the processes for evaluation. An Evaluation Panel was established to undertake the evaluation in accordance with the Plan. This Report outlines the tender evaluation process undertaken by the Evaluation Panel and the resulting recommendation to Council

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DISCUSSION

Council sought tenders for suitable and qualified contractors for the scope of works. The full scope of works was detailed in the tender documents. In accordance with the *Local Government Act 1993* part 3, section 55(3)(n), Council is required to invite tenders where estimated expenditure is greater than \$250,000 (GST inclusive).

ADVERTISING

The Request for Tenders was advertised on 7 June 2024 and closed on 20 August 2024. Conforming tenders were received. A tender opening report is included in **Attachment 1** (under Appendix 2 of the Tender Evaluation Report). There were no late tenders

The tender was advertised as follows:

Newspaper / Website	Date Advertised
Council's Website	7 June 2024 to 20 August 2024
Council's eTendering Website	7 June 2024 to 20 August 2024

TENDERS RECEIVED

A total of three (3) tender submissions were received:

Company Name	Location	Postcode
J R & E G Richards (NSW) Pty Ltd (JRR)	NSW	2428
Remondis Australia Pty Ltd (Remondis)	NSW	2020
Veolia Environmental Services (Australia) Pty Ltd (Veolia)	NSW	2009
Juntos United Pty Ltd	NSW	2763

LATE TENDERS

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

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OTHER TENDERS

- i. JRR included a tender labelled ‘non-conforming’ to utilise the existing haulage trailers. The Panel did not regard this offer as being non-conforming. This detail was relatively minor and an approach that would be acceptable to Council. This tender was considered in the comparison of tenders.
- ii. Veolia included an alternative offer proposing that Council finance the purchase of the collection vehicles. The Panel considered the impacts of this proposal, and the possible impacts would result in additional administrative steps as well as possible financial risks. The Panel noted the alternative but agreed that Council would not be willing to adopt this approach. This tender was not considered further.

Further information regarding all tenders is included in the Tender Conformity Report in Appendix 3 of Attachment 1.

TENDER EVALUATION

A Procurement Evaluation Plan was developed which outlined the pre-determined selection criteria, the criteria weightings, and members of the tender evaluation panel.

Each submission was evaluated against the specified criteria by the tender evaluation panel with a scoring system based from 0 to 10 and weighted according to the pre-determined criteria.

TENDER ROLES AND RESPONSIBILITIES

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

Role	Responsibility	Position
Evaluation Panel Chair	To manage the evaluation process and report to Council.	Waste and Resource Recovery Manager, WSC
Evaluation Panel Member	Perform a detailed evaluation of the Tender Submissions.	Deputy Chief Financial Officer, WSC
Evaluation Panel Member	Perform a detailed evaluation of the Tender Submissions.	Coordinator Sustainability, WSC
Procurement Process and Advice (Probity)	Manages the tender process ensuring that it complies with all relevant legislation, Procurement Policy, Guidelines and Procedures. Manages all communication with Respondents during the advertisement and evaluation periods. Providing probity advice and support to the evaluation panel.	Procurement Officer
Probity Advisor	Provide probity advice and support	External- OCM

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Role	Responsibility	Position
	to the evaluation panel	
Procurement Advisor	Provide specialised procurement advice and support to the evaluation panel	External- Impact Environmental Consulting (IEC)

SELECTION CRITERIA

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

Mandatory Criteria:

Mandatory Criteria
Public Liability - \$20 million
Workers Compensation OR [Self Employed] Personal Accident and Illness Insurance or Personal Income Protection

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

Non-Cost Selection Criteria & Weighting:

Non-Cost Criteria	Weighting
Local Preference	10%
Confidence in tenderer	20%
Service Methodologies	20%
Service Resources	10%
Total	60%

Summary of Selection Criteria & Weighting:

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

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NON-COMPLIANT TENDERS

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

Company Name	Reason for Non-Compliance
Juntos United Pty Limited	No tender response forms were submitted, and no service prices were submitted

TENDERED SUBMISSION PRICES

The range of price for the tender can be found in the Tender Evaluation Report

COMMENTS ON OVERALL EVALUATION OUTCOME

Three of the four submissions were compliant submission and met the price and non-price criteria. The quality of pricing and submission was adequate to compare submission fairly.

COMMENTS ON RECOMMENDED TENDER SUBMISSION

The panel agreed to award JR Richards the contract. JR Richards demonstrated knowledge, capacity and pricing consistent with Councils requirements.

COUNCIL BUDGET IMPLICATIONS

The tendered price as outlined in the tender evaluation report is within the budgeted allocation for the service of domestic waste services.

CONCLUSION

It is recommended that Council accepts the tender submission from JR Richards and award the contract for Waste Collection Services (RFT-2024-5)

ATTACHMENTS

1. CONFIDENTIAL REDACTED - RFT T-2024-5 Waste Collection Services - Tender Evaluation Report [8.13.1 - 53 pages]
2. CONFIDENTIAL REDACTED - OCM Probity Report Wingecarribee Shire Council Waste Contract RFT [8.13.2 - 9 pages]

8.14 Water Main Renewal - Evans Lane, Bowral - Tender Evaluation Report

Report of: Graeme Mellor
Manager Water Services

Authorised by: Clinton McAlister
Director Service and Project Delivery

PURPOSE

The purpose of this report is to present the evaluation of the Request for Tender for the replacement of the existing Asbestos Cement (AC) DN100 water main on Evans Lane in Bowral, NSW with polyethylene PE100 PN16 DN125 pipe on a new alignment.

