

## Strategy and Assets Committee

**Meeting Date:** Tuesday, 24 January, 2017  
**Location:** Council Chambers, City Administrative Centre, Bridge Road, Nowra  
**Time:** 5:00pm

**Membership** (Quorum - 5)  
Clr Andrew Guile - Chairperson  
All Councillors  
General Manager or nominee

**Please note:** Council's Code of Meeting Practice permits the electronic recording and broadcast of the proceedings of meetings of the Council which are open to the public. Your attendance at this meeting is taken as consent to the possibility that your image and/or voice may be recorded and broadcast to the public.

## Agenda

1. **Apologies / Leave of Absence**
2. **Confirmation of Minutes**
  - Strategy and Assets Committee - 13 December 2016 .....1
3. **Declarations of Interest**
4. **Mayoral Minute**
5. **Deputations and Presentations**
6. **Notices of Motion / Questions on Notice**

Nil
7. **Reports**

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## 8. Confidential Reports

### Reports

- CSA17.1 Tenders – Ison Park Football Complex Amenities Building
- Local Government Act - Section 10A(2)(d)(i) - Commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.*
- There is a public interest consideration against disclosure of information as disclosure of the information could reasonably expected to reveal commercial-in-confidence provisions of a contract, diminish the competitive commercial value of any information to any person and/or prejudice any person's legitimate business, commercial, professional or financial interests.*
- CSA17.2 Request to waive interest charges
- Local Government Act - Section 10A(2)(b) - Discussion in relation to the personal hardship of a resident or ratepayer.*
- There is a public interest consideration against disclosure of information as disclosure of the information could reasonably be expected to reveal an individual's personal information or contravene an information protection principle under the Privacy and Personal Information Protection Act 1998 or a Health Privacy Principle under the Health Records and Information Privacy Act 2002.*

## Strategy and Assets Committee

### Delegation:

Pursuant to s377 (1) of the *Local Government Act 1993* the Committee is delegated the functions conferred on Council by the *Local Government Act 1993* (LG Act) or any other Act or delegated to Council, as are specified in the Schedule, subject to the following limitations:

- i. The Committee cannot exercise any function delegated to the Council which by the terms of that delegation cannot be sub-delegated;
- ii. The Committee cannot exercise any function which s377(1) of the LG Act provides cannot be delegated by Council;
- iii. The Committee cannot exercise a function which is expressly required by the LG Act or any other Act to be exercised by resolution of the Council; and
- iv. The Committee cannot exercise any function which is a function of the General Manager under s335 of the LG Act.

### Schedule:

1. Make recommendations to Council and consider, formulate, review and adopt policies in relation to Council's corporate & community planning under Part 2 of Chapter 13 of the LG Act, asset management and in connection with the other functions listed in this Schedule and in particular to make recommendations to Council in respect of the content of Council's community strategic plan, delivery program, resourcing strategy and operational plan within the meaning of Part 2 of Chapter 13 of the LG Act;
2. Make recommendations to Council and consider, formulate, review and adopt Council policies, plans and strategies other than those in respect of town planning and environmental matters, and any other matter referred to the Committee by the General Manager.
3. Make recommendations in respect of the introduction of new fees or charges or the alteration of existing fees and charges for inclusion in the Council's next operational plan within the meaning of s405 of the LG Act;
4. Monitor, review and consider matters relating to the operations and strategic direction of Council's Holiday Haven Tourist Parks Group;
5. All functions in respect of the management of, and facilities provided on Crown Land in respect of which Council is the 'reserve trust manager' within the meaning of s92 of the Crown Lands Act 1989, and the making of recommendations to Council regarding such matters where the function cannot be delegated by Council;
6. Provision of corporate direction to the Shoalhaven Water Group in respect of powers delegated to it by Council regarding the construction, alteration or maintenance of water and sewerage works, effluent works and pump out removal;
7. Authorise the expenditure of funds raised under s64 of the LG Act within the limits outlined in, and in accordance with Council's adopted Development Servicing Plan and other relevant adopted Council policies;
8. Make recommendations to Council in respect of fees and charges for water and wastewater services provided by Council;
9. Develop, implement, review and adopt strategic policies for water, sewerage and effluent operations of Council;

10. Undertake preliminary investigations (feasibility, cost benefit, risk analysis, etc.) into development opportunities for Council's strategic land holdings and make recommendations to Council.
11. Review and make recommendations to Council in relation to:
  - a) The sale prices of land in connection with residential and industrial Council subdivisions;
  - b) The sale of Council property or the purchase or resumption of land;
  - c) The compensation to be offered in respect of land resumed by Council; and
  - d) Properties leased or rented by Council, other than those delegated to the General Manager for approval and execution in accordance with MIN14.912 and MIN15.237 of the Council.



## MINUTES OF THE STRATEGY AND ASSETS COMMITTEE

**Meeting Date:** Tuesday, 13 December 2016  
**Location:** Council Chambers, City Administrative Centre, Bridge Road, Nowra  
**Time:** 4.00pm

The following members were present:

Clr Andrew Guile - Chairperson  
Clr Amanda Findley  
Clr Patricia White  
Clr John Wells – left 5.58pm  
Clr John Levett  
Clr Nina Cheyne  
Clr Annette Alldrick  
Clr Kaye Gartner  
Clr Mitchell Pakes  
Clr Greg Watson – left 6.05pm  
Clr Mark Kitchener  
Clr Bob Proudfoot  
Mr Russ Pigg - General Manager

### Apologies / Leave of Absence

An apology was received from Clr Gash.

### Confirmation of the Minutes

#### Recommendation

That the Minutes of the Strategy and Assets Committee held on Tuesday 15 November 2016 be confirmed.

**RESOLVED** (Clr White / Clr Pakes)

MIN16.952

That the Minutes of the Strategy and Assets Committee held on Tuesday 15 November 2016 be confirmed.

CARRIED

### Declarations of Interest

Declaration of Interest – Clr Pakes – item SA 1658 - Notice of Motion - Beach Access - Culburra - Ocean Street – less than significant non pecuniary– he is the president of the Culburra Lifesaving Club and Members use this driveway as an emergency exit.

Declaration of Interest – Clr Findley – Item SA16.63 – less than significant non pecuniary - Electric Vehicle Charging Points – she owns an electric car – there may be a perception of gain – there is no gain or loss from this motion

## MAYORAL MINUTES

### **MMS16.1 Mayoral Minute - Water Quality in Harry Sawkins and Marriott Parks**

**HPERM Ref:  
D16/373991**

#### **Recommendation (Item to be determined under delegated authority)**

That staff prepare a report to Council outlining the options and costs for improving the water quality in the ponds of Harry Sawkins Park and Marriott park, including an option to reinstall fountains, or other innovative ways to circulate water.

**RESOLVED** (Clr Findley / Clr White)

MIN16.953

That staff prepare a report to Council outlining the options and costs for improving the water quality and rubbish in the ponds of Harry Sawkins Park and Marriott park, including an option to reinstall fountains, or other innovative ways to circulate water.

CARRIED

## DEPUTATIONS AND PRESENTATIONS

### **Item SA16.56 – Notice of Motion – Greenwell Point Mens Shed**

Mr Bob Williamson, President of the Greenwell Point Mens Shed addressed the Committee in relation to SA16.56 – Notice of Motion – Greenwell Point Mens Shed.

### **Item SA16.74 – Sea Level Rise Projections and Policy Framework**

Ms Dawn Thompson addressed the Committee in relation to SA16.74 – Sea Level Rise Projections and Policy Framework.

Mr Duncan Marshall addressed the Committee in relation to SA16.74 – Sea Level Rise Projections and Policy Framework.

### **Item SA16.57 Notice of Motion- Council Policy – Nowra Showground - Camping**

Mr Rex Pollard addressed the Committee in relation to SA16.57 Notice of Motion- Council Policy – Nowra Showground – Camping.

### **Procedural Motion - Bring Item Forward**

**RESOLVED** (Clr Wells / Clr Findley)

MIN16.954

That the matter of item SA16.74 – Sea Level Rise Projections and Policy Framework be brought forward for consideration.

CARRIED

**SA16.74 Sea level rise projections and policy framework**

**HPERM Ref:  
D16/324334**

**Recommendation**

Submitted for consideration.

(However, staff would recommend Option 2 which is consistent with staff previous recommended position. Option 1 reflects the policy position established in the last term of Council.)

MOTION (Clr Gartner / Clr Cheyne)

1. Rescind the sea level rise policy adopted by Council on 10 February 2015 and
  - a. Adopt sea level rise (SLR) projections based on the carbon emission scenario RCP8.5 high probability scenario (line), as recommended in the South Coast Regional Sea Level Rise Policy and Planning Framework (October 2014) and in line with State and Federal Governments' coastal adaption advice.
  - b. Review its coastal hazard studies and flood risk studies, in view of the adopted SLR projections.
  - c. Develop an adaptive SLR policy framework based on the South Coast Regional Sea Level Rise Policy and Planning Framework (October 2014), and advice provided by State and Federal Governments and that Council receive a separate report on this matter in future.
  - d. That the necessary community consultation be undertaken.

LOST

FOR: Clr Levett, Clr Cheyne, Clr Aldrick, Clr Gartner, Russ Pigg and Clr Findley

AGAINST: Clr Guile, Clr White, Clr Wells, Clr Pakes, Clr Watson, Clr Kitchener and Clr Proudfoot

**RECOMMENDATION** (Clr Watson / Clr Pakes)

Readopt the sea level rise policy without changes.

FOR: Clr Guile, Clr White, Clr Wells, Clr Pakes, Clr Watson, Clr Kitchener and Clr Proudfoot

AGAINST: Clr Levett, Clr Cheyne, Clr Aldrick, Clr Gartner, Russ Pigg and Clr Findley

**Procedural Motion - Bring Item Forward**

**RESOLVED** (Clr Proudfoot / Clr Pakes)

MIN16.955

That the matter of items SA16.56 – Notice of Motion – Greenwell Point Mens Shed and SA16.57 Notice of Motion- Council Policy – Nowra Showground - Camping be brought forward for consideration.

CARRIED

Note: Clr Wells left the meeting at 5:58pm.

**SA16.56 Notice of Motion - Greenwell Point Mens Shed**

**HPERM Ref:  
D16/373621**

**Recommendation**

That Council reduce the Greenwell Point Mens Shed rent for land from \$464.00 PA to \$1 PA for the remainder of their five year licence.

**MOTION (Clr Pakes / Clr Watson)**

That Council reduce the Greenwell Point Mens Shed rent for land from \$464.00 PA to \$1 PA for the remainder of their five year licence.

**AMENDMENT (Clr Findley / Clr Cheyne)**

That Council reduce the Greenwell Point Mens Shed rent for land from \$464.00 PA to \$1 PA for the remainder of their five year licence and that the \$463 be provided from unallocated donations budget.

**FOR:** Clr Guile, Clr White, Clr Levett, Clr Cheyne, Clr Alldrick, Clr Gartner, Clr Kitchener, Clr Proudfoot, Russ Pigg and Clr Findley

**AGAINST:** Clr Pakes and Clr Watson

**CARRIED**

Note: The Amendment becomes the motion

**RECOMMENDATION (Clr Findley / Clr Cheyne)**

That Council reduce the Greenwell Point Mens Shed rent for land from \$464.00 PA to \$1 PA for the remainder of their five year licence and that the \$463 be provided from the Unallocated Donations Budget.

**FOR:** Clr Guile, Clr White, Clr Levett, Clr Cheyne, Clr Alldrick, Clr Gartner, Clr Kitchener, Clr Proudfoot, Russ Pigg and Clr Findley

**AGAINST:** Clr Pakes and Clr Watson

**CARRIED.**

**Procedural Motion - Bring Item Forward**

**RESOLVED (Clr Watson / Clr Pakes)** MIN16.956

That the matter of item SA16.72 - Reclassification of Land – 59 Owen St Huskisson be brought forward for consideration.

**CARRIED**

**SA16.72 Reclassification of Land - 59 Owen St Huskisson**

**HPERM Ref:  
D16/374913**

**Recommendation**

1. That Council approve the reclassification of land described as Lot 2 DP 571682, known as 59 Owen St Huskisson from Operational Land to Community Land
2. That Council consider allocation of funds in the 2017/18 budget for the preparation of a Plan of Management over 59 Owen Street Huskisson.

**RECOMMENDATION (Clr Watson / Clr Proudfoot)**

That Council:

1. Approve the reclassification of land described as Lot 2 DP 571682, known as 59 Owen St Huskisson from Operational Land to Community Land
2. Consider allocation of funds in the 2017/18 budget for the preparation of a Plan of Management over 59 Owen Street Huskisson.

**CARRIED**

Note: Clr Watson left the meeting at 6.05pm

**SA16.57 Notice of Motion - Council Policy - Nowra Showground - Camping**

**HPERM Ref:  
D16/382477**

**Recommendation (Item to be determined under delegated authority)**

That the General Manager (Director of Corporate and Community Services) provide an update as to the progress of the implementation of the recent change to policy with regard to tent camping at the Nowra Showground.

**RESOLVED** (Clr Guile / Clr Proudfoot)

MIN16.957

The update from the General Manager be received for information.

CARRIED

Note: Clr Pakes thanked the rangers unit for their work and expressed his support and appreciation for their efforts.

Note: Clr Cheyne left the meeting at 6.22pm.

**NOTICES OF MOTION / QUESTIONS ON NOTICE**

**SA16.55 Notice of Motion - Improving Signage and Pedestrian Crossing - Illaroo Road, North Nowra**

**HPERM Ref:  
D16/372264**

**Recommendation (Item to be determined under delegated authority)**

That Council staff investigate the possibility of improving signage and pedestrian crossing lighting and surrounding structures to ensure appropriate safety measures for aged care residents at Clelland Lodge and for school children utilising this road during peak traffic. Request to include:

1. Signage to indicate that an aged care facility was in place (include that vision and hearing impaired people around)
2. Proper pedestrian crossing with adequate lighting, east of the driveway
3. Keep the current road island in place to promote traffic to slow down before reaching the crossing.

**RESOLVED** (Clr Findley / Clr Pakes)

MIN16.958

That Council staff investigate the possibility of improving signage and pedestrian crossing lighting and surrounding structures to ensure appropriate safety measures for aged care residents at Clelland Lodge and for school children utilising this road during peak traffic. Request to include:

1. Signage to indicate that an aged care facility was in place (include that vision and hearing impaired people around)
2. Proper pedestrian crossing with adequate lighting, east of the driveway
3. Keep the current road island in place to promote traffic to slow down before reaching the crossing.

CARRIED

<b>SA16.56 NOTICE OF MOTION - GREENWELL POINT MENS SHED</b>	<b>HPERM REF: D16/373621</b>
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Item dealt with earlier in the meeting.

<b>SA16.57 NOTICE OF MOTION - COUNCIL POLICY - NOWRA SHOWGROUND - CAMPING</b>	<b>HPERM REF: D16/382477</b>
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Item dealt with earlier in the meeting see MIN16.957

Note: Clr Cheyne returned to the meeting at 6.23pm.

Note: Clr Kitchener left the meeting at 6.23pm.

Note: Clr Alldrick left the meeting at 6.23pm.

<b>SA16.58 Notice of Motion - Beach Access - Culburra - Ocean Street</b>	<b>HPERM Ref: D16/382558</b>
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**Recommendation (Item to be determined under delegated authority)**

That

1. Council Staff to investigate and provide costs back to council to repair the car park and access track to Ocean Street Beach so it can be utilised by disabled users, family access and emergency responders and general beach users.
2. The community and the CCB be included in any design ideas to create a user friendly area.

Declaration of Interest – Clr Pakes – item SA 1658 - Notice of Motion - Beach Access - Culburra - Ocean Street – less than significant non pecuniary– he is the president of the Culburra Lifesaving Club and Members use this driveway as an emergency exit.

**RESOLVED** (Clr Pakes / Clr Proudfoot)

MIN16.959

That:

1. Council Staff to investigate and provide costs back to council to repair the car park and access track to Ocean Street Beach so it can be utilised by disabled users, family access and emergency responders and general beach users.
2. The community and the CCB be included in any design ideas to create a user friendly area.

CARRIED

## **REPORT OF THE SHOALHAVEN NATURAL RESOURCES & FLOODPLAIN MANAGEMENT COMMITTEE - 29 NOVEMBER 2016**

Items marked with an \* were resolved 'en block'.

<b>SN16.2 Community engagement on Coastal Management - Our Coast Our Lifestyle</b>	<b>HPERM Ref: D16/351599</b>
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**RESOLVED\*** (Clr Findley / Clr White)

MIN16.960

That:

1. Council place the full report on Council's website and inform the community via media release

and emails to stakeholders who participated in this project

2. The outcomes of 'Our Coast Our Lifestyle' inform the development of a future Coastal Management Program for the Shoalhaven.

CARRIED

**SN16.3 Shoalhaven Coastal Hazard Review**

**HPERM Ref:  
D16/361774**

**Recommendation**

That:

1. The Committee receive the presentation on the draft Shoalhaven Coastal Hazard Review;
2. Subject to Councils affirmation of the current policy position on sea level rise which will be reported to the upcoming meeting of Strategy and Assets Committee Meeting on 13 December 2016, Council place the draft Shoalhaven Coastal Hazard Review on public exhibition.

Note: Cllr Alldrick returned to the meeting at 6.26pm.

Note: Cllr Kitchener returned to the meeting at 6.27pm

**RESOLVED** (Cllr Findley / Cllr White)

MIN16.961

That:

1. The Committee receive the presentation on the draft Shoalhaven Coastal Hazard Review;
2. Subject to Councils affirmation of the current policy position on sea level rise which will be reported to the upcoming meeting of Strategy and Assets Committee Meeting on 13 December 2016, Council place the draft Shoalhaven Coastal Hazard Review on public exhibition.

CARRIED

**SN16.4 2016/17 Flood Program Update**

**HPERM Ref:  
D16/345608**

**RESOLVED\*** (Cllr Findley / Cllr White)

MIN16.962

That Council write to the Office of Environment and Heritage to seek direction on how adopted Floodplain Risk Management Studies and Plans are to be revised in light of changes to modelling inputs or catchment characteristics.