OFFICER'S RECOMMENDATION

THAT Council:

- 1. Accept the Tender for Water Main Renewal – Evans Lane, Bowral from KHP Civil at a lump sum price of \$220,558.82 (inclusive of GST).**
- 2. Note the tenders received ranged from \$220,558.82 to \$677,914.38.**
- 3. Delegate authority to the General Manager to execute the contract and any other documentation required to give effect to this resolution.**

REPORT

BACKGROUND

The project objective is to replace 490m of AC DN100 water main which was installed in 1970 and has failed several times in 2024. The new pipe made of polyethylene has effectively the same internal diameter as the old pipe. The new pipe will be on a new alignment which has been selected to avoid crossing Mittagong Road (a TfNSW managed road) which would have construction implications leading to a higher cost of installation. The new alignment also eliminates the possibility of any future impact of the water main with this busy arterial roadway.

The new pipe will be installed mostly by directional drilling to minimise any impact on the established vegetation in the area.

DISCUSSION

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

In accordance with the *Local Government Act 1993* part 3, section 55(3)(n), Council is required to invite tenders where estimated expenditure is greater than \$250,000 (GST inclusive).

ADVERTISING

The tender advertising period was from the 14 January 2025 to 11 February 2025 (28 days).

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The tender was advertised as follows:

Newspaper / Website	Date Advertised
Council's Website	For the duration of the advertising period
Council's eTendering Website	For the duration of the advertising period

TENDERS RECEIVED

A total of ten (10) tender submissions were received:

Company Name	Location	Postcode
About Time Plumbing & Civil Construction Pty Ltd	Moss Vale	2577
City Coast Services Pty Ltd	Albion Park Rail	2527
Civil and Civic Group Pty Ltd	Canberra Airport, ACT	2609
Ferrycarrig Construction Pty Ltd	Banksmeadow	2019
Fluid Plumbing and Drainage Services Pty Ltd	Penrith	2750
Infrastructure Renewal Services Pty Ltd	Rydalmere	2116
KHP Civil Pty Ltd	Mulgoa	2745
Utilstra Pty Ltd	Fyshwick, ACT	2609
Water Brothers Group Pty Ltd	Kogarah	2217
Whyte Civil Pty Ltd	Strathfield South	2136

LATE TENDERS

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

TENDER EVALUATION

A Procurement Evaluation Plan was developed which outlined the pre-determined selection criteria, the criteria weightings, and members of the tender evaluation panel.

Each submission was evaluated against the specified criteria by the tender evaluation panel with a scoring system based from 0 to 10 and weighted according to the pre-determined criteria.

TENDER ROLES AND RESPONSIBILITIES

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

Role	Responsibility	Position
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Role	Responsibility	Position
Evaluation Panel Chair	To manage the evaluation process and report to Council.	Project Manager Renewals
Evaluation Panel Member	Perform a detailed evaluation of the Tender Submissions.	Asset Engineer – Water and Wastewater
Evaluation Panel Member	Perform a detailed evaluation of the Tender Submissions.	Asset Officer – Water and Wastewater
Procurement Process and Advice (Probity)	Manages the tender process ensuring that it complies with all relevant legislation, Procurement Policy, Guidelines and Procedures. Manages all communication with Respondents during the advertisement and evaluation periods. Providing probity advice and support to the evaluation panel.	Procurement Officer

SELECTION CRITERIA

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

Mandatory Criteria:

Mandatory Criteria
Public Liability - \$20 million
Workers Compensation OR [Self Employed] Personal Accident and Illness Insurance or Personal Income Protection Insurance
Motor Vehicle Insurance - Comprehensive
Bank Guarantees – 2 x 2.5% of the Contract Value
Quality Management System Accreditation

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

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Non-Cost Selection Criteria & Weighting:

Non-Cost Criteria	Weighting
Capability & Experience	10%
Specifications, Service & Support, Fit for Purpose	20%
Community & Social (including local content)	10%
Work Health and Safety, Environment & Sustainability	10%
Total	50%

Summary of Selection Criteria & Weighting:

Criteria	Weighting
Total Non-Cost Criteria	50%
Total Cost Criteria	50%
Total	100%

NON-COMPLIANT TENDERS

Upon evaluation a total of zero (0) tender submissions were determined to be non-compliant.

TENDERED SUBMISSION PRICES

Tenders received ranged from \$220,558.82 to \$677,914.38 inclusive of GST.

COMMENTS ON OVERALL EVALUATION OUTCOME

There were a large number (10) of respondents and the submissions were of a high standard with very competitive pricing. The outcome was determined by the most competitive price.

COMMENTS ON RECOMMENDED TENDER SUBMISSION

KHP Civil has submitted a high-quality, professional tender response. Although they're not the highest ranked respondent based on non-cost criteria by the evaluation panel, they have shown their capability to deliver high-quality work for Council at a market-competitive price.

CONCLUSION

It is recommended that Council proceeds with the proposal from KHP Civil to renew the water main along the new alignment proposed for Evans Lane. This work should be completed without delay to minimise the risk of significant public disruption if the existing main bursts in the vicinity of Mittagong Road.

COUNCIL BUDGET IMPLICATIONS

This project is funded by the annual water main renewal budget.

ATTACHMENTS

Nil

8.15 Proposed Acquisition of Land - Shale Lane, High Range

Report of: Shaun Robinson
Manager Assets

Authorised by: Clinton McAlister
Director Service and Project Delivery

PURPOSE

This report is to provide Council with an update as to the status of Shale Lane, High Range and to seek endorsement for the acquisition of land on which the “road” is constructed.

OFFICER’S RECOMMENDATION

THAT:

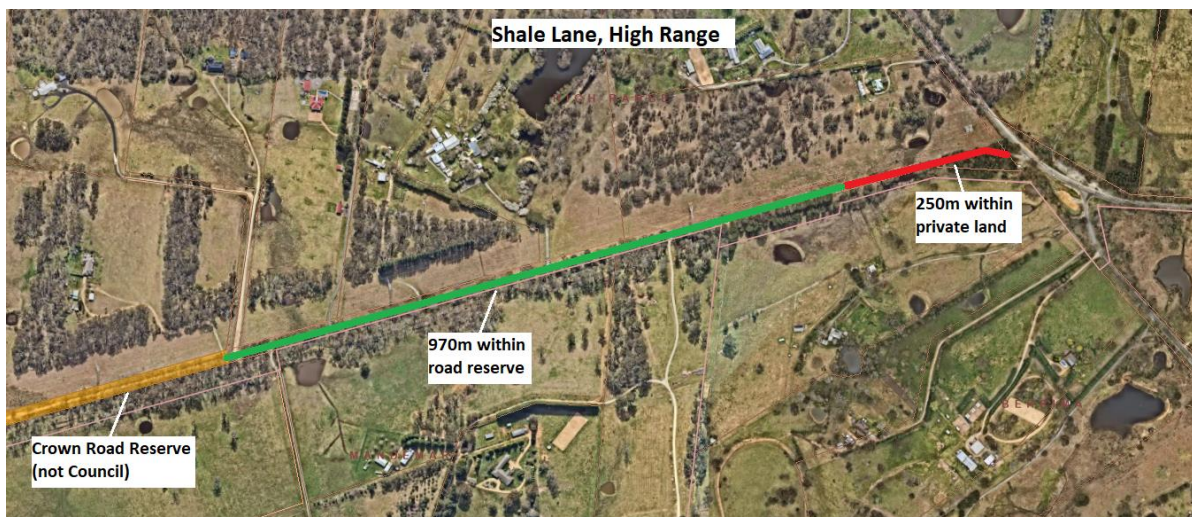
1. Attachment 1 to this report be withheld from access to the public as required by section 11(3) of the Local Government Act, 1993 for the following reason:
 - a. Attachment 1 includes information that is confidential in accordance with clause 10A(2)(c) of the Local Government Act, 1993, as they relate to commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.
2. The General Manager be delegated authority to negotiate with the owners of Part Lot 2 in Deposited Plan 749861, being 773 Wombeyan Caves Road, High Range for the purposes of road **AND THAT** compensation be negotiated within 10% range of independent valuation.
3. If the acquisition of land referred to in Item 2 cannot be negotiated by agreement, a further report be submitted to Council.
4. Council affix the Common Seal of Council to any documents required to be sealed for the acquisition of land referred to in Item 2 **AND THAT** authority be delegated to the Mayor and General Manager to execute those documents.
5. Authority be delegated to the Mayor and General Manager to execute on behalf of Council any documents associated with the acquisition of the land referred to in Item 2 above that do not require the Common Seal of Council.
6. Upon acquisition the land be classified as Operational Land.

REPORT

BACKGROUND

Shale Lane is in High Range (off Wombeyan Caves Road) approximately 100 metres north of Greenhills Road.

The constructed and sealed “road” is shown in the image below:



The beginning of the constructed “road” (approximately 250 metres) is located on private land (shown in red above), with a registered right of way for certain properties over that land. Accordingly, this portion of the formed “road” is in private ownership.

The next 970 meters (shown in green above) is in the registered road reserve. This section of the road has not been maintained as Council has no legal access to that section of the road (as access is over privately owned land).

The remaining stretch (shown in yellow above) is Crown Road Reserve.

DISCUSSION

Given the complexities outlined above, Shale Lane has historically been treated as a private road. To resolve access issues, Council intends to pursue the acquisition of the private land on which the initial section of Shale Lane is constructed.

This will ensure the initial 1.2km of Shale Lane is located within the registered road reserve, with ownership and maintenance responsibilities falling with Council.

The area of land proposed for acquisition is approximately 2,550 sqm and is shown in the aerial map provided as **Attachment 2**. The Plan of survey is shown in **Attachment 2** (with the area of land to be acquired in yellow).