CARRIED

**SN16.5 Shoalhaven River Levee Repair Works update**

**HPERM Ref:  
D16/346291**

**RESOLVED\*** (Cllr Findley / Cllr White)

MIN16.963

That Council:

1. Write to the Minister for the National Disaster Relief Assistance Program funding thanking him for providing the funding to Council to repair the 2015 flood levee damages.

2. Note that based on the successful 2015 National Disaster Relief Assistance Program funding application, works will be prioritised to utilise the NDRA funding and Council contribution to undertake levee repairs.

CARRIED

**SN16.6 June 2016 Storm Remediation Response**

**HPERM Ref:  
D16/347267**

**RESOLVED\*** (Clr Findley / Clr White)

MIN16.964

That Council:

1. Proceed with detailed design, Review of Environmental Factors, Aboriginal Heritage assessment for long-term coastal erosion management works at Currarong including a trial geotextile sand groyne and sand nourishment. That further community consultation be undertaken as part of this process.
2. Recognise the opportunity provided by the August 2015 and June 2016 East Coast Lows to investigate adaptive strategies to the management of Council's Coastal Assets such as retreat, relocate and/or rationalisation of the number of assets where possible.

CARRIED

**SN16.7 Natural Resources and Floodplain Management  
Committee - Terms of Reference - review**

**HPERM Ref:  
D16/351800**

**RESOLVED\*** (Clr Findley / Clr White)

MIN16.965

That the revised Terms of Reference (Attached) be submitted to Council for Adoption.

CARRIED

**SN16.11 Member Resignation - Thomas Booler**

**HPERM Ref:  
D16/371293**

**Recommendation**

That:

1. The resignation of Thomas Booler be accepted and that he be thanked for his contribution to the Shoalhaven Natural Resources and Floodplain Management Committee.
2. Council advertise the vacant community representative position.

**RESOLVED** (Clr Findley / Clr White)

MIN16.966

That:

1. The resignation of Thomas Booler be accepted and that he be thanked for his contribution to the Shoalhaven Natural Resources and Floodplain Management Committee.
2. Council advertise the vacant community representative position.

CARRIED



## REPORTS

**SA16.60 Mollymook All Access Playground - Mollymook Beach Reserve****HPERM Ref:  
D16/374203****Recommendation**

That Council

1. Proceed to tender for the completion of all stages of the All Ages All Inclusive Play Space at Mollymook Beach Reserve in accordance with the endorsed Council Master Plan; and
2. Provide additional funding up to \$850,000 from Council's Strategic Reserve Funds to Job Number 82583.

**RECOMMENDATION** (Clr Findley / Clr Kitchener)

That Council

1. Proceed to tender for the completion of all stages of the All Ages All Inclusive Play Space at Mollymook Beach Reserve in accordance with the endorsed Council Master Plan; and
2. Provide additional funding up to \$850,000 from Council's Strategic Reserve Funds to Job Number 82583.

CARRIED

**SA16.61 Recreational Fishing Trust Funding - Bawley Point Headland - Gantry****HPERM Ref:  
D16/345245****Recommendation**

That Council:

1. Accepts the grant offer of \$60,000 from the NSW Recreational Fishing Trust for improvement to fishing access facilities at Bawley Point Headland
2. Write to the Honourable Shelley Hancock MP, Member for South Coast and the Minister for Primary Industry and thank the State Government for funding this important community project.
3. Write a letter of appreciation to Terry Snow for his support and staff contribution to the gantry project and assistance to Council and the community

**RECOMMENDATION** (Clr Kitchener / Clr Proudfoot)

That Council:

1. Accepts the grant offer of \$60,000 from the NSW Recreational Fishing Trust for improvement to fishing access facilities at Bawley Point Headland
2. Write to the Honourable Shelley Hancock MP, Member for South Coast and the Minister for Primary Industry and thank the State Government for funding this important community project.
3. Write a letter of appreciation to Terry Snow for his support and staff contribution to the gantry project and assistance to Council and the community.

CARRIED

**SA16.62 Road Safety - Illaroo Road Public School**

**HPERM Ref:  
D16/324837**

**Recommendation (Item to be determined under delegated authority)**

That Council:

1. Receive the report on the construction of a bus bay at Illaroo Road Public School for information.
2. Write to the Department of Education and Training advising of the concerns raised in relation to road safety for school students.

**RESOLVED** (Clr Pakes / Clr Levett)

MIN16.967

That Council:

1. Receive the report on the construction of a bus bay at Illaroo Road Public School for information.
2. Write to the Department of Education and Training advising of the concerns raised in relation to road safety for school students.

CARRIED

**SA16.63 Electric Vehicle Charging Points - Future Developments  
in CBD**

**HPERM Ref:  
D16/371373**

**Recommendation (Item to be determined under delegated authority)**

That Council:

1. Consider electric vehicle charging facilities for future development within the Nowra CBD as part of Amendment No. 7 to Shoalhaven Development Control Plan 2014 (DCP 2014).
2. Undertake consultation with the Business and Development Industry as part of the review process.

Declaration of Interest – Clr Findley – Item SA16.63 Less than significant non pecuniary – Electric Vehicle Charging Points – she owns an electric car – there may be a perception of gain – there is no gain or loss from this motion.

**RESOLVED** (Clr Findley / Clr Gartner)

MIN16.968

That Council:

1. Consider electric vehicle charging facilities for future development within the Nowra CBD as part of Amendment No. 7 to Shoalhaven Development Control Plan 2014 (DCP 2014).
2. Undertake consultation with the Business and Development Industry as part of the review process.

CARRIED

**SA16.64 Tender - Road upgrade Naval College Road, Worroving  
Heights between Pine Forest Road & Seagrass Avenue -  
Federal Blackspot Funded**

**HPERM Ref:  
D16/349837**

**Recommendation**

That Council consider a separate confidential report in accordance with Section 10A(2)(d)(i) of the Local Government Act 1993.

**RECOMMENDATION** (Clr White / Clr Pakes)

That Council consider a separate confidential report in accordance with Section 10A(2)(d)(i) of the Local Government Act 1993.

CARRIED

**SA16.65 Council Policy Review - Property and Bereavement Services**

**HPERM Ref:  
D16/345109**

**Recommendation**

That Council:

1. Recategorise the following policies and list these as a corporate procedure and guideline with minor changes:
  - a. Funerary and Monument/Masonry Services Policy;
  - b. Dog Control – Holiday Haven Tourist Parks;
  - c. Dealing with Requests for the Closure, Sale or Transfer of Council and Crown Roads; and
  - d. Due Diligence for Land Transactions;
2. Reaffirm the following policies with minor changes:
  - a. Management of Mobile Food Vending Vehicles on Council Owned or Managed Land – Local Approvals Policy;
  - b. Occupation of Council Owned or Managed Land;
  - c. Cemeteries Crematorium and Memorial Gardens Policy; and
  - d. Development and/or Disposal of Council Lands

**RECOMMENDATION** (Clr Gartner / Clr Cheyne)

That Council:

1. Recategorise the following policies and list these as a corporate procedure and guideline with minor changes:
  - a. Funerary and Monument/Masonry Services Policy;
  - b. Dog Control – Holiday Haven Tourist Parks;
  - c. Dealing with Requests for the Closure, Sale or Transfer of Council and Crown Roads; and
  - d. Due Diligence for Land Transactions;
2. Reaffirm the following policies with minor changes:
  - a. occupation of Council Owned or Managed Land;
  - b. Cemeteries Crematorium and Memorial Gardens Policy; and
  - c. Development and/or Disposal of Council Land
3. That consideration of the Management of Mobile Food Vending Vehicles on Council Owned or Managed Land – Local Approvals Policy be deferred for a briefing of Councillors;

CARRIED

**SA16.66 Crown Land Management Act 2016**

**HPERM Ref:  
D16/374904**

**Recommendation (Item to be determined under delegated authority)**

The update report regarding the Crown Lands Management Act 2016 be received for information.

**RESOLVED** (Clr Proudfoot / Clr White)

MIN16.969

The update report regarding the Crown Lands Management Act 2016 be received for information.

CARRIED

**SA16.67 Compulsory Acquisition Crown Land - Lots 1, 2 & 3 DP  
879670 Dowling Street, Ulladulla - existing road access**

**HPERM Ref:  
D16/357287**

**Recommendation**

Council resolve to pay compensation in the amount of \$52,500 to the Department of Primary Industries – Crown Lands for the compulsory acquisition of Lots 1, 2 & 3 DP879670 Dowling Street Ulladulla and that the funds be voted from the Property Reserve for this purpose.

**RECOMMENDATION** (Clr White / Clr Kitchener)

Council resolve to pay compensation in the amount of \$52,500 to the Department of Primary Industries – Crown Lands for the compulsory acquisition of Lots 1, 2 & 3 DP879670 Dowling Street Ulladulla and that the funds be voted from the Property Reserve for this purpose.

CARRIED

**SA16.68 Acquisition of Drainage Easement - Woollamia - Pt Lot 1  
DP1027849 17 James Farmer Grove, Woollamia -  
Easement for Bund**

**HPERM Ref:  
D16/372970**

**Recommendation**

That Council:

1. Resolve to acquire a 14 metre wide Easement for Drainage over part of Lot 1 DP1027849 known as 17 James Farmer Grove, Woollamia, as shown in Attachment 1;
2. Pay compensation of \$35,800 plus GST (if applicable) and reasonable legal costs associated with the acquisition, in accordance with the Land Acquisition (Just Terms Compensation) Act 1991, from job number 74901.39954 (If necessary, the compensation be adjusted in accordance with the area determined by final survey); and
3. The Common Seal of the Council of the City of Shoalhaven be affixed to any documents required to be sealed, otherwise the General Manager is authorised to sign any documentation necessary to give effect to the resolution.

**RECOMMENDATION** (Clr Gartner / Clr Findley)

That Council:

1. Resolve to acquire a 14 metre wide Easement for Drainage over part of Lot 1 DP1027849 known as 17 James Farmer Grove, Woollamia, as shown in Attachment 1;
2. Pay compensation of \$35,800 plus GST (if applicable) and reasonable legal costs associated with the acquisition, in accordance with the Land Acquisition (Just Terms Compensation) Act

1991, from job number 74901.39954 (If necessary, the compensation be adjusted in accordance with the area determined by final survey); and

3. The Common Seal of the Council of the City of Shoalhaven be affixed to any documents required to be sealed, otherwise the General Manager is authorised to sign any documentation necessary to give effect to the resolution.

CARRIED

**SA16.69 Lease to Council from C & R Property Investments Pty Ltd - Units 1 & 2, 2 McIntyre Way, Bomaderry**

**HPERM Ref:  
D16/367005**

**Recommendation**

That Council resolves to:

1. Enter into a lease agreement for Units 1 & 2, at 2 McIntyre Way, Bomaderry with C & R Property Pty Ltd, for the continued use and occupation by Council's Northern Maintenance Section, for a term of two (2) years with three (3) options of 12 months each with an initial annual rent of \$42,342.91 (GST inclusive) with annual CPI increases.
2. Authorise the General Manager to sign all documentation required to give effect to this resolution and to affix the Seal of the Council of the City of Shoalhaven to all documentation required to be sealed.

**RECOMMENDATION** (Clr White / Clr Levett)

That Council resolves to:

1. Enter into a lease agreement for Units 1 & 2, at 2 McIntyre Way, Bomaderry with C & R Property Pty Ltd, for the continued use and occupation by Council's Northern Maintenance Section, for a term of two (2) years with three (3) options of 12 months each with an initial annual rent of \$42,342.91 (GST inclusive) with annual CPI increases.
2. Authorise the General Manager to sign all documentation required to give effect to this resolution and to affix the Seal of the Council of the City of Shoalhaven to all documentation required to be sealed.

CARRIED

**SA16.70 Proposed Lease - Berry Community Preschool Incorporated - 24 Albert Street, Berry**

**HPERM Ref:  
D16/365968**

**Recommendation**

That Council:

1. Enter into a 5 year lease agreement with a 5 year option period with Berry Community Preschool Incorporated for the continued use and occupation of 24 Albert Street, Berry for the purpose of a community preschool with an initial annual rent of \$3,636.36 plus GST with annual CPI increases;
2. Approve the allocation of rent received under the lease agreement into the Property Reserve restricted account
3. Authorise the General Manager to sign all documentation required to give effect to this resolution and to affix the Common Seal of the Council of the City of Shoalhaven to all documentation required to be sealed.

**RECOMMENDATION** (Clr White / Clr Gartner)

That Council:

1. Enter into a 5 year lease agreement with a 5 year option period with Berry Community Preschool Incorporated for the continued use and occupation of 24 Albert Street, Berry for the purpose of a community preschool with an initial annual rent of \$3,636.36 plus GST with annual CPI increases;
2. Approve the allocation of rent received under the lease agreement into the Property Reserve restricted account
3. Authorise the General Manager to sign all documentation required to give effect to this resolution and to affix the Common Seal of the Council of the City of Shoalhaven to all documentation required to be sealed.

CARRIED

**SA16.71 Road Widening - Mundamia - Public Road Dedication**

**HPERM Ref:  
D16/369132**

**Recommendation**

That

1. Council resolves to dedicate Lot 2 DP1226624 (formerly part Lot 1 DP1021332) as Public Road pursuant to Section 10 of the Roads Act 1993;
2. The Mayor and General Manager be authorised to execute all documents necessary to give effect to this resolution and to affix the Seal of the Council of the City of Shoalhaven to any documents requiring to be sealed.

**RECOMMENDATION** (Clr Proudfoot / Clr Pakes)

That:

1. Council resolves to dedicate Lot 2 DP1226624 (formerly part Lot 1 DP1021332) as Public Road pursuant to Section 10 of the Roads Act 1993;
2. The Mayor and General Manager be authorised to execute all documents necessary to give effect to this resolution and to affix the Seal of the Council of the City of Shoalhaven to any documents requiring to be sealed.

CARRIED

**SA16.72 RECLASSIFICATION OF LAND - 59 OWEN ST  
HUSKISSON**

**HPERM REF:  
D16/374913**

Item dealt with earlier in the meeting.

**SA16.73 Classification of Operational Land - Spinnaker St  
Vincentia - SPS**

**HPERM Ref:  
D16/381932**

**Recommendation**

That Council approve the classification of the land described as Lot 737 DP1204850 known as Spinnaker St Vincentia as Operational land.

**RECOMMENDATION** (Clr Proudfoot / Clr White)

That Council approve the classification of the land described as Lot 737 DP1204850 known as Spinnaker St Vincentia as Operational land.

CARRIED

**SA16.74 SEA LEVEL RISE PROJECTIONS AND POLICY  
FRAMEWORK**

**HPERM REF:  
D16/324334**

Item dealt with earlier in the meeting.

**SA16.76 Shoalhaven Coastal Hazard Review**

**HPERM Ref:  
D16/383403**

**Recommendation (Item to be determined under delegated authority)**

1. That Council place the Draft Shoalhaven Coastal Hazard Review on public exhibition until 3<sup>rd</sup> February, to take into account Christmas and summer school holidays.
  - a. The report be exhibited on Council's website.
  - b. Council advertise the public exhibition in local papers and issue a media release.
  - c. CCBs be advised of the exhibition.
2. Council receive a report after the public exhibition period detailing submissions received.

**RESOLVED** (Clr Levett / Clr Cheyne)

MIN16.970

1. That Council place the Draft Shoalhaven Coastal Hazard Review on public exhibition until 3<sup>rd</sup> February, to take into account Christmas and summer school holidays.
  - a. The report be exhibited on Council's website.
  - b. Council advertise the public exhibition in local papers and issue a media release.
  - c. CCBs be advised of the exhibition.
2. Council receive a report after the public exhibition period detailing submissions received.

CARRIED

**SA16.77 NSW Coastal Conference**

**HPERM Ref:  
D16/379364**

**Recommendation (Item to be determined under delegated authority)**

That the Committee receive the report outlining presentations attended during the NSW Coastal Conference for information.

**RESOLVED** (Clr Levett / Clr Cheyne)

MIN16.971

That the Committee receive the report outlining presentations attended during the NSW Coastal Conference for information.

CARRIED

**SA16.78 Connection to Kangaroo Valley Sewerage Scheme -  
Three Lot Subdivision**

**HPERM Ref:  
D16/367198**

**Recommendation**

That Council approve the connection of the two additional lots (under SF10521) to the Kangaroo Valley Sewerage Scheme subject to development consent being granted.

**RECOMMENDATION** (Clr Gartner / Clr Cheyne)

That Council approve the connection of the two additional lots (under SF10521) to the Kangaroo Valley Sewerage Scheme subject to development consent being granted.

CARRIED

**Procedural Motion - Matters of Urgency**

**MOTION** (Clr Proudfoot / Clr White)

That an additional item Milton Ulladulla Men's Shed –Set up Costs be introduced as a matter of urgency.

The Chairperson ruled the matter as urgent due to the timing prior to the next Council Meeting and the Christmas break.

**SA16.79 Milton Ulladulla Men's Shed - Set Up Cost**

**RESOLVED** (Clr Proudfoot / Clr White)

MIN16.972

That a report come to Council for the Ordinary Meeting next week outlining the most effective way of minimising set up costs at the new Ulladulla Site. The report needs to include, but not be restricted to:

1. Provision of power
2. Removal of concrete
3. Removal of contamination
4. Sewer and water

CARRIED

**CONFIDENTIAL REPORTS**

Pursuant to Section 10A(4) the public were invited to make representation to the meeting before any part of the meeting is closed, as to whether that part of the meeting should be closed.

No members of the public made representations.

**RESOLVED** (Clr Pakes / Clr Kitchener)

MIN16.973

That the press and public be excluded from the Meeting, pursuant to section 10A(1)(a) of the Local Government Act, 1993, to consider the following items of a confidential nature.

CSA16.10 Tenders – Road Upgrade Naval College Road, Worroving Heights between Pine Forest Road & Seagrass Avenue

*Commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it. 10(A)(2)(d)(i)*

*There is a public interest consideration against disclosure of information as disclosure of the information could reasonably expected to reveal commercial-in-confidence provisions of a contract, diminish the competitive commercial value of any information to any person and/or prejudice any person's legitimate business, commercial, professional or financial interests.*

CARRIED



The meeting moved into confidential the time being 6.56pm.

The meeting moved into open session, the time being 7.03pm.

There being no further business, the meeting concluded, the time being 7.03pm.

Clr Guile  
CHAIRPERSON

## SA17.1 Appointment of new Risk and Audit Committee Member

**HPERM Ref:** D17/10358

**Group:** General Manager's Group  
**Section:** Executive Strategy

### Purpose / Summary

The purpose of this report is to seek endorsement for the appointment of a new external independent Risk and Audit Committee member in line with Council's Risk and Audit Committee Charter.

### Recommendation

That Mr Peter McLean be appointed as the new independent external member of the SCC Risk and Audit Committee.

### Options

1. Adopt the recommendation.
2. Seek further information in relation to the matter.

### Background

The terms of appointment to Council's Risk and Audit Committee are set out in the Risk and Audit Committee Charter.

The term of one of the independent external members, Mr Tony Messner expired on 31 December 2016.

Action was taken to seek expressions of interest for a new appointment to the committee in October 2016.

A process was undertaken and the panel comprising the Acting General Manager, Independent Risk and Audit Committee member and Executive Manager Communications were unanimous in recommending Mr Peter McLean to the position.

Mr Peter McLean has significant experience including serving on other Local Government and not-profit Audit Committees and he will bring a wealth of knowledge to this appointment.

### Financial Implications

This position is a remunerated position funded through the Risk and Audit Committee budget.

## SA17.2 Successful Grant Funding - Community Building Partnership Grants 2016

**HPERM Ref:** D16/398675

**Group:** Corporate & Community Services Group  
**Section:** Recreation Community & Culture

### Purpose / Summary

To advise Council of the successful application for Community Building Partnership Grants 2016 - \$30,000 'Optimise Space to Maximise Usage – Nowra Library'.

### Recommendation

That Council

1. Accept the NSW Government Community Building Partnership Grants 2016 - \$30,000 'Optimise Space to Maximise Usage – Nowra Library' and vote the funds.
2. Write to the Hon. Shelley Hancock, Member for South Coast accepting and thanking her for the grant funding.

### Options

1. Council adopt the recommendation as printed

Implications: This will allow the purchase of equipment that will benefit Nowra Library and its community of users.

2. Council reject the recommendation and provide an alternative

Implications: If the funding offer is declined then the equipment will not be purchased.

### Background

An application for \$30,000 was submitted for the enhancement of Nowra Library, by providing moveable shelving, new furniture and display cases, which will allow for reconfiguration of the space for increased usage and accessibility.

The current fixed shelving provides limited scope for use of the venue, and new moveable shelving and furniture will allow for the building to be used for many years to come. It will provide the flexibility to adapt to and accommodate the changing needs of the diverse community members who visit the library. In addition the new display cabinets will allow for an exhibition space for the community and the potential for increased collaboration with the adjacent Arts Centre in displaying public art. The new furniture, combined with the shelving, will allow for increased programming and services and provide additional cultural and educational opportunities.

### Community Engagement

This matter is considered to be a local area low impact issue as detailed in Council's Community Engagement Policy and handbook. No community engagements have taken place.

**Policy Implications**

There are no policy implications.

**Financial Implications**

The \$30,000 will cover half the cost of the project expenses and the library budget will provide the additional \$30,000 required.

**Risk Implications**

The necessary risk assessments will be conducted when completing this project.

## SA17.3 Grant Funding - Staying Active Program

HPERM Ref: D16/380579

**Group:** Corporate & Community Services Group  
**Section:** Recreation Community & Culture

### Purpose / Summary

To advise Council on the successful Funding Application submitted to the Aquatic & Recreation Institute of Australia for the amount of \$9,000 to enable Shoalhaven Swim & Fitness Centres to host the Institute's Staying Active Program.

### Recommendation

That Council

1. Accept the Aquatic & Recreation Institute of Australia offer of grant funding to the value of \$9,000 to enable Shoalhaven Swim & Fitness Centres to host the Institute's Staying Active Program.
2. Delegate authority to the General Manager (Corporate & Community Services) to accept the grant funding and acquittal of funds.
3. Write to the Aquatic & Recreation Institute, accepting the grant offer.

### Options

1. Council adopt the recommendation as printed.

Implications: Community health, fitness and social benefits will result from the Shoalhaven Swim & Fitness Centres' hosting of this Staying Active Program.

2. Council reject the recommendation and provide an alternate.

Implications: Funding offer is declined and the Staying Active Program does not eventuate.

### Background

Council's Shoalhaven Swim & Fitness Unit has recently liaised with the Aquatic & Recreation Institute of Australia with regard to seeking funding in the amount of \$9,000 to host the Institute's Staying Active Program.

The Staying Active Pilot Initiative will run from January to June this year and will focus on:

- Falls prevention – through improving the strength and balance of participants
- Combining wet and dry activities – water-based classes improve cardio vascular health and range of movement, while land based classes improve load-bearing capabilities
- Removing barriers – Reducing costs and making classes more accessible to seniors
- Creating a social atmosphere – Improves mental health, and maximises the potential of over 50s returning regularly

- Engaging CALD (Cultural & Linguistic Diverse) Populations
- Engaging Indigenous Community groups

**Community Engagement**

This joint initiative between Shoalhaven City Council (Swim & Fitness) and the Aquatic & Recreation Institute will further the achievement of the goals and objectives of Shoalhaven Swim & Fitness under Council's Delivery Program & Operations Plan, and will provide increased social, health and fitness benefits for the community.

**Policy Implications**

No Policy Implications.

**Financial Implications**

The program will be run in line with the grant funding terms. The \$9,000 grant funding will be used to fund salaries and the purchase of new equipment, and will not impose additional cost to Council's operational or capital budgets.

**Risk Implications**

The program will not introduce additional risk. Current program Risk Assessments will be updated to reflect the Staying Active Program.

## **SA17.4 Tender negotiation - Ison Park Football Complex - Amenities Building**

**HPERM Ref:** D16/392309

**Group:** Corporate & Community Services Group  
**Section:** Recreation Community & Culture

**Attachments:** 1. Tender Report - Ison Park Amenities Building Stage 1 Supply & Construct - Ordinary Meeting 4 October 2016 [↓](#)

### **Purpose / Summary**

To update Council of the negotiation and tender process for Ison Park Football Complex Amenities Building.

In accordance with Section 10A(2)(d)(i) of the Local Government Act 1993, some information should remain confidential as it would, if disclosed, prejudice the commercial position of the person who supplied it. It is not in the public interest to disclose this information as it may reveal commercial-in-confidence provisions of a contract, diminish the competitive commercial value of any information to any person and/or prejudice any person's legitimate business, commercial, professional or financial interests. This information will be considered under a separate confidential report.

This report is submitted directly to the Ordinary Council Meeting pursuant to Clause 3 of Council's "Acceptance of Tenders – Reports to Council" Policy

### **Recommendation (Item to be determined under delegated authority)**

That the the Committee consider a separate confidential report in accordance with Section 10A(2)(d)(i) of the Local Government Act 1993.

### **OPTIONS**

1. Council accept the recommendation as presented.

Implications: Details will be considered including the submission and the assessment in the confidential report

2. Council amend the recommendation.

Implications: Submissions have been subject to assessment in accordance with the Tender Evaluation Plan and this is included in the confidential report.

### **Background**

Council at its meeting of 4 October 2016 considered a report on this matter which is provided as Attachment 1. In response to reviewing this report, Council resolved not to accept any tenders and enter into negotiations with any person in accordance with Section 178 of the Local Government Regulation.

In seeking lump sum pricing for the works, Council through this process was seeking prices to provide for Stage 1 works only and tenders to complete the full scope of works for the building.

Submissions were received from the following companies:

Tenderer	Location
Batmac Constructions Pty Ltd	North Nowra
CBC Innovation Pty Ltd	Sydney
Project Coordination Pty Ltd	Unanderra & ACT

Details relating the evaluation of the tenders are contained in the confidential report.

These were evaluated in accordance with Council's Tender Evaluation Policy with Evaluation Criteria established in the Tender Evaluation Plan, as follows:

- Total Cost to Council including the Local Preference Policy
- Experience and expertise in nature of work
- Management ability, regarding programming, WHS, Environmental, Quality Systems and technical skills
- Resource capabilities to complete the works.
- Program
- Value/ Completeness of Offer

#### Community Engagement:

All necessary communication has been undertaken with Shoalhaven Football Association. The Association is in full support of Council delivering this project.

#### Financial Implications:

The current budget is \$600,000.00. This includes a commitment from Shoalhaven Football Association of \$200,000 which will support the Council funding and is a significant contribution.

Options for Council are to deliver stage 1 only or to complete the full scope of works and fund the balance of the project from the Strategic Project Reserve.

The existing amenities constructed at the soccer complex were built in 1976 and with an expected life of 60 years however it no longer meets the level of service required by the Shoalhaven Football Association, consideration is being given to turn the existing building into store rooms. Like many of Council's aging buildings accessibility has been limited, also in this location with low grades the existing plumbing has not met the increased demand of patrons and failures repeatedly occur. Therefore the construction of new facilities will reduce maintenance costs however funding will need to be considered in the future renewals.



**CL16.15 Tender Report - Ison Park Amenities Building  
Stage 1 Supply & Construct****HPERM Ref:** D16/292552**Group:** Corporate & Community Services Group  
**Officer:** James Harris - Social & Infrastructure Planning Unit Manager**Purpose / Summary**

To inform Council of the tender process for the Ison Park Amenities Building Stage 1.

In accordance with Section 10A(2)(d)(i) of the Local Government Act 2003, some information should remain confidential as it would, if disclosed, prejudice the commercial position of the person who supplied it, and will be considered under a separate confidential report to this Committee. It is not in the public interest to disclose this information as it may impact on the ability of Council to attract competitive tenders in the future.

This report is submitted directly to the Ordinary Council Meeting pursuant to Clause 3 of Council's "Acceptance of Tenders – Reports to Council" Policy.

**Recommendation:**

That, in accordance with Section 10A(2)(d)(i) of the Local Government Act 2003, Council consider a separate confidential report on this matter

**Options**

1. Council accept the recommendation as presented.
2. Council amend the recommendation.
3. Council not accept the recommendation, giving reasons and propose an alternative resolution.

**Details**

The pre-design/tender estimate determined by the elected Council for this project was \$600,000 (Job No. 82536). The budget consists of \$400,000 Council funding and \$200,000 from the Shoalhaven Football Association who occupy Ison Park.

The initial design of the amenities building was to provide a facility with 7 unisex public toilets, four (4) changing rooms and two (2) referee rooms. A quantity survey of the building was completed and indicated construction was likely to cost in the order of \$922,000. Recognising that the available project budget was \$600,000, the building works was broken into two (2) stages. Stage 1 involved construction of with 7 unisex public toilets, two (2) changing rooms and two (2) referee rooms. Stage 2 involved completing the building with two (2) changing rooms.

Tenders for stage 1 of the Ison Park Amenities Building closed on 19 July 2016 with five (5) tenders received in the tender box/portal at the close of tenders, as shown below in alphabetical order. No late tenders have been received.

All of the tenders below exceed the available project budget.

#### Tenders Received

Tenders were received from the following:

Tenderer	Location
AMA Projects	Canberra City ACT
CBC Innovation Pty Ltd	Carlingford NSW
Joss Facility Management	Albury NSW
Monument Built	Taren Point NSW
Project Co-Ordination Pty Ltd	Unanderra NSW

Tenders were evaluated in accordance with Council's Tender Evaluation Policy with Evaluation Criteria established in the Tender Evaluation Plan, as follows:

- Total Cost to Council including the Local Preference Policy
- Experience and expertise in nature of work
- Management ability, regarding programming, WHS, Environmental, Quality Systems and technical skills
- Resource capabilities to complete the works.
- Program
- Value/ Completeness of Offer

#### **Community Engagement:**

The effect on the public during construction is considered to be minor and community engagement has occurred via input from the Shoalhaven Football Association when preparing and finalising the amenities building design.

#### **Financial Implications:**

The project was allocated \$600,000 in the 2015/16 financial year. The current budget allocation remaining for this project is approximately \$550,000. To date approximately \$50,000 has been spent on design, tender preparation and project management.

To address the budget shortfall, the project can only progress with one or more of the following options:

- Downscale the building to meet the remaining project budget of \$550,000. The staged approach already meets the minimal requirements for the Football Association and the Association has indicated a preference for delivery of both stage 1 & 2 of the Amenities Building concurrently. This option would require the project funding for redesign and may increase construction costs as the economies of scale are lost.
- Downscale the building roof design to reduce costs. The building roof has been designed to match the recently built baseball amenities building and a redesign based on architectural advice could reduce the construction budget by approximately \$80,000. This is being recommended in the confidential report as a way forward.

- Negotiate with the lowest tender and modify the roof design and other building elements to reduce construction costs.
- Defer construction and Council provides additional funding in the 2017/18 financial year. This option is not recommended as no funding has been budgeted for the project in the upcoming financial year.
- Defer construction and seek grant funding (based on roofing redesign) to assist in delivering the project. This option may require retendering of the project.
- Determine the project is cost prohibited at this time and return funds given to the project from the Football Association. This option is not recommended as Council has made a commitment to the user of Ison Park to provide a new amenities building.
- Additional funding could be sourced from Council's Strategic Projects Reserve for the completion of Stage 1 or Stage 1 and 2 if Council deemed this project to be a high priority for these funds.

**Development Application (DA) for the Works**

The works were deemed to be capable of being constructed without a Development Application (DA) needing to be put into place by relying on SEPP Infrastructure provisions.

## SA17.5 Council Policy - Private Functions on Public Reserves

**HPERM Ref:** D17/9315

**Group:** Corporate & Community Services Group  
**Section:** Recreation Community & Culture

**Attachments:** 1. Private Functions on Public Reserves (under separate cover) [↗](#)

### Purpose / Summary

To review and reaffirm the Private Functions on Public Reserves Policy with a minor amendment

### Recommendation (Item to be determined under delegated authority)

That Council reaffirm the Private Functions On Public Reserves Policy with additional wording to the policy's general provisions (part b) which states that *"This provision does not apply to the public reserve directly adjacent to Bannisters (Bannister Point, Mollymook Beach)."*

### Options

1. Adopt the recommendation

Implications: This will update the policy to allow small private functions to occur adjacent to Bannisters (Bannister Point, Mollymook Beach).

2. Amend the recommendation

Implications: Any significant change to the policy should consider consultation and input from the wider community given the past community representation in defining the current policy.

3. Rescind the policy

Implications: Not recommended as this will result in a loss of provisions and controls to manage private functions on public reserves which seeks to provide a balance with other reserve users and adjacent private property owners.

### Background

After extensive consultation with the Shoalhaven community, the Private Functions On Public Reserves Policy was significantly reviewed and adopted by Council on 23 June 2015. A minor amendment to the policy to extend the maximum booking period to 18 months in advance of a private function was adopted by Council on 28 June 2016. This maximum booking period is to allow Council to program future reserve improvement/maintenance works which will impact or restrict a future booking.

Since actioning policy changes in June 2015, the general provisions of the policy have caused implications for small private functions adjacent to Bannisters (Bannister Point, Mollymook Beach). This implication is due to a minimum distance of 25 metres from adjacent private residential boundaries. To resolve this matter, it is recommended that Council add additional wording to the policy's general provisions (part b) which states that "*This provision does not apply to public reserve directly adjacent to Bannisters (Bannister Point, Mollymook Beach)*". This would formalise the current practice that hasn't resulted in any significant issues.

### **Community Engagement**

The inclusion of additional text related to the public reserve directly adjacent to Bannisters is considered a minor policy change that does not warrant community engagement. Community engagement is recommended only if the policy is significantly considered for amendment by the elected Council.

### **Policy Implications**

Reaffirmation and minor amendment of an existing policy.

### **Financial Implications**

No financial implications result from reaffirming the existing policy.

## SA17.6 Review of Council Policy - Street Safety Cameras CCTV

**HPERM Ref:** D17/12754

**Group:** Corporate & Community Services Group  
**Section:** Recreation Community & Culture

**Attachments:** 1. Street Safety Cameras Policy [↓](#)  
2. NSW Government Policy Statement and Guidelines (under separate cover) [⇒](#)

### Purpose / Summary

To review and reaffirm the Street Cameras Policy with an update to reflect the NSW Government guidelines

### Recommendation (Item to be determined under delegated authority)

That Council reaffirm the Street Cameras Policy, with a change to replace the Procedural Information section with updated processes to reflect the revised NSW Government Policy Statement and Guidelines for the Establishment of Closed Circuit Television (CCTV) in Public Places.

### Options

1. Adopt the recommendation

Implications: This will reaffirm the policy with changes to reflect the current NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television (CCTV) in Public Places

2. Rescind the Policy

Implications: Not recommended as this would impact on consistent processes and approaches to the establishment of Street Cameras (CCTV) in the Shoalhaven

### Background

The current Street Safety Cameras Policy was adopted on the 10<sup>th</sup> of June 2014. This policy reflected the NSW Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television (CCTV) in Public Places.

These Guidelines have been replaced by the NSW Government Policy Statement and Guidelines for the establishment and implementation of closed circuit television (CCTV) in public places.

The new Guidelines have simplified and streamlined the procedures for the establishment of CCTV in public places. The recommended changes reflect this approach to CCTV.

The only change required is to update the Procedural Information section of the Policy so that it is consistent with the revised NSW Government guidelines. The wording for this is:

**“Procedural Information**

“The following procedure is to be used to assess the need for CCTV to implement its installation:

*1. Is there a need for CCTV?*

- Determined by documented evidence of high risk or unlawful incidents occurring or re occurring or the potential for them to occur the need for CCTV
- Conduct a comprehensive safety and security audit of the location
- Determine if and how the installation of CCTV fits in within a broader crime prevention strategy
- Are Police supportive of installation in the location?
- Is the collection of personal information lawful?