Formal valuation has been obtained from an independent registered valuer to assess the compensation payable to acquire the area for road purposes. This valuation is provided in Confidential **Attachment 1**.

LAND ACQUISITION PROCESS

Pursuant to the *Land Acquisition Guidelines* published by the Office of Local Government, Council must allow at least six (6) months to negotiate in good faith with the affected owners of the land.

Every effort is made to acquire land by agreement, to avoid having to proceed via the compulsory acquisition process. This report recommends that authority be delegated to the General Manager to negotiate acquisition of the Land.

In the interim, a Plan of Acquisition will be prepared on behalf of Council by a registered surveyor and lodged with NSW Land Registry Services or registration against the title to the land.

If acquisition cannot be negotiated by agreement, a further report will be presented a future meeting of Council for determination.

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COUNCIL BUDGET IMPLICATIONS

The land acquisition is proposed to be funded through a subsequent Capital Project entitled 'Shale Lane Resealing' to be included within the 2025/26 Capital Program. This project would form part of the 2025/26 Road Renewal Program, as the initial 250 metres of "road" located on privately owned land is in poor condition and requires renewal.

LINK TO STRATEGY

This report relates to the Community Strategic Plan 2041 Theme and Goal:

Places - 3.3 Liveable and sustainable communities.

ATTACHMENTS

1. CONFIDENTIAL REDACTED - Valuation Report [8.15.1 - 33 pages]
2. Aerial Map [8.15.2 - 1 page]
3. Road Survey [8.15.3 - 1 page]

8.16 Proposed Road Closure of Unnamed Road Reserve adjoining 1 Maugers Road, Robertson

Report of: Danielle Fleming
Property and Projects Officer

Authorised by: Shelley Jones
Director Corporate Strategy and Resourcing

PURPOSE

The purpose of this report is to seek Council approval to undertake community consultation relating to the proposed closure of the unnamed road reserve adjoining 1 Maugers Road, Robertson.

OFFICER'S RECOMMENDATION

THAT:

1. Council endorse the application for closure of the road reserve by the applicant (being the owner of 1 Maugers Road, Robertson) **AND THAT** it be noted that all costs in relation to the closure and potential future sale of the road reserve are to be paid by the applicant.
2. Council give a minimum twenty-eight (28) days public notice of its intention to close the Council road reserve referred to above **AND THAT** if any objections are received, a further report be forwarded to a future ordinary meeting of Council for determination.
3. If there are no objections received by Council during the period of public exhibition, that pursuant to Part 4 Division 3 of the *Roads Act 1993*, Council as roads authority formally approve the closure of the of road reserve referred to in Resolution 1 above and that upon closure the newly created lot will be classified as Operational Land pursuant to the *Local Government Act, 1993*.
4. The General Manager and Mayor be delegated authority to execute under the Common Seal of Council any agreement, plan, real property dealing or any other document in respect of the proposed closure of the road reserve referred to in Resolution 1 above.
5. Authority be delegated to the General Manager to execute on behalf of Council any other document associated with the road closure referred to in Resolution 1 above which does not require affixing of the Common Seal of Council.
6. Following the closure and sale of the portion of road reserve that adjoins 1 Maugers Road, Robertson, the applicant be required to consolidate the newly created lot (being the former segment of closed road) with the applicant's property.

REPORT

BACKGROUND

Council has been approached by the owners of 1 Maugers Road, Robertson, requesting that Council consider the closure and sale of the unformed road reserve which adjoins their property.

The portion of the road reserve displayed and highlighted in red in **Attachment 1** is approximately 4,373.06 square meters (subject to final survey) and directly adjoins the applicant's property.

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DISCUSSION

Council approval is sought to endorse the application for closure of the section of road reserve which adjoins 1 Maugers Road, Robertson. The area of proposed closure is approximately 4373.06 square meters, subject to final survey.

The relevant Council officers have been consulted and provided comment in relation to the closure of the road reserve.

It has been identified by Council officers that the vegetation in the road reserve and adjoining properties is included in the States Biodiversity Values Map and is indicatively mapped as a Threatened Ecological Community. This signifies that any clearing of this vegetation is likely to trigger the Biodiversity Offsets Scheme thresholds and require a significant undertaking by the landholder. If required, a restrictive covenant can be placed on title to the area of closed road in relation to the Biodiversity Values Map.

LEGISLATIVE REQUIREMENTS

Part 4, Division 3 of the *Roads Act 1993* outlines the statutory requirements regarding the closure of Council public roads by Council.

The Crown no longer has the power to close constructed or unconstructed Council public roads. This means that all applications for closure of Council public roads must be processed by Council as the road authority. Only constructed (formed) Council public roads remain vested in the ownership of Council upon closure. Unconstructed (unformed) Council public roads become vested in the Crown upon closure.

If the closure of the road reserve proceeds, a new title will be created following registration of the Plan for Road Closure at the Office of Land Registry Services. The newly created lot (being the segment of closed road) will be required to be consolidated with the applicant's adjoining property at the applicant's cost.

COUNCIL BUDGET IMPLICATIONS

The adjoining owner, as applicant, will be responsible for the payment of all fees and charges in relation to the process of the road closure. Fees will include application fees to Council, together with valuation, surveying and registration fees.