*2. Consider both the Privacy and Personal Information Protection Act 1998 (PIPPA) and Workplace Surveillance Act 2005*

- Street cameras must conform with PPIPA;
- There will be times when Council staff are captured on CCTV going about their duties in a “place” where they work. In such cases the provisions of the Workplace Surveillance Act 2005 and Council’s Workplace Surveillance Policy must be followed.

*3. Set Objectives for the CCTV Program*

- Develop the purposes and objectives of a CCTV scheme
- This will determine how it is to be implemented
- Include how the scheme is to be evaluated.

*4. Community Consultation*

- Initial consultation should occur when the community is informed of the intention to investigate the use of CCTV for a nominated area.
- All groups likely to be affected by the proposal for CCTV should be consulted.
- Additional consultation may need to be undertaken to provide opportunity for any concerns about the proposed installation.

*5. Establish a Trial Period (where possible or feasible)*

- A trial period will ensure that the system is operating effectively and meeting its objectives.
- The trial period will also provide the opportunity to review and refine system operation and suitability of components.

*6. Location of and Selection of Cameras*

- Effective location of cameras and selection of type of camera is essential for the success of any CCTV program.

*7. Control Centre*

- If a control centre is established it must meet the requirements of the Security Industrial Act 1997.

*8. Erection of Signs*

- Signs informing the public of the existence of CCTV must be erected.
- As a minimum signs must include the contact details for the ownership of the scheme, the purpose of the scheme and hours of operation.

*9. Complaints*

- Complaints should be attended to by observing Shoalhaven City Council’s Complaints Policy & Procedures (POL08/206).

*10. Code of Practice, Protocols and Standard Operating Procedures*

- A detailed code of practice, protocols and standard operating procedures covering all aspects of the management of the operations of the CCTV system will need to be developed.

*11. Monitoring, Evaluation and Auditing*

- Compliance with the Privacy and Personal Information Protection Act should be regularly audited.”

**Policy Implications**

The recommendation will reaffirm and amend an existing policy, so that it is consistent with the revised NSW Government guidelines.

**Financial Implications**

No financial implications will result from reaffirming the policy.





**City Administrative Centre**  
Bridge Road (PO Box 42), Nowra NSW Australia 2541 - DX 5323 Nowra  
Phone: (02) 4429 3111 - Fax: (02) 4422 1816

**Southern District Office**  
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For more information contact the Corporate & Community Services Group

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## Street Safety Cameras Policy

**Policy Number:** POL16/217 • **Adopted:** 10/06/2014 • **Minute Number:** D14/146784 • **File:** 24464E • **Produced By:** Corporate & Community Services Group • **Review Date:** 1/12/2016

### 1. PURPOSE

The Street Safety Cameras Policy provides a commitment to the management and operation of Street Safety Cameras across the Shoalhaven Local Government Area.

This policy relates to CCTV in public reserves, public roads, public bridges, public wharfs or public road-ferries and car parks. It does not relate to privately owned and operated CCTV on private property nor does it relate to CCTV installed by Council as part of its facility management obligations.

### 2. STATEMENT

Shoalhaven City Council is committed to building safe communities and addressing perceptions of crime and safety. Street Safety Cameras i.e. CCTV is one strategy, aimed at reducing and preventing crime.

To be effective in reducing or preventing crime CCTV should be part of a broader crime prevention and community safety strategy. CCTV should not be used on its own as a means of addressing crime and antisocial behaviour in public places as this lessens its effectiveness.

Street Safety Cameras will be managed in accordance with relevant external legislation, guidelines and other Council policies. This includes:

- NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television (CCTV) in Public Places;
- Privacy and Personal Information Protection Act 1998 (NSW)
- Workplace and Surveillance Act 2005 (NSW)
- NSW Local Government Act 1993

A Code of Practice and Standard Operational Procedure will be developed for each Street Safety Camera project.

Where appropriate a Law Enforcement Agency may be asked to investigate any matter recorded by the Street Camera system which is deemed to be of a criminal nature.

*Shoalhaven City Council – Street Safety Cameras Policy*

Shoalhaven City Council will use Street Safety Cameras to enhance the safety and security of community members and property while protecting the individuals' right to privacy.

CCTV consists of dedicated high-resolution cameras providing continuous real time surveillance of public space. The primary use of CCTV is to discourage the occurrence of unlawful activity and enhance the chances of apprehending alleged offenders.

### 3. PROVISIONS

#### 3.1 Definitions

**Camera** includes an electronic device capable of monitoring or recording visual images of activities public places.

**Closed Circuit Television (CCTV)** is defined as a television system that transmits images on a 'closed loop' basis, where images are only available to those directly connected to the transmission system. The transmission of closed circuit television images may involve the use of coaxial cable, fibre-optic cable, telephone lines, infra-red, wireless and radio transmission systems. A hand held or fixed video recorder is not included in this definition unless it is connected to the transmission system.

**Employee** a person working for Shoalhaven City Council, including contractors and Volunteers.

**Law enforcement agency** means any of the following:

- (a) NSW Police Force,
- (b) A police force or police service of another State or a Territory,
- (c) The Australian Federal Police,
- (d) The Police Integrity Commission,
- (e) The Independent Commission Against Corruption,
- (f) The New South Wales Crime Commission,
- (g) The Australian Crime Commission,
- (h) The Department of Corrective Services,
- (i) The Department of Juvenile Justice,
- (j) Any other authority or person responsible for the enforcement of the criminal laws of the Commonwealth or of the State,
- (k) A person or body prescribed for the purposes of this definition by the regulations.

**Public Place** is defined from the NSW *Local Government Act 1993* and refers to public reserves, public bathing reserves, public baths or swimming pools, public roads, public bridges, public wharfs or public road-ferries with the addition of public transport and car parks.

**Street Safety Cameras** refers to a Closed Circuit Television (CCTV) system operating in public reserves, public roads, public bridges, public wharfs or public road-ferries and public car parks. It does not refer to privately owned and operated CCTV in private places nor does it refer to CCTV installed by Council as part of its facility management obligations.

The term Street Safety Camera(s) will be used interchangeably with CCTV throughout this policy and its implementation.

*Shoalhaven City Council – Street Safety Cameras Policy*

**Unlawful activity** means an act or omission that constitutes an offence against a law of this State or the Commonwealth

**Video Surveillance** is defined as surveillance by a closed circuit television system for direct visual monitoring and/or recording of activities on premises or in a public space.

### 3.2 Procedural Information

The following procedure is to be used to assess the need for CCTV and to implement its installation:

1. Is there a need for CCTV?
  - Determined by documented evidence of high risk or unlawful incidents occurring or re occurring or the potential for them to occur the need for CCTV
  - Conduct a comprehensive safety and security audit of the location
  - Determine if and how the installation of CCTV fits in within a broader crime prevention strategy
  - Are Police supportive of installation in the location?
  - Is the collection of personal information lawful?
2. Consider both the Privacy and Personal Information Protection Act 1998 (PIPPA) and Workplace Surveillance Act 2005.
  - Street cameras must conform with PPIPA;
  - There will be times when Council staff are captured on CCTV going about their duties in a "place" where they work. In such cases the provisions of the Workplace Surveillance Act 2005 and Council's Workplace Surveillance Policy must be followed.
3. Set Objectives for the CCTV Program
  - Develop the purposes and objectives of a CCTV scheme
  - This will determine how it is to be implemented
  - Include how the scheme is to be evaluated.
4. Community Consultation
  - Initial consultation should occur when the community is informed of the intention to investigate the use of CCTV for a nominated area.
  - All groups likely to be affected by the proposal for CCTV should be consulted.
  - Additional consultation may need to be undertaken to provide opportunity for any concerns about the proposed installation.
5. Establish a Trial Period (where possible or feasible)
  - A trial period will ensure that the system is operating effectively and meeting its objectives.
  - The trial period will also provide the opportunity to review and refine system operation and suitability of components.

*Shoalhaven City Council – Street Safety Cameras Policy*

6. Location of and Selection of Cameras
  - Effective location of cameras and selection of type of camera is essential for the success of any CCTV program.
7. Control Centre
  - If a control centre is established it must meet the requirements of the Security Industrial Act 997.
8. Erection of Signs
  - Signs informing the public of the existence of CCTV must be erected.
  - As a minimum signs must include the contact details for the ownership of the scheme, the purpose of the scheme and hours of operation.
9. Complaints
  - Complaints should be attended to by observing Shoalhaven City Council's Complaints Policy & Procedures (POL08/206).
10. Code of Practice, Protocols and Standard Operating Procedures
  - A detailed code of practice, protocols and standard operating procedures covering all aspects of the management of the operations of the CCTV system will need to be developed.
11. Monitoring, Evaluation and Auditing
  - Compliance with the Privacy and Personal Information Protection Act should be regularly audited."

**4. IMPLEMENTATION**

To be implemented by the group of Shoalhaven City Council operating the Street Safety Camera/CCTV system.

**5. REVIEW**

To be reviewed on a two yearly cycle.

**6. APPLICATION OF ESD PRINCIPLES**

This policy meets the ESD Principle of developing Social Integrity.

## SA17.7 Request to Waive Interest Charges

HPERM Ref: D16/395167

**Group:** Corporate & Community Services Group  
**Section:** Finance

### Purpose / Summary

Council to consider waiving interest charges for both rates and water accounts for a ratepayer. The information is contained in a separate confidential report in accordance with Section 10A(2)(b) of the Local Government Act 1993 as it relates to personal hardship of a resident

### Recommendation (Item to be determined under delegated authority)

That Council consider a separate confidential report under Section 10A(2)(b) of the Local Government Act 1993.

### Option

1. Adopt the recommendation

Implications: The separate report is considered in the closed meeting and the matter remains confidential as it related to personal hardship of a resident

2. Propose an alternative recommendation

### Background

A request has been made by a ratepayer to waive all accrued interest on the current overdue rates and water charges.

The Revenue Unit will not waive interest charges that have been charged correctly. In the case of this ratepayer, the advice was not accepted and it was then referred to the General Manager for consideration.

Details relating to the request are contained in a separate confidential report.

## SA17.8 Conferences 2017 - LGNSW Tourism - Ozwater '17 - Floodplain Management Australia

**HPERM Ref:** D17/9418

**Group:** Corporate & Community Services Group  
**Section:** Human Resources, Governance & Customer Service

**Attachments:** 1. LGNSW Tourism Conference Program [↓](#)  
2. Ozwater '17 Preliminary Program [↓](#)  
3. FMA National Conference Program [↓](#)

### Purpose / Summary

To consider Councillor attendance at the following conferences:

- LG NSW Tourism Conference 12-14 March 2017
- Ozwater '17 Conference 16-18 May 2017
- Floodplain Management Australia National Conference 16-19 May 2017

### Recommendation (Item to be determined under delegated authority)

That the Committee

1. Notes the details of the
  - a. LGNSW Tourism Conference scheduled for 12-14 March 2017 in the Manning Entertainment Centre, Taree.
  - b. Ozwater '17 Conference scheduled for 16-18 May 2017 in the International Convention Centre, Sydney.
  - c. Floodplain Management Australia National Conference schedule for 16-19 May 2017 in Newcastle.
2. Authorises available Councillors to attend the conference and such attendance be deemed Council Business.
3. Travel, registration fees, accommodation and all reasonable out-of-pocket expenses be met in accordance with its adopted policy.
4. Request Councillors attending the conference to provide a written report within 30 days of returning from the conference.

### Options

1. As per the recommendation.
2. That Council limit the number of Councillors attending the Conference to a certain number and such attendance be deemed Council Business.
3. That Council not approve Councillor attendance at one or more of the Conference as Council Business.

## Background

### LG NSW Tourism Conference

The LG NSW Tourism Conference is considered relevant to local government, Information in relation to the conference is attached to this report

Costs associated with the conference are estimated as follows:

- registration:
  - \$693 Conference only
  - \$753 Conference & AVIC summit
  - \$1980 Group (3 people) Conference only
  - \$2160 Group (3 people) Conference & AVIC summit
- travel, accommodation and out of pocket expenses : not yet determined.

### Ozwater '17 Conference

The Ozwater '17 Conference is considered relevant to local government, Information in relation to the conference is attached to this report

Costs associated with the conference are estimated as follows:

- registration : Early bird (Until 31 March 2017) \$1265 – Standard registration \$1420
- official functions, optional : Gala Dinner \$185
- travel, accommodation and out of pocket expenses : not yet determined.

### Floodplain Management Australia National Conference

The Floodplain Management Australia National Conference is considered relevant to local government, Information in relation to the conference is attached to this report

Costs associated with the conference are estimated as follows:

- registration : Early bird (Until 13 March 2017) \$925 – Standard registration \$1125
- optional extra pre-conference flood workshop: \$190
- travel, accommodation and out of pocket expenses : not yet determined.

An option available to Council is to define the number of Councillors attending conferences and for Council to determine the appropriate Councillors authorised to attend. This option is presented so that Council may pro-actively manage this area of expense when appropriate.

The LGNSW Tourism Conference commences at 1.00pm Sunday 12 March 2017 and concludes 2.00pm Tuesday 14 March 2017.

The Ozwater '17 Conference commences at 8.30am Tuesday 16 May 2017 and concludes at 4.00pm Thursday 18 May 2017.

The Floodplain Management Australia National Conference commences at 7.30am Wednesday 17 May 2017 and concludes at 4.00pm Friday 19 May 2017. The Pre-conference Workshop commences at 8.00am and concludes 5.00pm Tuesday 16 May 2017.

The following Council Business is scheduled within the period of the conferences:

- Development Committee 5.00pm 14 March 2017.
- Strategy & Assets Committee 5.00pm 16 May 2017.

**Policy Implications**

The Council Members – Payment of Expenses and Provision of Facilities Policy limits attendance at conferences to three per annum per councillor exclusive of any conference arranged by either the State or National Local Government Associations.

**Financial Implications:**

Funds are available for Councillors to attend this conference.





## Local Government NSW Tourism Conference 2017

“Tourism is everyone’s business”

**SUNDAY 12 TO TUESDAY 14 MARCH 2017**  
**MANNING ENTERTAINMENT CENTRE, 33 Manning River Drive,**  
**Taree North**

**DRAFT PROGRAM**  
(As of 9 January 2017)

**CO-HOSTED BY:**  
**MidCoast**  
Council

Sunday 12 March – AVIC SUMMIT		
12.00pm – 5.00pm	Exhibitors set up for trade exhibition	
1.00pm – 5.00pm	Registration at Manning Entertainment Centre	
2.00pm – 5.00pm	Optional AVIC Summit: Book separately on the registration forms \$120.00 per person	
1.30pm – 2.00pm	For all AVIC Network and tourism and operations staff and volunteers, this half day session is facilitated by The Tourism Group Pty Ltd – Light refreshments served	
2.00pm – 2.20pm	Introducing The Tourism Group	<b>Mark Greaves</b> Managing Director, The Tourism Group
2.20pm – 2.50pm	DNSW presents the NSW Visitor Information Servicing Report and research by DNSW and TRA	<b>Peter Lipman</b> Manager Visitor Services, Destination NSW
2.50pm – 3.15pm	Case study MidCoast Council – How do you manage a VIC in a newly merged council region?	<b>Donna Hudson</b> Team Leader Tourism Events & Communication, MidCoast Council
3.15pm – 3.45pm	Innovation in visitor servicing – opportunities for local councils	<b>Janet Mackay</b> Director TRC Tourism
3.45pm – 4.00pm	Afternoon Tea	
4.00pm – 4.25pm	Applying inclusive tourism principles across community initiatives, within council, across visitor services, events, advocacy and planning	<b>Coralie Bell</b> Tourism Manager, Shoalhaven City Council
4.25pm – 5.00pm	Q&A with the audience	
From 5.00pm	Transfer bus at MEC to drop back to accommodation and loop to Welcome reception at Manning Quays in Manning Street, Taree	
6.00pm – 9.00pm	<b>Welcome reception</b> Welcome to MidCoast, <b>Glenn Handford</b> , Interim General Manager Welcome to Country: Russell Saunders, Elder of Biribi Tribe <i>Delegate registration will be available at this event</i>	

Monday 13 March		
8.00am	Trade exhibition opens	
8.50am	Introduction and housekeeping	<b>Gerry Gannon</b> Master of Ceremonies
9.00am – 9.10am	Welcome to MidCoast and surrounds	<b>Mr John Turner</b> Administrator, MidCoast Council
9.10am – 9.20am	Conference welcome and opening	<b>Cr Keith Rhoades AFSM</b> President, LGNSW
9.20am – 9.50am	Opening of the conference Ministerial Address	<b>The Hon Stuart Ayres MP</b> Minister for Trade, Tourism and Major Events
9.50am – 10.20am	An update from Destination NSW including the outcomes of the regional NSW review announced in July 2016	<b>Simonne Shepherd</b> GM Industry Partnerships and Government Policy, Destination NSW
10.30am – 10.50am	Morning tea	
10.50am – 11.20pm	Keynote on collaboration between the Australian Local Government Association (ALGA) and Australian Regional Tourism Network (ARTN) Research results nationally on the local government spend on tourism	<b>David Sheldon</b> Chair, Australian Regional Tourism Network
11.20am – 12.20pm	Tourism is Everyone's Business - Panel insights on key conference themes - new markets and product, economic impacts, and community involvement	<b>Wendy Hills</b> , Acting Director, Visitor Experiences Branch, Cultural Tourism, Office of Environment & Heritage, NSW National Parks & Wildlife Service; <b>Christian Hampson</b> , Manager Heritage Near Me Program, Office of Environment and Heritage, <b>Bill Forrester</b> , CEO, Travability on the economic impact of Inclusive Tourism programs
12.20am – 12.50pm	Jobs for local communities: Growing business through inclusive tourism	<b>The Hon John Ajaka MLC</b> Minister for Ageing, Disability Services and Multiculturalism
12.50pm – 1.00pm	Local Update on Garry O'Dell's research into event red tape and the Hunter Region of councils	<b>Garry O'Dell</b> Doctoral Candidate Newcastle Business School Faculty of Business and Law University of Newcastle
1.15pm – 2.00pm	Lunch	