The applicant will also be required to pay consideration to Council for the purchase of the area of closed road in accordance with independent valuation.

LINK TO STRATEGY

This report relates to the Community Strategic Plan 2041 Theme and Goal:

Places – 3.4 Housing that meets the needs of current and future generations.

ATTACHMENTS

1. Attachment 1 - Aerial Map [8.16.1 - 1 page]

8.17 Realignment of Belmore Falls Road, Wildes Meadow

Report of: **Natasha Woods**
 Property and Project Officer

Authorised by: **Shelley Jones**
 Director Corporate Strategy and Resourcing

PURPOSE

This report seeks Council’s approval to undertake the required steps to formalise re-alignment of Belmore Falls Road, Wildes Meadow.

OFFICER’S RECOMMENDATION

THAT:

- 1. Council endorse the closure of Council Road Reserve being Lots 13 – 22 (inclusive) in Deposited Plan 1307420, known as Belmore Falls Road, Wildes Meadow.**
- 2. Council endorse the dedication of Lots 1 – 12 (inclusive) in Deposited Plan 1307420 as Public Road.**
- 3. Upon Gazettal of Lots 1-12 (inclusive) in Deposited Plan 1307420 as Road Reserve, the land be classified as Operational Land.**
- 4. Council affix the Common Seal of Council to any required documentation AND THAT authority be delegated to the Mayor and General Manager to execute those documents.**
- 5. Authority be delegated to the Mayor and General Manager to execute on behalf of Council any documentation that do not require the Common Seal of Council.**

REPORT

BACKGROUND

In February 2021, Council was advised by the Minister for Regional Transport and Roads that its application under the Fixing Country Bridges Program for the replacement of 4 bridges had been approved. The Bridge replacements were located at:

- Burrawang Creek Bridge, Belmore Falls Rd Wilde’s Meadow.
- Ritters Creek Bridge, Meryla Road Meryla.
- Merrigang St Bridge, Merrigang St Bowral.
- Diamond Fields Rd Bridge, Diamond Fields Rd Mittagong.

The Fixing Country Bridges Program was an initiative funded by the NSW Government which aimed to support councils by reducing the maintenance burden of aging timber bridges across regional NSW.

The four (4) bridges requiring replacement were all well past their serviceability lifespan with temporary structures required at Burrawang Creek and Diamond Fields Road locations to help alleviate further damage and weight restrictions imposed for public safety.

This report relates to the proposed Burrawang Creek Bridge replacement and the required realignment of Belmore Falls Road, Wildes Meadow.

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DISCUSSION

During the design process, it was found that the existing “Burrawang Creek Bridge” encroached into the surrounding Morton National Park, owned and managed by NSW National Parks & Wildlife Service (NPWS). Surveying and boundary identification revealed that the existing bridge alignment encroached into the National Park by approximately 580 sqm.

Attachment 1 to this report is an aerial of the bridge location on Belmore Falls Road, Wildes Meadow.

To resolve the encroachment issue, a request for road re-alignment was sought from NPWS. Consultation with NPWS has determined that the bridge replacement project meets criteria for application for road realignment under Section 188C of the *National Parks & Wildlife Act 1974* which states:

“The boundary of any land to which this section applies that adjoins a public road may be adjusted from time to time to enable the boundary to follow the formed path of the road or to provide an appropriate set back from the carriageway of the formed path of the road.”

In order to meet funding deadlines and to allow for construction of the bridge to commence, a Construction Agreement was entered into between Council and NPWS. As part of that Agreement, Council was required to prepare of a plan of *“Proposed National Park Estate adjustment of Morton National Park pursuant to Section 188C of the National Parks and Wildlife Act 1974”* which was approved and registered on 9 September 2024.

Attachment 2 to this report is a copy of the registered plan which provides for realignment of the road reserve including:

- Lots 1-12 (inclusive) to be dedicated to Council as road reserve.
- Lots 13-22 (inclusive) to be closed and dedicated to NPWS as reserve.

To enable NPWS to complete the realign process, NPWS require concurrence from Council in the form of a Meeting Minute to the realignment of the road reserve as outlined above.

COUNCIL BUDGET IMPLICATIONS

All costs associated with the realignment of Belmore Falls Road, Wilds Meadow are funded through the funding received from the Fixing Country Bridges Program.

LINK TO STRATEGY

This report relates to the Community Strategic Plan 2041 Theme and Goal:

Places – 3.3 Liveable and sustainable communities.

ATTACHMENTS

1. Attachment 1 [8.17.1 - 1 page]
2. Attachment 2 [8.17.2 - 7 pages]

8.18 2025 National General Assembly of Local Government

Report of: Danielle Lidgard
Manager Governance and Corporate Performance

Authorised by: Shelley Jones
Director Corporate Strategy and Resourcing

PURPOSE

This report seeks authorisation for attendance at the 2025 National General Assembly (NGA) of Local Government to be held at the National Convention Centre in Canberra between 24-27 June 2025.