<b>2.00pm – 5.00pm</b>	<b>Site visits</b> Choose one of the options below	
	<b>Site Visit 1:</b> Aboriginal Connections. Visit Saltwater National Park, see the headland and the five islands walking track, traditional sand art and great storytelling	<b>Uncle Russ (Saunders)</b> Biripi Elder and <b>Jeremy Saunders</b> , Local Site and Cultural Officer
	<b>Site Visit 2:</b> Cattai Wetlands. Tour this award winning wetlands and learn of the balance between environmental and tourism outcomes, future planning, achievements and awards	<b>Tanya Cross</b> Team Leader Environmental Services, MidCoast Council, <b>Bob MacDonald</b> , Environmental Officer, MidCoast Council, and <b>Linda Hall</b> Area Zone Manager, NSW National Parks & Wildlife Service
	<b>Site Visit 3:</b> Developing Tourism Product. This tour starts with a presentation at Manning Entertainment Centre on the challenges, outcomes and development of tourism product from their Destination Management Plan, followed by viewing Taree Airport upgrades resulting from grant funding, and on to the Taree Hockey Complex to be inspired by the importance of sports tourism in regional areas	<b>Donna Hudson</b> Team Leader Tourism Events & Communication, MidCoast Council
	<b>Site Visit 4:</b> Enabling Business – Our vibrant spaces, bus from MEC to council chambers to hear from Sue Calvin, Senior Planner as to how to relax the red tape and create a self-regulated approach to welcoming tourism as everybody's business, walk and talk the main street, engage with business owners, visit Manning Valley Art Gallery for afternoon tea	<b>Sue Calvin</b> Senior Planner, MidCoast Council
<b>7.00pm – 10.30pm</b>	<b>Conference dinner</b> The Winning Post Function Centre, Taree – Wingham Race Club (bus transfers from selected hotels from 6.30pm)	

Tuesday 14 March		
<b>8.00am</b>	Trade exhibition opens	
<b>8.55am</b>	Welcome to day two	<b>Gerry Gannon</b> Master of Ceremonies

9.00am	Keynote on Marketing: Getting the message out	<b>Alanna Green</b> Sales Executive - Destination Marketing – Australia & New Zealand, TripAdvisor (TBC)
9.30am – 10.45am	<b>Understanding and communicating tourism benefits:</b> Panel on the economic benefits of emerging market segments and achieving cut-through in a crowded market place  Facilitated by <b>Gerry Gannon</b>	<b>Dr Helen Smith</b> , Naturally Accessible Project Officer, National Parks Association <b>John Huggins</b> , Director Brand and Communications, Indigenous Business Australia <b>Bill Forrester</b> , CEO, Travability, <b>Fiona Hamilton</b> , Team Leader Visitor Economy, City of Wagga Wagga, (invited)
10.45am – 11.15am	Morning tea	
11.15am – 12.15pm	<b>Concurrent topic stream 1 Inclusive tourism</b>	<b>Facilitated by Simon Watts</b> Executive Director, Volunteering and Disability Inclusion, Department of Family and Community Services (FACS)
	The State of Play, the potential in the market, recent research results and business opportunities	<b>Bronwyn White</b> Director, MyTravelResearch
	Building an inclusive culture – recognising the value of the market, communications, enabling your workforce, training, operations, and product development	<b>Bill Forrester</b> CEO, Travability
	Newcastle inspiration for their DIAP informing visitor information	<b>Petria Jukes</b> Community Development Facilitator, Newcastle City Council
12.15pm – 12.30pm	Open question and answer session: Inclusive tourism	
11.15am – 12.15pm	<b>Concurrent topic stream 2 National Parks – a key tourism asset</b>	Facilitated by <b>Jo Jewitt</b> Visitor and Tourism Services Manager, NSW National Parks & Wildlife Services
	Understanding the needs of nature tourists	<b>Lawrence Franklin</b> Visitor Research Officer and Marketing Representative, NSW National Parks & Wildlife Service (TBC)

	Supporting partners in the delivery of outstanding visitor experiences; case studies including Bathurst City Council and their Hill End Event, and experience development in Great Lakes	<b>Christina Bullivant</b> Acting Tourism and Partnerships Manager, Cultural Tourism, Office of Environment & Heritage, NSW National Parks & Wildlife Service
	Destination Marketing: A case study of the NPWS Young Adults Campaign	<b>David Annesley</b> , Marketing and Campaigns Manager, NSW National Parks & Wildlife Service
<b>12.15pm – 12.30pm</b>	Open question and answer session: National Parks – a key tourism asset	
<b>11.15am – 12.15pm</b>	<b>Concurrent topic stream 3 Art, heritage and culture</b>	Facilitated by <b>Christian Hampson</b> Manager, Heritage Near Me, Heritage Division, Office of Environment and Heritage
	Developing indigenous tourism (product development, consultation and storytelling)	<b>Dwayne Bannon-Harrison</b> Director, Ngaran Ngaran Culture Awareness
	The creative coast case study: Collaboration – The key to developing successful cultural tourism product and marketing on the Mid North Coast	<b>Kevin Williams</b> Executive Director, Arts Mid North Coast
	Activating and sharing heritage including customer research results, digital interaction and case studies resulting from grant funding	<b>Christian Hampson</b> Manager, Heritage Near Me, Heritage Division, Office of Environment and Heritage
<b>12.15pm – 12.30pm</b>	Open question and answer session: Art, heritage and culture	
<b>12.35pm – 1.20pm</b>	Final keynote – Leading the community to enjoy tourism and events	<b>John Trevillian AM</b> Director, Inspire Strategic Solutions
<b>1.20pm – 2.00pm</b>	Lunch and event close	

*This program is correct at the time of publication. Speakers and topics may change.*

**AUSTRALIAN  
WATER**  
ASSOCIATION

TUESDAY, 16 MAY 2017

ozwater'17

0830 - 1000

OPENING CEREMONY | KEYNOTE ADDRESS

1000 - 1045

MORNING TEA

1045 - 1215	Innovations in Operations & Asset Management	Innovations in Operations & Asset Management	Customer & Community <small>Sydney WATER</small>	Waters Contribution to Communities of the Future	Public Health	Changes in Governance, Policy, Regulation & Structure
	Managing Taste & Odour	Innovative Wastewater Treatment Process	Customer Strategies	Intergenerational Thinking	Chemical Contaminants	Outcomes Focused Regulation
	Poster Presentation 1 217 - SELF ADAPTATIVE PROCESS BY ON LINE MONITORING TO CONTROL THE RISK INDUCED BY CYANOBACTERIA IN DRINKING WATER	Poster Presentation 6 193 - BATTLING BROMIDE – CONDUCTIVITY AS A SURROGATE TO MANAGE TRIHALOMETHANE RISK		Poster Presentation 11 427 - INTEGRATION OF ENVIRONMENTAL FLOWS INTO OVERAPPROPRIATED STREAMS	Poster Presentation 15 357 - ONLINE CHLORINE CT MEASUREMENT FOR OPTIMAL DISINFECTION MANAGEMENT	Poster Presentation 19 421 - ACHIEVING VALUE THROUGH ALIGNING RISK GOVERNANCE WITH BUSINESS FUNCTIONS
	113 FULL-SCALE VERIFICATION OF LABORATORY-BASED MODELS FOR CYANOBACTERIAL METABOLITE REMOVALS  Gayle Newcombe SA Water	347 PILOT TRIAL OF A FACULTATIVE MEMBRANE BIOREACTOR PROCESS  Alice Connell TRILITY	40 EMBRACING INNOVATION AND DISRUPTION TO MEET CUSTOMER AND COMMUNITY EXPECTATIONS  Catherine Ferrari Water Corporation	To be announced	290 PFAS IN WASTEWATER – WHAT IS ALL THE PFOS ABOUT?  Angus Seberry Hunter Water	384 ECONOMIC LEVEL OF WATER CONSERVATION-A CASE STUDY IN OUTCOMES-BASED REGULATION  Michael English Sydney Water
	293 INFLUENCE OF COAGULATION ON THE BIOLOGICAL REMOVAL OF TASTE AND ODOUR COMPOUNDS  Amelie Prevost Allwater	326 LEARNINGS FROM OPERATING AUSTRALIA'S FIRST FULL SCALE NEREDA APPLICATION – KINGAROO WWTP  Monita Naicker Aquatec Maxcon	367 MAKING AND KEEPING CUSTOMER PROMISES: SYDNEY WATERS APPROACH TO PUTTING CUSTOMERS AT THE HEART OF EVERYTHING WE DO  Sally Armstrong Sydney Water	335 IF WE ARE TO ENHANCE THE WELLBEING OF CURRENT AND FUTURE GENERATIONS, WE NEED TO BE ENVIRONMENTALLY RESTORATIVE  David Snadden Yarra Valley Water	50 ADVANCES IN RISK-BASED PESTICIDE MONITORING IN WA DRINKING WATER CATCHMENTS  Emma Plant Water Corporation	156 INTERACTIONS OF TDS, EC AND IONIC COMPOSITION IN A REGULATORY FRAMEWORK  Bruce Atkinson Hunter H2O
	68 INVESTIGATION ON 2-METHYLSOBORNEOL IN MT ZERO RAW WATER STORAGE  Soon Bee Quek GWMWater	319 MAINSTREAM DEAMMONIFICATION: SELECTION AND DESIGN OF A PILOT PLANT FOR MELBOURNE WATER'S WTP  Aprilia Vellacott Jacobs	245 YARRA VALLEY WATER'S CUSTOMER STAND  Steve Lennox Yarra Valley Water	388 PUTTING A VALUE ON CLEANER BEACHES IN SYDNEY-SOCIO-ECONOMIC IMPACT OF THE DEEP OCEAN OUTFALLS 25 YEARS ON  Nicola Nelson Sydney Water	132 CHARACTERISING MICRO-POLLUTANT USE AND FATE IN SOUTH-EAST QUEENSLAND  Cameron Veal Seqwater	161 CASE STUDY - RED TAPE REDUCTION IN REGULATORY TECHNICAL REPORTING  Yannick Monroli Office of the Technical Regulator
		Poster Presentation 7 284 - PURSUING A BIOLOGICAL SOLUTION WITHOUT BIO-SLUDGE		Poster Presentation 12 327 - MANAGING WATER RESOURCE SYSTEMS UNDER CLIMATE VARIABILITY: THE VALUE OF SEASONAL STREAMFLOW FORECASTS.	Poster Presentation 16 52 - SYNERGISTIC EFFECTS USING OZONE, UV AND ADVANCED OXIDATION IN MULTI BARRIER TREATMENT PROCESSES FOR POTABLE WATER AND WASTE WATER REUSE	
	1215 - 1315					
	LUNCH					
		Innovations in Operations & Asset Management	Innovations in Operations & Asset Management	Customer & Community <small>Sydney WATER</small>	Waters Contribution to Communities of the Future	Public Health
	Coagulation and Filtration	Biosolids & Residuals	Customer Journey Mapping and Experiences	Integrated Planning	Innovative Analytical Approaches	Water Pricing
	Poster Presentation 2 43 - AN ASSESSMENT OF SCALING IN THE CARDINIA HYDROFLUOROSILICIC ACID DOSING SYSTEM		Poster Presentation 10 386 - LEVERAGING THE WEB-USER EXPERIENCE TO BUILD CUSTOMER-CENTRIC INSIGHTS: A SMART WAY TO BRIDGE BUSINESS AND CUSTOMER NEEDS	Poster Presentation 13 240 - PLANNING FOR THE FUTURE: SEWER MINING FOR SUSTAINABLE COMMUNITIES	Poster Presentation 17 338 - WATER RESERVOIR MANAGEMENT IN WYONG SHIRE	Poster Presentation 20 418 - CUTTING EDGE ASSET MANAGEMENT



1315 - 1515	164 EXTENDING THE VALUE OF JAR TESTING WITH FLOC CHARACTERISATION Rolando Fabris Australian Water Quality Centre, SA Water	356 FINDING ALTERNATIVES TO LANDFILL FOR FINE SCREENINGS FROM WWTPS Helen Beard Allwater	370 IMPROVING THE DEVELOPER EXPERIENCE WITH WATER UTILITIES Andrew Kirkwood Sydney Water	176 PLANNING FOR UNCERTAINTY: SCENARIOS & ADAPTIVE PATHWAYS Ryan Brothie GHD	162 SMART MONITORING: DEVELOPING DNA TECHNOLOGY FOR MICROBIAL RISK ASSESSMENT Paul Monis SA Water	To be announced
	382 DEVELOPMENT AND IMPLEMENTATION OF A NOVEL METHOD TO MEASURE AND IMPROVE FILTER BACKWASH PERFORMANCE Ashley Smith Sydney Water	408 THE SWEET SMELL OF SUCCESS IMPROVING BIOSOLIDS QUALITY FOR BENEFICIAL REUSE Michael Young Sydney Water	154 IMPROVING THE 'MOVING HOUSE' CUSTOMER EXPERIENCE THROUGH CUSTOMER JOURNEY MAPPING Unitywater	21 DEVELOPING "COMMUNITIES OF THE FUTURE" Ashley Lorenz, Unitywater Chris Adam, Strategic Asset Management	118 ABUNDANT ENERGY ISNT ALWAYS A GOOD THING: MEASURING ATP IN DRINKING WATER Anna Wilson Unitywater	99 PLACING CUSTOMERS AT THE CENTRE OF PRICE SETTING Tim White KPMG
	80 WATER QUALITY IMPROVEMENTS IN REGULATED TOWNS Mark Ferguson GWMWater	340 BARWON BIOSOLIDS MANAGEMENT PROJECT Simon Smith TRILITY	155 DRIVING SUCCESS FOR CUSTOMER TAKEUP OF ELECTRONIC BILLING Unitywater	51 BUILDING A BUSINESS CASE FOR AN INTEGRATED WATER PROJECT Andrew Chapman South East Water	264 THE DIVERSITY OF NOROVIRUS AND ADENOVIRUS IN WASTEWATER Jennifer Lun University of New South Wales	233 YARRA VALLEY WATER'S CUSTOMER CENTRED PRICE SUBMISSION Tarnya McKenzie Yarra Valley Water
	209 IMPLEMENTATION OF WTC-COAG: A PREDICTIVE ALUM DOSE CONTROL SYSTEM Chris Chow SA Water	57 INFORMING CAPITAL PLANNING PROJECTS BY A TRIAL OF THREE SLUDGE DEWATERING TECHNOLOGIES Dean Puzey Water Corporation	403 EARLY DETECTION OF CONCEALED LEAKS HELPS PREVENT BILL SHOCK Andre Boerema Sydney Water	62 AURA - A LARGE MASTERPLANNED COMMUNITY APPLYING WORLDS BEST STORMWATER MANAGEMENT AND REUSE PRACTICES Tony McAllister Water Technology	276 ASSESSMENT OF PARTICLE ASSOCIATION OF ANAEROBIC SPORES IN WASTEWATER Charndee Chahal Flinders University	302 COSTING WATER RELIABILITY Nathan Taylor CEDA
	Poster Presentation 3					
	288 - ALGAL BLOOMS: SEPARATION STRATEGIES FOR "SMARTER" TREATMENT IN DRINKING WATER					
1515 - 1600	AFTERNOON TEA					
	Innovations in Operations & Asset Management	Innovations in Operations & Asset Management	Customer & Community <i>Sydney WATER</i>	Waters Contribution to Communities of the Future	Public Health	Changes in Governance, Policy, Regulation & Structure
	Network Water Quality Management	Energy Optimisation in Wastewater Treatment	Supporting Customers (Hardships & Efficiencies)	Regional Innovation	Monitoring and Managing Cyanobacterial	R&D
	Poster Presentation 4 128 - OPTIMISING DISTRIBUTION SYSTEM WATER QUALITY USING DATA DRIVEN METHODS	Poster Presentation 8 287 - NOT YOUR AVERAGE BUSH TREATMENT PLANT		Poster Presentation 14 123 - NEXUS OF ENVIRONMENTAL MANAGEMENT, BIG DATA & INTERNET OF THINGS	Poster Presentation 18 86 - MA-PCA: A MULTIVARIATE STATISTICAL ROAD TO ADAPTIVE MANAGEMENT OF ALGAL DYNAMICS IN RESERVOIRS	Poster Presentation 21 212 - DIGITAL BUILT FOR WATER SUPPLY AUTHORITIES AND THE UPCOMING ISO19650
	310 INNOVATIVE WATER MAINS CLEANING TRIAL-AN INVESTIGATION OF WATER SAVING TECHNOLOGY Tanya Pearson, Yarra Valley Water Samantha Bisset, SA Water Dulce de Abreu, Queensland Urban Utilities	359 THE KEY TO BETTER EFFLUENT QUALITY AND LOWER ENERGY CONSUMPTION OF AN SBR PLANT Caroline Herman Allwater	230 YARRA VALLEY WATER WATERCARE: SUPPORTING VULNERABLE CUSTOMERS Ciara Sterling Yarra Valley Water	136 TRADING FOR A BETTER FUTURE OF THE MAROOCHY RIVER: UNITYWATER'S APPROACH TO NUTRIENT LOAD REDUCTION Ed Belling Intrawater	70 ABOVE AND BEYOND THE BLOOM Suzanne McDonald GWMWater	171 WHAT IS THE OPTIMAL LEVEL OF INVESTMENT IN RESEARCH FOR THE AUSTRALIAN URBAN WATER INDUSTRY ? Peter Dillon

1600 - 1730	<p>78</p> <p>SHARING THE EXPERIENCE OF TRIALLING ONLINE AMMONIA ANALYSERS FOR CHLORAMINATION MANAGEMENT</p> <p>Sam Hancock SA Water</p>	<p>112</p> <p>AERATION DIFFUSER MONITORING AND CARE</p> <p>Tom Lawson Aqua-Audit</p>	<p>398</p> <p>WORKING WITH CUSTOMERS TO REDUCE ESTIMATED BILLS</p> <p>Melanie Werner Sydney Water</p>	<p>184</p> <p>VALUES OF HEADWATER STREAMS AND BENEFITS ASSOCIATED WITH THEIR PROTECTION</p> <p>Peter Sandercock Jacobs</p>	<p>61</p> <p>AN ALGAL BLOOM EARLY WARNING SYSTEM FOR NSW USING SATELLITE AND NEAR-SURFACE OBSERVATIONS</p> <p>Tim Malthus CSRIO</p>	To be announced
	<p>207</p> <p>A REAL TIME TOOL TO MANAGE RECHLORINATION IN A SERVICE RESERVOIR</p> <p>Arumugam Sathasivan Western Sydney University</p>	<p>399</p> <p>SEWAGE TREATMENT: THE TRANSITION TO A LOW EMISSIONS FUTURE</p> <p>Peter Donaghy Queensland Urban Utilities</p>	<p>180</p> <p>TAKING INNOVATIONS FORWARD: A SOUTH AFRICAN CASE STUDY</p> <p>Manjusha Sunil Water Research Commission</p>	<p>20</p> <p>UNLOCKING REGIONAL SCALE STORMWATER HARVESTING – A GOVERNANCE INNOVATION CHALLENGE</p> <p>Guiliano Andy City West Water</p>	<p>92</p> <p>INTENSIVE CYANOBACTERIAL MONITORING IN AUSTRALIAN TREATMENT PLANTS: FATE OF CELLS AND HARMFUL METABOLITES</p> <p>Arash Zamyadi University of New South Wales (UNSW) Water Research Centre</p>	To be announced
	<p>Poster Presentation 5</p> <p>83 - DECISION SUPPORT TOOLS FOR URBAN INFRASTRUCTURE PLANNING: ENABLING GOOD OUTCOMES</p>	<p>Poster Presentation 9</p> <p>246 - HYDRAULIC AND CFD MODELLING HIGHLIGHT THE NEED FOR OPERATIONAL EFFICIENCY IN SEWAGE TREATMENT PLANTS</p>				<p>Poster Presentation 22</p> <p>345 - IRREGULAR INNOVATION TO ROUTINE R&amp;D: A FRAMEWORK FOR OPERATIONAL ADVANCES AND TECHNOLOGY TRANSFER</p>

\* Preliminary Program last updated 13/12/2016

Technical Paper  
Case Study



**AUSTRALIAN  
WATER**  
ASSOCIATION

WEDNESDAY, 17 MAY 2017

ozwater'17

0900 - 1000 KEYNOTE SPEAKER SESSION						
1000 - 1045 MORNING TEA						
	Innovations in Operations & Asset Management	Innovations in Operations & Asset Management	Managing Change, People & Organisations in the Water Sector	Waters Contribution to Communities of the Future	Public Health	Water for Rural, Remote & Regional Communities
	Strategies & Systems	Condition Assessment	Empowering an Agile Workforce	Waterways and the Community	Regulation and Compliance	Water Security and Availability
	Poster Presentation 23 63 - PROVIDING EFFECTIVE ISOLATIONS IN THE SMARTPHONE AGE	Poster Presentation 29 218 - PCAT – PIPELINE CONDITION ASSESSMENT TECHNIQUE FOR WATER AND SEWER MAINS	Poster Presentation 35 342 - MANUFACTURING CHANGE IN WATER: A FRAMEWORK FOR CHANGE MANAGEMENT	Poster Presentation 39 364 - ALEXANDRA CANAL REHABILITATION: A CASE STUDY FOR LIVING INFRASTRUCTURE	Poster Presentation 40 115 - ISO 22000 CERTIFICATION FOR SAFE DRINKING WATER; IT'S NOT ROCKET SCIENCE	Poster Presentation 44 222 - MANAGED AQUIFER RECHARGE: OPERATIONAL CHALLENGES AND SOLUTIONS
	88	202	129		337	351
	TOWARDS 'ENHANCED STATUS': AFFINITY WATER'S QUEST FOR OPTIMAL ASSET MANAGEMENT  George Heywood Servelec Technologies	INNOVATIVE DATA DRIVEN "ALONG-THE-PIPE" CONDITION ASSESSMENT FOR CRITICAL WATER MAINS  Lei Shi University of Technology Sydney	INNOVATION: HARNESSING THE POWER OF CREATIVE MINDS  Colin Chapman Queensland Urban Utilities	To be announced	MODERNISING REGULATIONS  Helen Oates Department of Health & Human Services	NEW INSIGHTS ON SURFACE AND GROUND WATER AVAILABILITY. INFORMATION FOR RURAL, REMOTE AND REGIONAL AREAS ACROSS AUSTRALIA  Amgad Elmahdi Bureau of Meteorology
1045 - 1215	157 MANILA WATER RAISES THE BAR ON ENTERPRISE ASSET MANAGEMENT (EAM), THROUGH ASSET MANAGEMENT INFORMATION SYSTEMS (AMIS) INTEGRATION  Farshad Ibrahim, GHD Bal De Guzman, Manila Water Philippines	333 A PRUDENT APPROACH TO PRIORITISING CONDITION TESTING AND ASSESSMENT OF PRESSURE AND SEWERAGE MAINS  Matthew Norman Stahl, WSP   Parsons Brinckerhoff Kiran Kantilal Gokal, WSP   Parsons Brinckerhoff	380 AGILE AND DESIGN THINKING APPROACH TO PRODUCT DESIGN DEVELOPMENT ON TEAM LEVEL ANTECEDENTS OF INNOVATION: THE TEAM LABOBO JOURNEY  Raymond Llave Sydney Water	328 THE MANY BENEFITS OF ENHANCING OUR DANDENONG CREEK  Chris Dwyer Jacobs	275 IMPLEMENTATION OF HEALTH BASED TARGETS FOR PATHOGENS IN DRINKING WATER IN SOUTHEAST QUEENSLAND  Daniel Healy Seqwater	151 NEW UNDERSTANDING, CHALLENGES AND OPPORTUNITIES FOR TARGETING POTABLE GROUNDWATER IN THE REMOTE APY LANDS, SA  Michael Gogoll DEWNR
	300 METADATA FRAMEWORK – BUILDING A DATA PLATFORM FOR ASSET MANAGEMENT DECISION SUPPORT  Glynn Stringer University of South Australia	393 VIDEO MONITORING TO DETECT SALTWATER INGRESS IN SEWER MAIN  Timothy Hill Sydney Water	419 HOW MOBILITY AND USER EXPERIENCE IS IMPACTING ON THE WATER INDUSTRY'S WORKFORCE  Josh Millen IBM	394 WHAT NEXT FOR LIVEABILITY? LEARNING FROM THE PAST AND PRIORITISING FOR THE FUTURE  Shona Fitzgerald Sydney Water	152 MEMBRANE INTEGRITY TESTING, HEALTH BASED TARGETS AND MEMBRANE SUCCESSION PLANNING  Matthew Bloomfield Hunter H2O	121 THE MISSING LINK - CONNECTING THE VICTORIA WATER GRID  Andrew Wundke Gramplans Wimmera Mallee Water Corporation
	Poster Presentation 24 107 - OPTIMISING CHEMICAL EFFICIENCY AT KWINANA INDUSTRIAL WATER RECYCLING PLANT	Poster Presentation 30 273 - DRONES FOR CONFINED AND INACCESSIBLE PLACES	Poster Presentation 36 274 - IWN CHAMPION LEADERSHIP AND MENTORING PROGRAM		Poster Presentation 41 270 - DISINFECTION OPTIMISATION STRATEGY DEVELOPMENT TO IMPROVE THE RETICULATION SYSTEM FREE CHLORINE RESIDUAL	Poster Presentation 45 313 - BEEN/UP WWTP: FROM OCEAN DISCHARGE TO WATER SOURCE
1215 - 1315 LUNCH						
	Innovations in Operations & Asset Management	Innovations in Operations & Asset Management	Managing Change, People & Organisations in the Water Sector	Waters Contribution to Communities of the Future	Public Health	Water for Rural, Remote & Regional Communities
	Harnessing Power of Data	Corrosion and Odour	Strategy Design and Execution	Local Scale Innovation	Incident Management	Remote and Indigenous Issues

1315 - 1515	Poster Presentation 25 56 - THE DIGITAL TIDE OF WATER UTILITIES	Poster Presentation 31 37 - HOLISTICALLY OPTIMISING ODOUR CONTROL SPEND IN SEWER NETWORKS			Poster Presentation 42 414 - EXAMINATION OF SYDNEY PROSPECT WATER FILTRATION PLANT CAPABILITY UNDER EXCEPTIONAL HIGH COLOUR RAW WATER	Poster Presentation 46 9 - ABORIGINAL REMOTE COMMUNITIES AND WATER, SANITATION AND HYGIENE: CRITICAL NEEDS YET MINIMAL ATTENTION
	19  DISTRIBUTION OF LEAKAGE WITHIN UNITYWATER'S WATER SUPPLY NETWORK  Ken Goraya, Unitywater Michael Lukin, Unitywater	385  INNOVATION IN CORROSION MONITORING IN SEWERS-USE OF NOVEL PHOTONIC SENSORS FOR HUMIDITY MEASUREMENTS IN GRAVITY SEWERS  Heri Bustamante Sydney Water	188  2020 VISION: WHAT'S DRIVING THE WATER SERVICES SECTOR  Ryan Signor, AECOM Greg Ryan, WSAA	To be announced	93  REDUCING CONTAMINATION RISKS FROM PIPELINE REPAIR AND RENEWAL WORKS  Natalie Crawford Atom Consulting	134  A WHOLE SYSTEM APPROACH TO WATER AND ENERGY DEMAND MANAGEMENT IN REMOTE INDIGENOUS COMMUNITIES  Melissa Jackson Smart Water Research Centre, Griffith University
	104  OPERATIONAL BENEFITS OF DIGITAL METERING FROM INTELLIGENT LEAK DETECTION AND LOCATION  Duncan Sinclair South East Water	120  PREDICATIVE ANALYTICS TOOLKIT FOR H2S ESTIMATION AND SEWER CORROSION  Bin Li Data61, CSIRO	262  USING THE SUSTAINABLE DEVELOPMENT GOALS TO ENHANCE OUR STRATEGY  Grace Rose-Miller Yarra Valley Water	69  AQUAREVO - A LEADING EDGE SUSTAINABLE ESTATE  Charlie Littlefair South East Water	34  GLOUCESTER WATER QUALITY INCIDENT 2015  David Nixon NixonClarity	17  REMOTE NT COMMUNITIES, WATER AND WASTEWATER LESSONS LEARNT FROM AN ENGINEERING PERSPECTIVE  Mar Serrano Lopez, GHD, Owen Beebe, GHD Jon Noynay, GHD & Sam Riley GHD
	213  A PRACTICAL DEMONSTRATION OF MOBILE TECHNOLOGIES AND DIGITAL INTELLIGENCE FOR ENGINEERING OPERATIONS AND MAINTENANCE USERS IN THE FIELD  Petja Albrecht Jacobs	272  CASE STUDY: THE USE OF MODELLING IN PLANNING SEWER ODOUR MANAGEMENT NEAR A SENSITIVE SITE  Graeme Hamer & John Poon CH2M	251  EFFECTIVE STRATEGY EXECUTION THROUGH PARTNERING WITH QUALITY MANAGEMENT SYSTEMS  Amanda Hirschhausen, SA Water Annelie Lourens, SA Water	72  RAINWATER FOR HOT WATER AT AQUAREVO  Tara McCormack South East Water	178  MANAGING RISKS TO DRINKING WATER QUALITY DURING A SUPER STORM  Abigail Morrow Hunter Water	32  WATER RECYCLING: CREATING COMMUNITY BENEFITS IN THE WEST KIMBERLEY  Sandy Hooft Water Corporation
	391  SUCCESS IN DATA ANALYTICS A SYDNEY WATER AND DATA61 COLLABORATION  Dammika Vitanage Sydney Water	353  CALCIUM ALUMINATE CEMENT CONVERSION AND ITS FIELD PERFORMANCE IN SEWERS  Marjorie Valix The University of Sydney	330  TRUE COLLABORATION IN STRATEGY DEVELOPMENT- FLOOD MANAGEMENT STRATEGY PORT PHILLIP AND WESTERNPORT  Beth McLachlan Melbourne Water	18  SUITABILITY OF USING CLASS A RECYCLED WATER IN CLOTHES WASHING MACHINES  Anna May Western Water	266  WRESTLING WITH CONTROL - PERFORMANCE OF THE WATER NETWORK FOLLOWING AN EXTREME CLIMATIC EVENT  John Stanmore Hunter Water	428  IS THERE A PLACE FOR UNCHLORINATED DRINKING WATER SUPPLIES IN NEW SOUTH WALES?  Wendy Hendersen NSW Health
	Poster Presentation 26 48 - MEASURING CATCHMENT RISK: AN OBSERVATIONAL AND ELECTRONIC APPROACH	Poster Presentation 32 405 - DEVELOPMENT OF DYNAMIC CONTROL FOR HYDROGEN SULPHIDE MITIGATION IN SEWER SYSTEM				Poster Presentation 47 5 - COLONIAL SOCIAL-ENGINEERING VERSUS WATER-HARVESTING TECHNIQUES OF THE STEWARDS OF CULTURAL/BIOLOGICAL DIVERSITY
1515 - 1600	AFTERNOON TEA					
	Innovations in Operations & Asset Management	Innovations in Operations & Asset Management	Customer & Community	Waters Contribution to Communities of the Future	Public Health	Water for Rural, Remote & Regional Communities
	Energy Efficiency	Smart Wastewater System	Utilising Data and Insights	Enhancing Health of Waterways	Managing Microbial Risks	Wastewater Management
	Poster Presentation 27 227 - FINDING THE BEST ORGANISATIONAL HOME FOR ENERGY MANAGEMENT WITHIN WATER UTILITIES	Poster Presentation 33 27 - THE TRIALS AND TRIBULATIONS OF UPGRADING A LARGE URBAN WASTEWATER PUMP STATION	Poster Presentation 37 277 - IMPROVING CUSTOMER SERVICE AND WORK PROCESS USING TAKADU		Poster Presentation 43 232 - FILTRATION PILOT TESTING TO CONFIGURE YOUR FILTER MEDIA CONFIGURATION	

1600 - 1730	91 BANORA POINT WWTP ENERGY EFFICIENCY REVIEW – FINDING THE SAVINGS AND DISPELLING MISCONCEPTIONS David de Haas GHD	195 HOW SYDNEY WATER AND VENTIA KEPT CUSTOMERS AT THE HEART WHILE RESTORING THE KURNELL VACUUM SYSTEM TO A STATE OF BEST PRACTICE David Stalker Ventia	281 MAXIMISING DIGITAL INFORMATION FOR A SMART WATER CUSTOMER AND COMMUNITY FUTURE Ariane Liu Institute for Sustainable Futures, UTS	94 DETOXING THE WATERWAYS – EXTRACTING MICROBEADS FROM WASTEWATER Wilson Xu GHD	241 DISINFECTION PRACTICES FOR MAINTENANCE AND PROJECTS ON DRINKING WATER ASSETS Daniel Healy Seqwater	261 ONEBOX SOLAR PRESSURE SEWER David Bergmann South East Water
	286 OPTIMISATION OF BIOGAS FROM CONSTRAINED ANAEROBIC DIGESTION OF WASTE Gareth Taylor AECOM	258 SMART CONTROL OF PRESSURE SEWER SYSTEMS IN CHRISTCHURCH Eamon Casey, Iota Bridget O'Brien, Christchurch City Council	127 THE USE OF SMART METERS AT SA WATER David Eggers SA Water	304 ACHIEVING ZERO EFFLUENT PHOSPHORUS – THE MEMBRANE TREATMENT SOLUTION Glen Hadiardja MWH	44 CONCEPT DESIGN OF THE LARGEST UV DISINFECTION DRINKING WATER PLANT IN AUSTRALIA - MELBOURNE WATER'S 600 MLD WINNEKE WATER TREATMENT PLANT Jon Bates CH2M	108 PRESSURE TO SEWER THE COCKLE BAY TOWNS - OVERCOMING SERVICING CHALLENGES ON THE NSW CENTRAL COAST Amanda Cashion, Central Coast Council Victor Chin, AECOM
	89 ENERGY MANAGEMENT SYSTEMS BENCHMARKING Kris Robinson, Icon Water Rob Macpherson, SA Water	376 PREDICTING SEWER CHOKES USING MACHINE LEARNING Bronwyn Cameron Sydney Water	116 AN INNOVATIVE APPROACH TO MANAGING AND INVESTIGATING CUSTOMER WATER QUALITY COMPLAINTS Shannon McBride Unitywater	143 RIVER WATER TREATMENT FOR RIVER OF LIFE, KUALA LUMPUR, MALAYSIA Phil Von Huben Jacobs	192 AQUACULTURE RESERVES AND WASTEWATER TREATMENT PLANT DISCHARGES- UNDERSTANDING THE RISKS Clare McAuliffe Melbourne Water	239 A STRAIGHTFORWARD CONCEPTUAL FRAMEWORK FOR DOMESTIC WASTEWATER MANAGEMENT Duncan Wallis RMCG
	Poster Presentation 28 185 - HOW MUCH CAN BE SAVED? – ENERGY COST REDUCTION AT 9 STPS	Poster Presentation 34 289 - AN INNOVATIVE APPROACH FOR FILTER TO WASTE SYSTEM COMMISSIONING	Poster Presentation 38 415 - ASSET MANAGEMENT – SMEC DATA TOOL; STRUCTURED APPROACH TO IDENTIFICATION OF ASSET DATA			

\* Preliminary Program last updated 13/12/2016

Technical Paper  
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**AUSTRALIAN  
WATER**  
ASSOCIATION