OFFICER'S RECOMMENDATION

THAT:

1. Council authorise attendance at the 2025 National General Assembly as follows:
 - a. Mayor
 - b. One Councillor (to be resolved by Council)
 - c. General Manager

2. The Motion for the 2025 National General Assembly (Attachment 1) be submitted on behalf of Council by the deadline of 31 March 2025.

REPORT

BACKGROUND

Council has previously resolved that “the Mayor of the day and one (1) other Councillor and the General Manager or delegate (as an observer) attend future National General Assemblies” (see MN 26/09).

The 2025 NGA is to be held in Canberra from 23-27 June 2025 and a determination is required on who will be attending the Assembly.

A discussion paper has been prepared by ALGA to provide guidance to Council for the development of motions for debate. The paper provides an overview of policy areas which are being developed by ALGA and require consideration. Councils are encouraged by ALGA to submit motions on these policy areas.

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floors of the NGA, motions must meet the following criteria:

1. Be relevant to the work of local government nationally.
 2. Not be focused on a specific jurisdiction, location or region – unless the project or issue has national implications.
 3. Be consistent with the themes of the NGA.
 4. Complement or build on the policy objectives of ALGA and your state or territory local government association.
 5. Be submitted by a council which is a financial member of their state or territory local government association.
-

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6. Propose a clear action and outcome ie call on the Australian Government to act on something.
7. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.
8. Address issues that will directly improve the capacity of local government to deliver services and infrastructure for the benefit of all Australian communities.
9. Not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
10. Be supported by sufficient evidence and demonstrate the relevance and significance of the matter to local government nationally.

The Motion (attachment 1) was endorsed by Council on 19 February 2025 for submission.

COUNCIL BUDGET IMPLICATIONS

Registration and associated costs with attending the conference have been provided for in Council's 2024 / 25 Budget.

LINK TO STRATEGY

This report relates to the Community Strategic Plan 2041 Theme and Goal:

Leadership - 1.1 Ethical and trusted levels of government that work together in the best interest of the Shire.

ATTACHMENTS

1. NGA Motion 2025 [8.18.1 - 1 page]

8.19 Floodplain Risk Management Advisory Committee

Report of: **Sha Prodhan**
 Drainage Engineer

Authorised by: **Clinton McAlister**
 Director Service and Project Delivery

PURPOSE

The purpose of this report is to seek Council’s approval to appoint community members for the Floodplain Risk Management Advisory Committee.

OFFICER’S RECOMMENDATION

THAT the following individuals are appointed as community members of the Floodplain Risk Management Advisory Committee:

- a. Mr Carl Peterson
- b. Ms Kylie Roberts-Frost
- c. Ms Casey Palmer
- d. Ms Fiona Hanrahan
- e. Mr Victor Polito
- f. Mr Barry Anstee

REPORT

BACKGROUND

In accordance with the Flood Risk Management (FRM) Manual adopted by the NSW Government, local councils are to each establish a Flood Risk Management Advisory Committee to oversee the development of balanced FRM plans through the FRM process. Committees provide important links to state agencies, key stakeholders and the community.

The Committee does not hold a decision-making role in the Floodplain Management Process, but rather assists through the contribution of ideas, experience, and local knowledge. Community members contribute their knowledge of historical information, local problems, and possible solutions.

The Committee should operate as a team with the community’s interests being foremost. An important role of the management committee will be to assist in the presentation and resolution of conflicting desires and requirements on the part of various community groups and individuals.

Expressions of interest were sought from the community to select the committee members for the Floodplain Risk Management Advisory Committee. A total of 7 applications have been received. A short description is shown in the Table below:

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No	Name	Summary of Experience	Locality
1	Mr. Victor Polito	20 years' experience in disaster management & Emergency Services	Renwick
2	Ms Kylie Roberts-Frost	Experience in global disaster management	Robertson
3	Ms Fiona Harahan	BE (Environmental), 25 years' experience as an Environmental Engineer, have led Company teams in emergency management in preparedness for various climatic and industrial accident events including flooding, earthquakes, cyclones, as well as fires and explosions. with flooding. Thorough understanding of Flood Risk Management Manual.	Headlam Road, Moss Vale
4	Mr David Dickson	BE (civil), extensive experience in engineering of flood mitigation measures, bridges and piles in flood prone areas. Conducted many catchment analyses under the ARR (Australian Rainfall and Runoff) and provided evidence and advice to several courts and government bodies.	Headlam Road, Moss Vale
5	Ms Casey Palmer	Meteorologist with 20 years industry experience, experience in local flooding.	Mittagong
6	Mr Carl Peterson	Civil engineer, over 40 years' experience in floodplain planning and management activities related to flood events in Regional NSW - including North Coast, North-West, Central West, Southern Highlands, Sydney Catchment Areas.	Bowral
7	Mr Barry Anstee	Bachelor of Architecture and have been involved in numerous projects where flooding issues are a design factor. Previously been a member of the Wingecarribee Flood Committee and have an excellent understanding of flood studies, management processes and legislative requirements.	Woodlands

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DISCUSSION

In accordance with the 2024 Terms of Reference – Floodplain Management Advisory Committee, four to six community representatives are to be selected.

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

In reviewing the applications received, it is noted that two are located within the same floodplain catchment area – and so of these only one will be selected.

Upon consideration of the two applications, it is recommended that Ms Fiona Harahan is appointed as a community member of the Committee in recognition of her community involvement and advocacy, which is then complimented with her technical background.

The remaining five applications are all recommended for appointment as community members of the Committee.

COUNCIL BUDGET IMPLICATIONS

There are no budget implications in relation to this report.

LINK TO STRATEGY

This report relates to the Community Strategic Plan 2041 Theme and Goal:

Places - 3.3 Liveable and sustainable communities.

ATTACHMENTS

Nil

8.20 Appointment of Additional Section 355 Committee Members

Report of: George Harb
Chief Information Officer

Authorised by: Shelley Jones
Director Corporate Strategy and Resourcing

PURPOSE

The purpose of this report is to formally appoint new members to fill vacant positions to Council's section 355 Management Committee.

OFFICER'S RECOMMENDATION

THAT Council:

- 1. Appoint:**
 - a. William Reid to the Wingello Mechanics Institute 355 Management Committee**
 - b. Katharine Chauncy to the Canyonleigh Community Hall 355 Management Committee**
 - c. Anna Willersdorf to the Canyonleigh Community Hall 355 Management Committee**
 - d. James Russell to the Yerrinbool Hall 355 Management Committee**
 - e. Jeanette Burniston to the Moss Vale Senior Citizens 355 Management Committee**
 - f. Thomas David to the Penrose Hall Management Committee**
- 2. Acknowledge the contributions of the late Jill Blackman to the Penrose Hall and Recreation Committee and community.**

REPORT

BACKGROUND

Under Section 355, 377 and 378 of the Local Government Act 1993, Council can delegate some of its functions to a Committee of Council. These Committees are known as section 355 Management Committees.

This includes appointing community members to manage facilities such as Section 355 Management Committees.

As formal Committees of Council, their members assume the same responsibilities and accountabilities as Council Officers while carrying out their duties on behalf of the Council within their delegated authority.

Council appoints community members to these Committees by resolution. Council last appointed members in November 2023. Since the initial appointment of Committee members, further appointments were made in June and November 2024 to fill vacancies.

DISCUSSION

Throughout their term, several committee members have resigned, resulting in vacancies that must be filled to ensure the Committees continue to operate effectively in fulfilling their functions.

This report recommends the appointment of new members to these vacancies in accordance with the adopted Procedures Manual for Council's Section 355 Management Committees.

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COUNCIL BUDGET IMPLICATIONS

There are no Council budget implications of this report.

LINK TO STRATEGY

This report relates to the Community Strategic Plan 2041 Theme and Goal:

People - Goal 2.1 A happy, healthy, active and resilient community.

ATTACHMENTS

Nil

8.21 Investments Report - February 2025

Report of: **Stephen Joss**
Deputy Chief Financial Officer

Authorised by: **Pav Kuzmanovski**
Chief Financial Officer

PURPOSE

This report presents Council's Cash Investment Portfolio held at 28 February 2025.

OFFICER'S RECOMMENDATION

THAT Council note this Cash Investment Report as at 28 February 2025.

REPORT

In accordance with section 212 of the Local Government (General) Regulation 2021, the Responsible Accounting Officer must provide Council with a written report setting out details of all money that Council has invested under section 625 of the Local Government Act 1993.

This report provides details of Council's Investment Portfolio as at 28 February 2025.

Attachment 1 to this report provides Council's Cash Investment Portfolio, detailing investments held and a summary of the portfolio by the institution invested with and their credit rating.

In accordance with section 212(1)(b) of the Local Government (General) Regulation 2021, the investments listed in **Attachment 1** have been made in accordance with:

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

Interest earned from investments totalled \$7,745,610 to 28 February 2025.

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

Fund	Annual budget	YTD budget	YTD actual	YTD variance
General Fund	3,070,000	2,046,667	3,053,090	1,006,423
Water Fund	2,900,000	1,933,333	2,685,559	752,226
Sewer Fund	2,430,000	1,620,000	2,006,961	386,961
Total Council	8,400,000	5,600,000	7,745,610	2,145,610

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COUNCIL BUDGET IMPLICATIONS

Council's year to date investment returns exceeded budget by \$2,145,610 with \$1,139,187 of this revenue restricted to the water and sewer funds. This will be monitored and adjusted in the March 2025 Quarterly Budget Review.

LINK TO STRATEGY

This report relates to the Community Strategic Plan 2041 Theme and Goal:

Leadership – 1.1 Ethical and trusted levels of government that work together in the best interest of the Shire.

ATTACHMENTS

1. February 2025 - Investment Report Summary [8.21.1 - 6 pages]

8.22 Development Assessment Progress - February 2025

Report of: Michael McCabe
Director Communities and Place

Authorised by: Michael McCabe
Director Communities and Place

PURPOSE

The latest Development Applications Progress Report (DAP) provides Council with a consistent snapshot on DA performance at each Ordinary Meeting of Council.

The DAP profiles progress on matters relating to DAs highlighted in the Mayoral Minute dated 30 October 2024.