THURSDAY, 18 MAY 2017

ozwater17

	Innovations in Operations & Asset Management	Innovations in Operations & Asset Management	Customer & Community	Waters Contribution to Communities of the Future	Changes in Governance, Policy, Regulation & Structure	Water for Rural, Remote & Regional Communities
	Modelling and Planning	Renewal & Rehabilitation	Emerging Technologies for Effective Engagement	Carbon Neutrality	Frameworks for Liveability	Rural and Regional Drinking Water
0900-1030	Poster Presentation 48 332 - LESSONS LEARNED IN THE CONSTRUCTION, CALIBRATION, AND USE OF A LARGE REGIONAL WATER SUPPLY MODEL	Poster Presentation 52 138 - UPGRADING MEMBRANE WATER TREATMENT PLANTS IN REGIONAL AUSTRALIA: A COMPLEX ENGINEERING EXERCISE				Poster Presentation 54 85 - ONGOING CHALLENGES FOR PROTECTING PUBLIC HEALTH: NITRIFICATION
	84 APPLICATION OF BIG DATA ANALYSIS TO HYDRAULIC NETWORK MODELLING  Shane Zhong SA Water	354 ROLE OF PIPE SUBSTRATE PROPERTIES ON ADHESION OF EPOXY LINERS ON CONCRETE  Rupika Sendanayaka The University of Sydney	106 COMMUNITY ENGAGEMENT ON WATER FUTURES: USING CREATIVE PROCESSES, APPRECIATIVE INQUIRY AND ART TO BRING COMMUNITIES' VIEWS TO LIFE  Joanne Chong Institute for Sustainable Futures, UTS	109 A CARBON NEUTRAL WATER SECTOR: WHAT ROLE FOR CARBON OFFSETS?  Craig Clifton Jacobs	186 INTEGRATED URBAN WATER MANAGEMENT: TOWARDS A DEEPER UNDERSTANDING  Lachlan Guthrie RMIT	434 USING HBTS TO PRIORITISE INVESTMENT TO ACHIEVE THE GREATEST PUBLIC HEALTH BENEFIT  Zenah Bradford-Hartke, NSW Health
	204 UNLOCKING URBAN DEVELOPMENT BY STORAGING SEWERAGE INSIDE EARLY CONSTRUCTED MAINS  Aaron Smith Jacobs	26 CURED-IN-PLACE PIPE (CIPP) – REHABILITATION OF AC WATER MAINS  Nick Stetter South East Water	41 ACHIEVING BETTER OUTCOMES THROUGH COMMUNITY CENTRED DECISION MAKING  Water Corporation	119 DECENTRALISED/DISTRIBUTED RECYCLING WATER TO REDUCE ENERGY CONSUMPTION IN CITY WATER AND WASTEWATER SYSTEMS  Reba Paul Institute for Sustainable Futures, UTS	24 LOCAL RECYCLED WATER IN SYDNEY - WHAT'S HAPPENING AND WHY  Rachel Watson Institute for Sustainable Futures, UTS	433 KEEPING DRINKING WATER MANAGEMENT SYSTEMS ALIVE  Leslie Jarvis, NSW Health
	374 SYSTEM BLUEPRINT ALIGNING SHORT TERM INVESTMENT WITH LONG TERM STRATEGY  Anil Jaiswal Sydney Water	280 SEWER VENTS - THE HIDDEN RISK  Paris Pollock Yarra Valley Water	219 SUCCESSFULLY INVOLVING COMMUNITY AND INDIGENOUS GROUPS IN WATER AND WASTEWATER INFRASTRUCTURE - THE NEW ZEALAND WAY  Kristina Hermens Beca	To be announced	187 GET ON BOARD THE WICA WAGON  Shweta Shrestha IPART	253 A NEW APPROACH FOR WATER QUALITY NETWORK MODELLING, A CASE STUDY OF A LARGE REGIONAL CHLORAMINATED DISTRIBUTION SYSTEM  David Cook SA Water
	Poster Presentation 49 348 - RAVENSWOOD PUMP STATION UPGRADE - IMPROVING CONTROL STABILITY AND ENERGY EFFICIENCY FROM THE COMFORT OF THE OPERATIONS CENTRE	Poster Presentation 53 71 - A HYBRID APPROACH FOR MAINTENANCE OPTIMISATION				
	1030-1115	MORNING TEA				
	Innovations in Operations & Asset Management		Customer & Community	Waters Contribution to Communities of the Future	Changes in Governance, Policy, Regulation & Structure	Water for Rural, Remote & Regional Communities
	Novel Treatment Applications		Emerging Techniques for Effective Engagement	Producing Energy	Implementing Environmental Regulation	Local Government Water Utilities
	Poster Presentation 50 390 - STATISTICAL MODEL DEVELOPMENT TO ANTICIPATE FILTER BREAKTHROUGH AND OPTIMISE CHEMICALS DURING HIGH COLOUR RAW WATER EVENTS					

1115-1245	<b>179</b> IMPLEMENTATION OF EEI-ANAMMOX PROCESS FOR ABATTOIR WASTEWATER TREATMENT Raj Kurup Environmental Engineers International	<i>To be announced</i>	<b>INVITED SPEAKER</b> BEYOND PUBLIC OPINION - HOW TO GET TO PUBLIC JUDGEMENT Iain Walker The newDemocracy Foundation	<b>172</b> ENERGY AND NUTRIENT FACTORY AT AMERSFOORT WWTP IN THE NETHERLANDS - RESULTS AND LESSONS LEARNT Bert Geraats ELIQUO Water & Energy B.V.	<b>74</b> HOW MUCH ENVIRONMENTAL MONITORING IS ENOUGH? Adam Schmalz, Cairns Regional Council Lynne Powell, Cairns Regional Council	<b>301</b> LOCAL WATER UTILITY BENCHMARKING AND FUNCTIONAL ANALYSIS Grant Leslie, Balmoral Group Australia Carmel Krogh, Shoalhaven City Council
	<b>15</b> TREATING STORMWATER FOR DRINKING: FIT-FOR-PURPOSE WATER AND IT'S COST Sally Williamson CH2M	<i>To be announced</i>	<b>31</b> EMBRACING COMMUNITY DISRUPTION TO IMPROVE DECISION-MAKING Michael Bermingham Melbourne Water	<b>366</b> ENERGISING SYDNEY THROUGH FOODWASTE Brendan Gaiway Sydney Water	<b>110</b> ENHANCING OUR DANDENONG CREEK – AN OFFSET APPROACH FOR ACHIEVING BEST COST COMMUNITY OUTCOMES Heath Baker Melbourne Water	<b>223</b> INNOVATIVE WATER INFRASTRUCTURE DELIVERY FOR LOCAL GOVERNMENT Bradley Gauci John Holland Group
	<b>75</b> HIGH RECOVERY REVERSE OSMOSIS TREATMENT OF NATURAL GAS ASSOCIATED WATER WITH ALUMINOSILICATE SCALING POTENTIAL Linda Nappa Veolia Water Australia	<i>To be announced</i>	<b>243</b> CUSTOMER AT THE CENTRE, SUCCESSFUL DELIVERY OF COMMUNITY SEWERAGE PROJECTS Michael Farlie Jacobs	<i>To be announced</i>	<b>249</b> PAXTON WASTEWATER TREATMENT WORKS NUTRIENT OFFSET SCHEME Matthew Heys Hunter Water	<b>336</b> WATER IN PUBLIC HANDS- COUNCILS COLLABORATING TO DELIVER LOCAL WATER Andrew Francis Central NSW Councils (Centroc)
	Poster Presentation 51 85 - FORECASTING SEWER RENEWAL REQUIREMENTS ON CCTV DATA					
<b>1245-1345</b> LUNCH						
<b>1345-1445</b> KEYNOTE SESSION						
<b>1445-1515</b> CLOSING SESSION						
<b>1515-1600</b> CLOSING DRINKS						

\* Preliminary Program last updated 13/12/2016

	Technical Paper
	Case Study

# 2017 FLOODPLAIN MANAGEMENT AUSTRALIA NATIONAL CONFERENCE PROGRAM

The conference committee is committed to developing a comprehensive program covering current floodplain management issues.

## Draft Program

Tuesday 16th May 2017	
8.00am-9.00am	<b>Pre-Conference Flood Workshop Registration</b>
9.00am-10.30am	<b>Session 1 - Concurrent Workshops</b>
10.30am-11.00am	Morning Tea
11.00am-12.30pm	<b>Session 2 - Concurrent Workshops - continued</b>
12.30pm-1.30pm	Lunch
1.30pm-3.00pm	<b>Session 3 - Concurrent Workshops - continued</b>
3.00pm-3.30pm	Afternoon Tea
3.30pm-5.00pm	<b>Session 4 - Concurrent Workshops – continued</b>
5.00pm - 7.00pm	<b>Conference Welcome Reception</b>
Day One - Wednesday 17th May 2017	
7.30am	Registration
8.30am-10.05am	<b>Session 1 - Plenary</b>
10.05am-10.35am	Morning Tea + Poster Presentations
10.35am-12.00pm	<b>Session 2 - Plenary</b>
12.00pm-1.00pm	Lunch + Long Field Trip Departure
1.00pm-2.30pm	<b>Session 3 - Concurrent</b>
2.30pm-5.00pm	<b>Session 3 - Field Trips</b>
	<b>FT 1:</b> Newcastle Harbour Boat Cruise Short Tour <b>FT2:</b> Wallsend CBD Short Tour <b>FT3:</b> Hunter Valley Flood Mitigation Scheme Long Tour
	Afternoon Tea on Field Trip
5.00pm	Close of Day One
6.30pm	<b>Casual Dinner</b>
Day Two - Thursday 18th May 2017	
8.00am	Registration (for 1 Day delegates)
8.45am-10.00am	<b>Session 5 - Plenary</b>
10.00am-10.30am	Morning Tea + Poster Presentations
10.30am-12.30pm	<b>Session 6 - Concurrent</b>
12.30pm-1.30pm	Lunch + Poster Presentations
1.30pm-2.00pm	<b>Session 7 - Plenary</b>
2.05pm-3.00pm	<b>Session 8 - Concurrent</b>
3.15pm-3.45pm	Afternoon Tea + Poster Presentations
3.45pm-5.30pm	<b>Session 9 - FMA Annual General Meeting "All FMA Members please attend"</b>

	<b>9A:</b> FMA Annual General Meeting "All FMA Members please attend	<b>9B:</b> Workshop
5.30pm	Close of Day Two	
7pm	<b>Conference Dinner</b>	
	<b>Day Three - Friday 19th May 2017</b>	
8.30am	Registration (for 1 Day delegates)	
9.00am-9.55am	<b>Session 10 - Concurrent</b>	
10.15am-10.45am	<b>Session 11 - Plenary</b>	
10.45am-11.15am	Morning Tea + Poster Presentations	
11.15am-1.15pm	<b>Session 12 - Concurrent</b>	
1.15pm-2.15pm	Lunch + Poster Presentations	
2.15pm-3.15pm	<b>Session 13 - Plenary</b>	
3.15pm	<b>Afternoon Tea</b>	
- See more at: <a href="http://www.floodplainconference.com/program.php#sthash.IOV13VM3.dpuf">http://www.floodplainconference.com/program.php#sthash.IOV13VM3.dpuf</a>		

## SA17.9 Authority for Cheque and Electronic Banking Signatories

**HPERM Ref:** D17/9826

**Group:** Corporate & Community Services Group  
**Section:** Finance

### Purpose / Summary

To update the list of Council's authorised cheque and electronic banking signatories to reflect recent staff changes within the Corporate and Community Services Group.

### Recommendation

That:

1. Council authorise any two of the following persons:

Russell Desmond Pigg	General Manager
Craig Laurence MILBURN	Director Corporate & Community Services
John Gerard LENEHAN	Information Services Manager
Melissa Jayne MCCOY	HR, Governance & Customer Services Manager
Vanessa Jane PHELAN	Finance Manager
Paula Briann MCMANUS	Financial Accountant
Stephanie Jane MOORLEY	Accountant – Management Accounting
Brittany Anne MURPHY	Assistant Financial Accountant
Karen Louise HENRY	Accounting Officer
Graham David LONGFIELD	Accounting Officer
Craig Robert GILFILLAN	Fixed Term Assistant Financial Accountant
Vacant	Chief Financial Officer

- a. to operate on any account(s) now opened or to be opened by the Shoalhaven City Council with Financial Institutions so long as the account(s) shall be in credit or at the Financial Institutions' discretion notwithstanding that they shall become thereby or be already overdrawn;
  - b. to sign, draw, make, accept and negotiate cheques and electronic fund transfers on behalf of Shoalhaven City Council.
2. This authority will cancel and supersede all previous authorities except in respect of cheques and other instruments dated prior to this authority.



## Options

1. The proposed account signatory amendments are accepted to reflect changes in staff in the Corporate and Community Services Group

Implications: Nil

2. The proposed account signatory amendments are not accepted and Council's existing signatories are maintained.

Implications: May cause limitations on Council's ability to manage its finances in a timely matter

## Background

The Financial Accountant has been recently appointed and the Assistant Financial Accountant is on maternity leave. To reflect staff changes and to enable coverage during this time it is recommended to add Paula McManus permanently and Craig Gilfillan whilst he is acting in the position of Assistant Financial Accountant, until 16<sup>th</sup> February 2018 as account signatories. The Chief Financial Officer is currently vacant, the recommendation removes Pam Gokgur and upon filling this position in the near future the successful applicant will be an additional account signatory.

The cheque signatories will have the authority to operate on any account(s) now opened or to be opened by the Shoalhaven City Council with Financial Institutions so long as the account(s) shall be in credit or at the Financial Institutions' discretion notwithstanding that they shall become thereby or be already overdrawn.

Authority is given for staff to sign, draw, make, accept and negotiate cheques on behalf of the Shoalhaven City Council.

The above list of authorised cheque signatories does not serve as authority to negotiate fixed deposits, bills of exchange, promissory notes or any other negotiable instruments. These instruments can only be acted upon by staff with the General Managers Delegated Authority under Section 378 of Local Government Act 1993.

## SA17.10 Public Toilet Block - North Nowra

HPERM Ref: D16/387489

Group: Assets & Works Group

Section: Asset Management

### Purpose / Summary

To report on the feasibility of building public toilets in the vicinity of the North Nowra shopping centre.

### Recommendation (Item to be determined under delegated authority)

That the report on the feasibility of building public toilets in the vicinity of the North Nowra shopping centre, be received for information.

### Options

1. Receive the report for information.

Implications: A toilet will not be constructed at the North Nowra shopping centre

2. Fund a new toilet or suggest an alternative

Implications: Funds will need to be diverted from higher priority renewals for the initial construction and ongoing maintenance and cleaning costs will require a funding allocation

### Background

Council resolved at its Strategy and Assets Committee meeting on 15 November 2016 (Minute MIN16.856) that

*A report come to Council on the feasibility of building public toilets in the vicinity of the North Nowra (shopping centre?) precinct, especially for the convenience of elderly people walking in the area.*

Feasibility can be assessed on two criteria in this case. These are the availability of a suitable location and securing funds for the project.

Three locations in the precinct may be appropriate for public toilets . These are the North Nowra community centre, the old Illaroo Road bush fire station and the road reserve on the unmade section of Jamieson Road. Without detailed investigation, these sites would appear to have similar construction costs for new toilets.

However, funding for the project may not be feasible when the following factors are considered:

- **Need** – Access to toilets is provided to patrons of the precinct at the gym, service station, tavern, community centre, Sharman Park and the old fire station. Although Council's resolution targets "elderly people walking in the area", the demand for public toilets by pedestrians, in general, would be very low in this case and businesses may accommodate the infrequent use.

- **Priority** - Council has set as a priority, in its 'Fit for the Future' submission and Resourcing Strategy, the funding of asset renewal, replacement or rehabilitation projects. Councils limited funding funds renewal or refurbishes one public toilet facility per year when it should be renewing at least two facilities per year to keep the stock in fair to good condition. Council has constructed one new facility in the last 5 years in a 'green fields' site. Consequently, the construction of new public toilets in the North Nowra shopping area precinct is a low priority against the renewal of existing poor condition toilets.
- **Cost** – The whole-of-life costs of constructing, maintaining, operating, cleaning visits and renewal over a 50 year useful life is over \$500,000. In this case, Council should consider funding existing higher priority renewal projects.

In summary, although there are feasible locations for new public toilets, funding for this project is difficult to justify.

### Community Engagement

No broad community consultation has been undertaken on the building of public toilets in the precinct. If council was to make an alternate recommendation a survey would be of benefit to assist in assessing demand.

### Policy Implications

If a new facility is constructed and funds diverted from renewal of toilets, those higher priority renewal projects such as Bendalong Boat ramp toilets and Holden Street toilets will continue to be deferred.

### Financial Implications

The financial implications of building new public toilets would be to commit Council funds which may be better spent elsewhere.

The cost to build a simple design single unisex toilet and service is estimated at over \$50,000 depending on the availability of services (water, sewer and electricity).

Annual operating costs are estimated to be \$6,000 per annum as follows:

- maintenance costs (\$1,000),
- cleaning (\$4300) and
- insurance (\$100)
- electricity (\$400).
- sewer & water (\$200)

The whole-of-life cost for a 50 year design life at 3% inflation and allowing for programmed painting and renewal components and cleaning is over \$500,000 (in 'future' dollars, inflated annually at 3%).

## SA17.11 Bawley Point to Kioloa Shared Path

**HPERM Ref:** D16/389441

**Group:** Assets & Works Group

**Section:** Asset Management

**Attachments:** 1. Draft Concept Location Plan for Shared Pathway Bawley Point to Kioloa  
[↓](#)

### Purpose / Summary

To seek Council endorsement of a proposed 2 metre wide concrete shared user path to link the villages of Kioloa and Bawley Point. This is not to commit Council to funding outside of the Community Path program, but to provide support to the volunteers and an ability to seek grant funding opportunities.