OFFICER'S RECOMMENDATION

THAT Council note the results of the Development Applications Progress Report as included at Attachment 1 for the period 1 February 2025 to 28 February 2025.

REPORT

BACKGROUND

In response to the Mayoral Minute dated 30 October 2024, Council commenced routine reporting on DA progress to monitor how Council is improving with a goal to meet the Minister's expectations.

As part of the Mayoral Minute the Mayor stated that *'my goal for our Shire is to lift Council's current percentage of DA's being determined within the Ministers expected timeframe from the current rate of 16% to 62%, matching the NSW average, at the one-year mark of the new council being sworn in.*

WSC's current rate is 28%, being a 12% improvement between October 2024 and February 2025, reducing the gap to achieving the Mayor's goal from 46% to 34%.

The DAP included at **Attachment 1** has been developed to provide Council with a routine snapshot on DA progress.

The NSW Planning - Council League Table (the League Table) consistently monitors the performance of NSW Councils individually and collectively for lodgement and determination of certain DAs against two timeframe expectations in response to the Minister's Statement of Expectations Order 2024:

<https://www.planning.nsw.gov.au/node/27186>

The League Table does not report on all DAs but does monitor most DAs received and is generally updated by NSW Planning within the fortnight following the conclusion of each month. The current data represents DAs up to 28 February 2025.

Link to the League Table:

<https://www.planning.nsw.gov.au/policy-and-legislation/housing/faster-assessments-program/council-league-table>

Council's DAP at **Attachment 1** primarily relies on data from the League Table.

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DISCUSSION

The DAP layout consists of 3 parts:

1. **The Left Half** which copies current images straight from the League Table profiling our Council's performance for the financial year to date.
2. **The Upper Right Quarter** which relies exclusively on data from the League Table to profile our Council's performance for the month which has just concluded – February 2025.
3. **The Lower Right Quarter** which relies on data from the League Table to calculate the Determination Rate and Council data for the other information profiled in that section.

The DAP highlights that WSC is not meeting the Minister's expectations, but improvements are evident to meet the Mayor's goal as outlined in the Mayoral Minute dated 30 October 2024.

Some observations of the DAP regarding DA progress for February 2025:

- Financial Year to date (FYTD) Average Lodgement Days have reduced from 23 days in January 2025 to 22 days to the end of February 2025.
- FYTD Average Assessment Days have reduced from 246 days in January 2025 to 238 days to the end of February 2025.
- FYTD percentage of Applications Meeting Expectations has increased from 24% in January to 28% to the end of February 2025, representing a monthly performance for February 2025 of 50%. This is the first time that Council has achieved this threshold, albeit for the month of February 2025 only.
- The Determination Rate for February was 121% and is 106% for the FYTD. A rate above 100% demonstrates that Council is reducing the current backlog of DAs.
- In-House Allocation refers to the percentage of DAs assigned to internal staff compared to consultant planners. The February allocation rate was 95% and it is expected that the Overall percentage of 59% will continue to lift with staff retention and upskilling activities.

The DAP highlights that DA progress is improving to lift Council's current percentage of DA's being determined within the Ministers expected timeframe from the current FYTD rate of 28% to 62%, matching the NSW average, at the one-year mark of the new council being sworn in.

COUNCIL BUDGET IMPLICATIONS

There are no specific budget implications associated with this report.

LINK TO STRATEGY

This report relates to the Community Strategic Plan 2041 Theme and Goal:

Leadership - 1.3 A leading community

ATTACHMENTS

1. Development Assessment Progress Feb 25 [8.22.1 - 1 page]

9 NOTICES OF MOTION

9.1 Notice of Motion 3/2025 - Land for Divestment to NSW National Parks and Wildlife Service

COUNCILLOR RUSSELL SUBMITTED THE FOLLOWING MOTION:

MOTION

THAT:

1. The General Manager provide a report to Council, including maps, to assess the viability of providing Council support for divesting the following Council and/or Crown Reserves to Crown to support management by National Parks and Wildlife Service, in part or in full:
 - a) Greater Mt Alexandra Reserve
 - b) Yerrinbool Reserve
 - c) Yerrinbool Park
 - d) Glow Worm Glen Track, Bundanoon
 - e) Mount Penang Road, Canyonleigh
 - f) Medway Dam Reserve
 - g) Garland Road Reserve
 - h) Tugalong Road Reserve
 - i) Gibbergunyah Reserve

2. The report include an assessment of the current annual costs and liabilities associated with each of the areas identified, known uses of areas for community amenity, current status of management of core functions such as fire management, biosecurity management, and annual compliance/law enforcement costs, cost of Plan of Management preparation and which reserves have a site-specific Plan of Management (not generic). It should also include if the area has been identified as known or potential Koala habitat.

BACKGROUND FROM COUNCILLOR

This Notice of Motion seeks to inform and initiate a discussion between Council and our community, Crown Lands, and National Parks and Wildlife Service, about whose management of these spaces will best serve the community.

It seeks to inform Councillors of what Council's current and forward estimates are, relating to the costs and liabilities associated with the lawful management of these areas.

ATTACHMENTS

Nil

10 QUESTIONS WITH NOTICE

11 MEETING CLOSURE