### Recommendation (Item to be determined under delegated authority)

That Council :

1. Supports in principle the construction of a shared user path from Bawley Point to Kioloa
2. Proceed with detailed design, cost estimate and a Review of Environmental Factors (REF) for the project with the cost of design and investigation
3. Supports the Bawley Point and Kioloa Community Association in any grant application for the project
4. Stage one of the project be identified as the current path in progress ending at the sandpits approximately 800 metres south of Voyager Crescent.
5. Funding be allocated from the existing Community Path program with an upper limit of \$10000 on this phase

### Options

1. As recommended

Implication: This will give the community association and the hard working volunteers the ability to seek grant funding opportunities and identify and any constraints to the path project

2. Not support the project

Implication: The path project will not proceed

3. Provide additional funding and identify a funding source to accelerate construction of the project.

Implication: There are many higher priority path projects identified in the Pedestrian Access Management plan and the Bike plan and Council has continued to use the limited funds available in the path program to match successful RMS grant funding. No alternate funding source exists.

## Background

The Bawley Point and Kioloa Community Association has a long track record of successfully constructing paths within the Bawley Point and Kioloa Villages. These paths have generally been constructed in partnership with Council with funding of materials by Council's "Community Path Program". Labour has generously been provided by local volunteers, which is to be applauded and it is recommended that they continue to be supported.

The project now being proposed is approximately 4.2 km in length and proposed for the eastern side of Murramarrang Road. A plan of the route is attached (Attachment 1).

In 2016, Council undertook an environmental constraints analysis of the proposed route that considered flora, fauna, heritage and environmental issues. At this preliminary stage, there are no identified issues that prevent the project proceeding to detailed design.

## Community Engagement

Community consultation has currently been limited to liaison with the Community Association. There are two caravan parks along the route of the path that have been identified as beneficial stakeholders. The Australian National University is also a major land owner with frontage to the proposed path.

The visitors and residents of these villages would benefit from a safe cycle and pedestrian connection off the road and it would become a very popular activity for the area.

## Policy Implications

The project is currently listed as a low priority in Council's Pedestrian and Access Mobility Plan (PAMP) as this has different criteria and this path is not near a school or a high traffic volume road. Therefore the project is a priority for funding with community volunteering, partnership and grant funding by others.

## Financial Implications

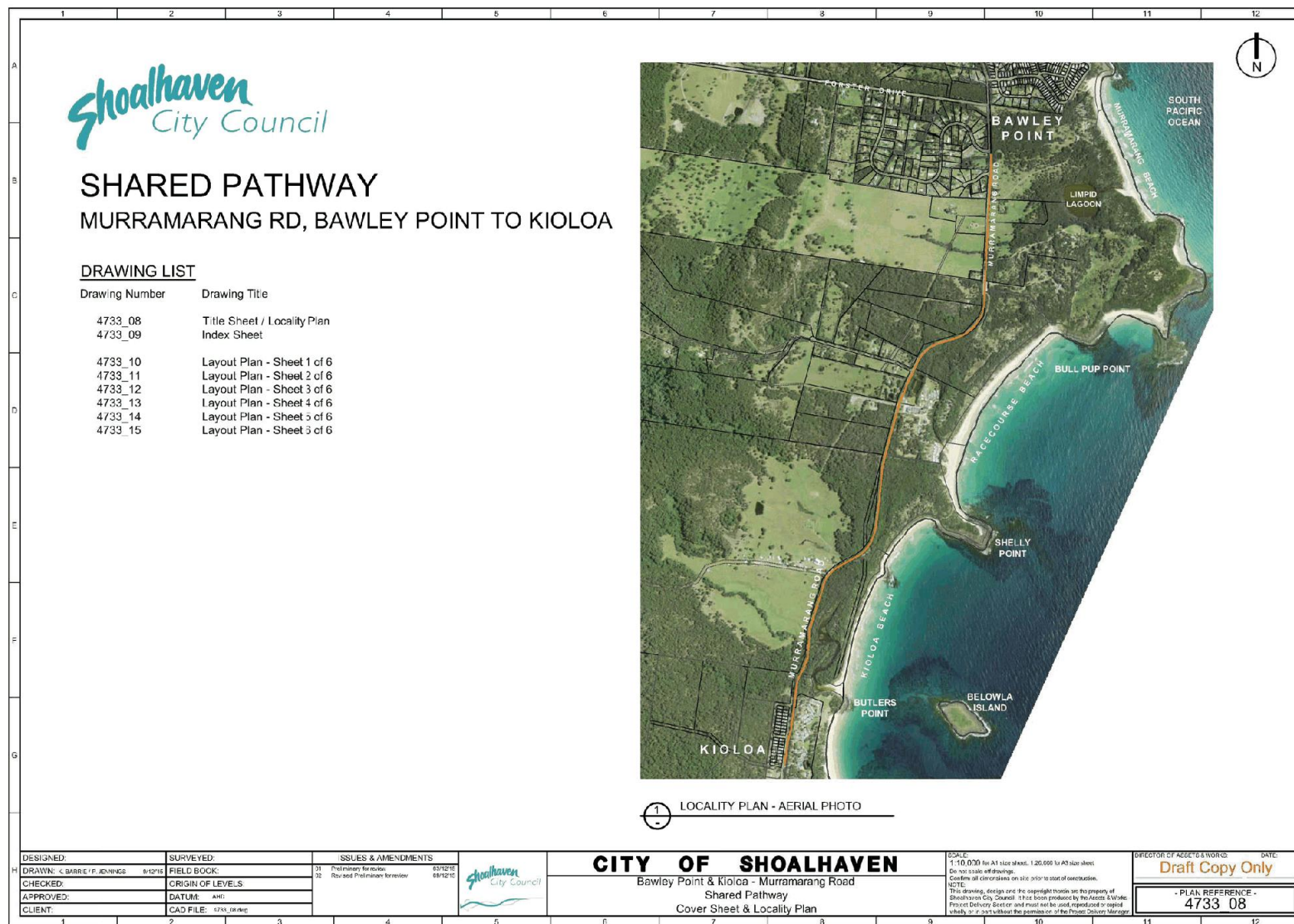
A preliminary cost estimate for a 4.5 km and 2 metre wide concrete path may cost up to \$1.4 million this includes traffic control on the narrow road, site preparation works and material supply, it also includes labour if the volunteers are unavailable.

Costs could be reduced if the path is provided to a gravel standard but the provision of a lesser gravel standard is not supported by the Community Association and can result in higher whole of life costs due to maintenance requirements.

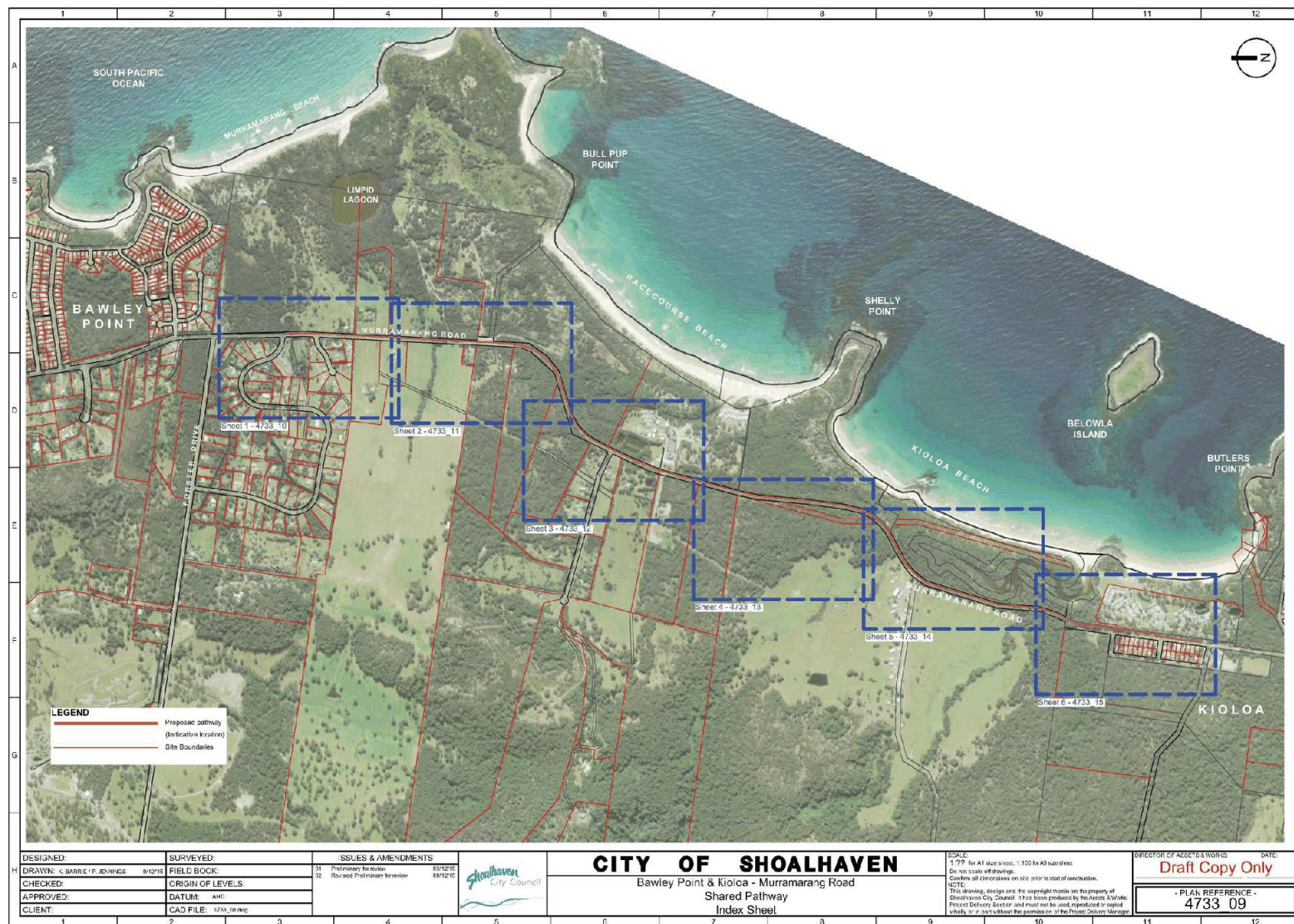
## Risk Implications

There is a risk of the project losing momentum by local volunteers that could create pressure on Council to fund completion of the project. To minimise risk, detailed design would identify options and costs for staging including the path ending at the Sandpits (south of Voyager Crescent) that is currently identified by Stage One.

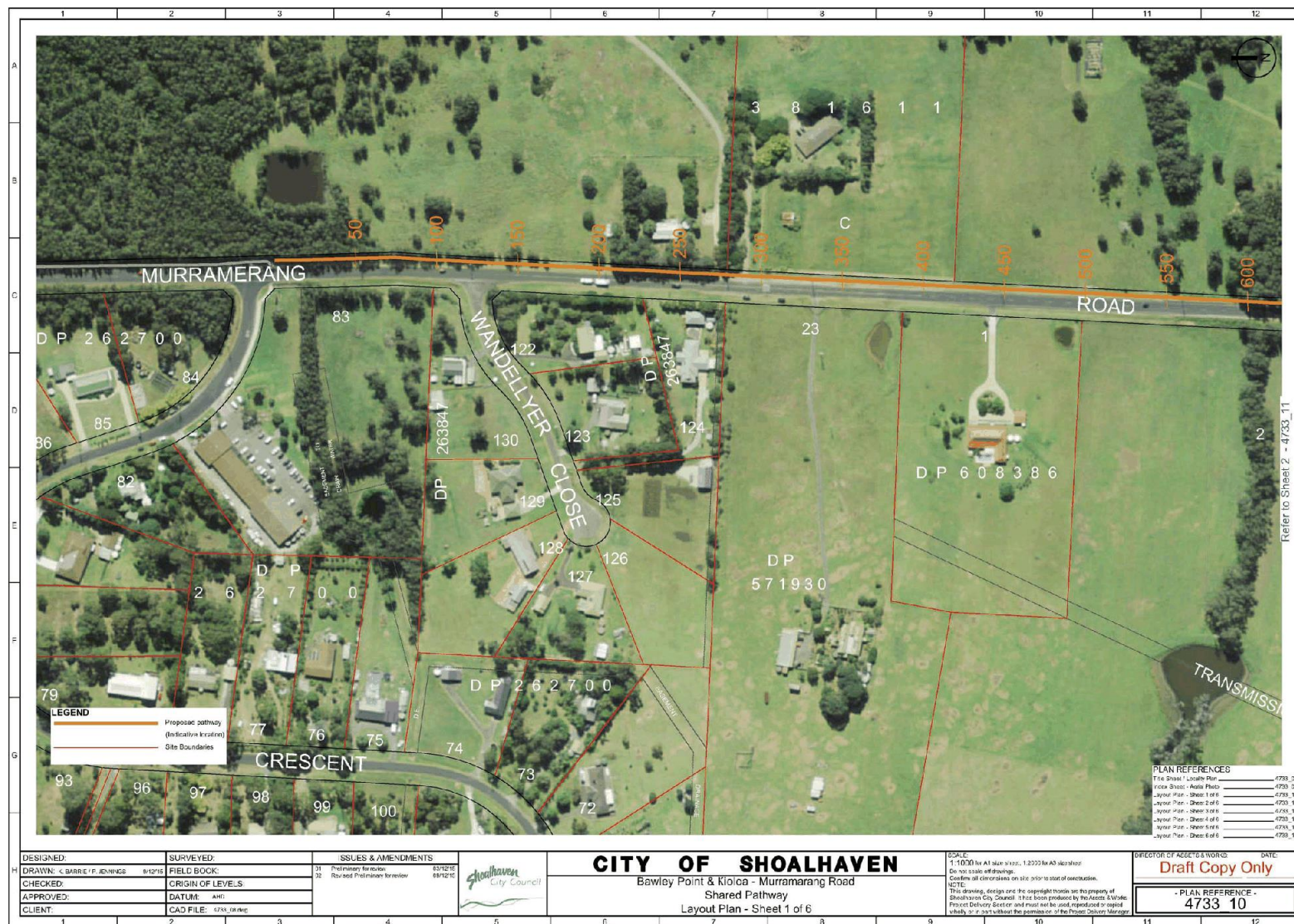
There is a risk of land acquisition being required to meet design standards for stage two and beyond. This risk and potential impacts will be quantified during the detailed design process.



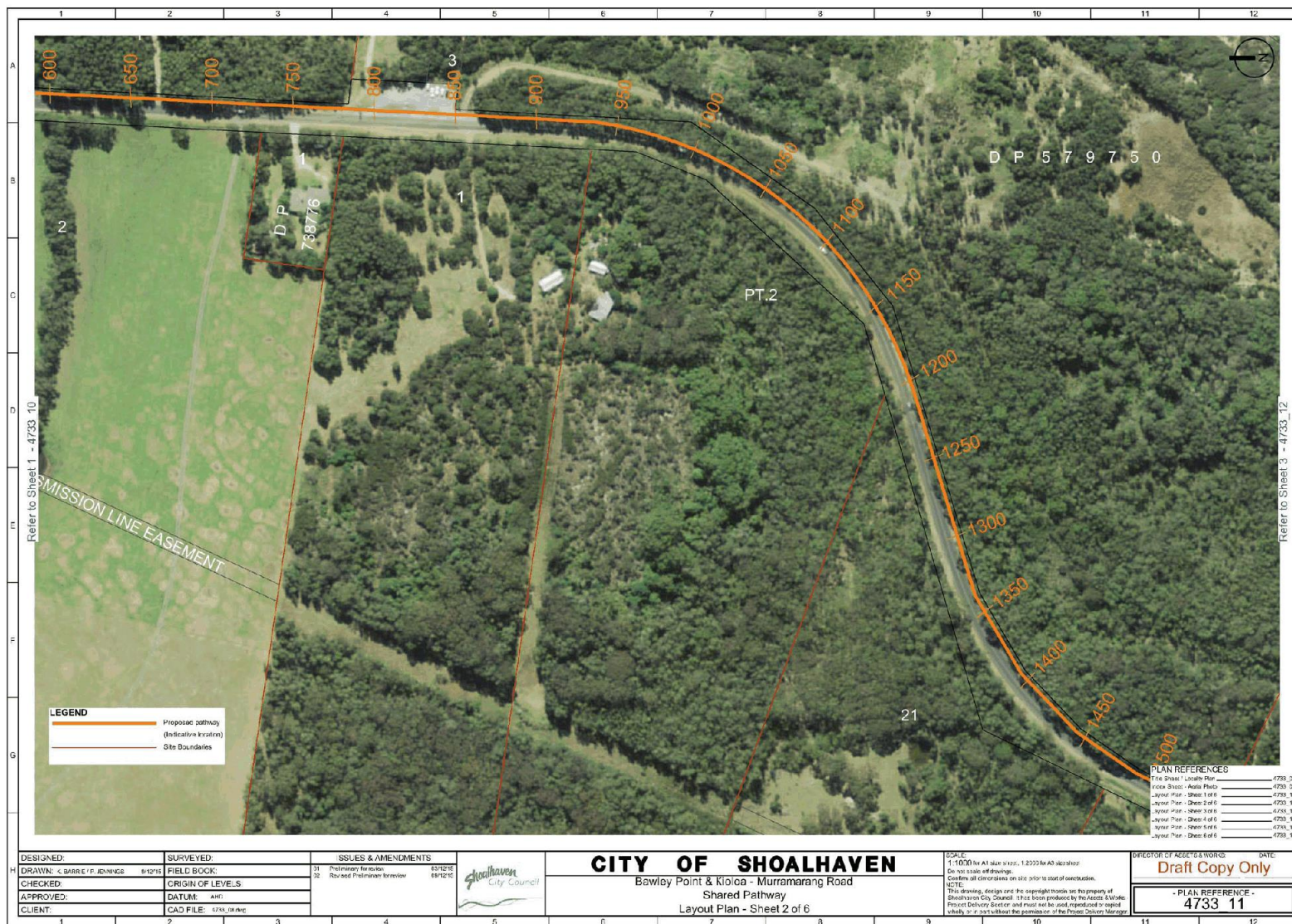




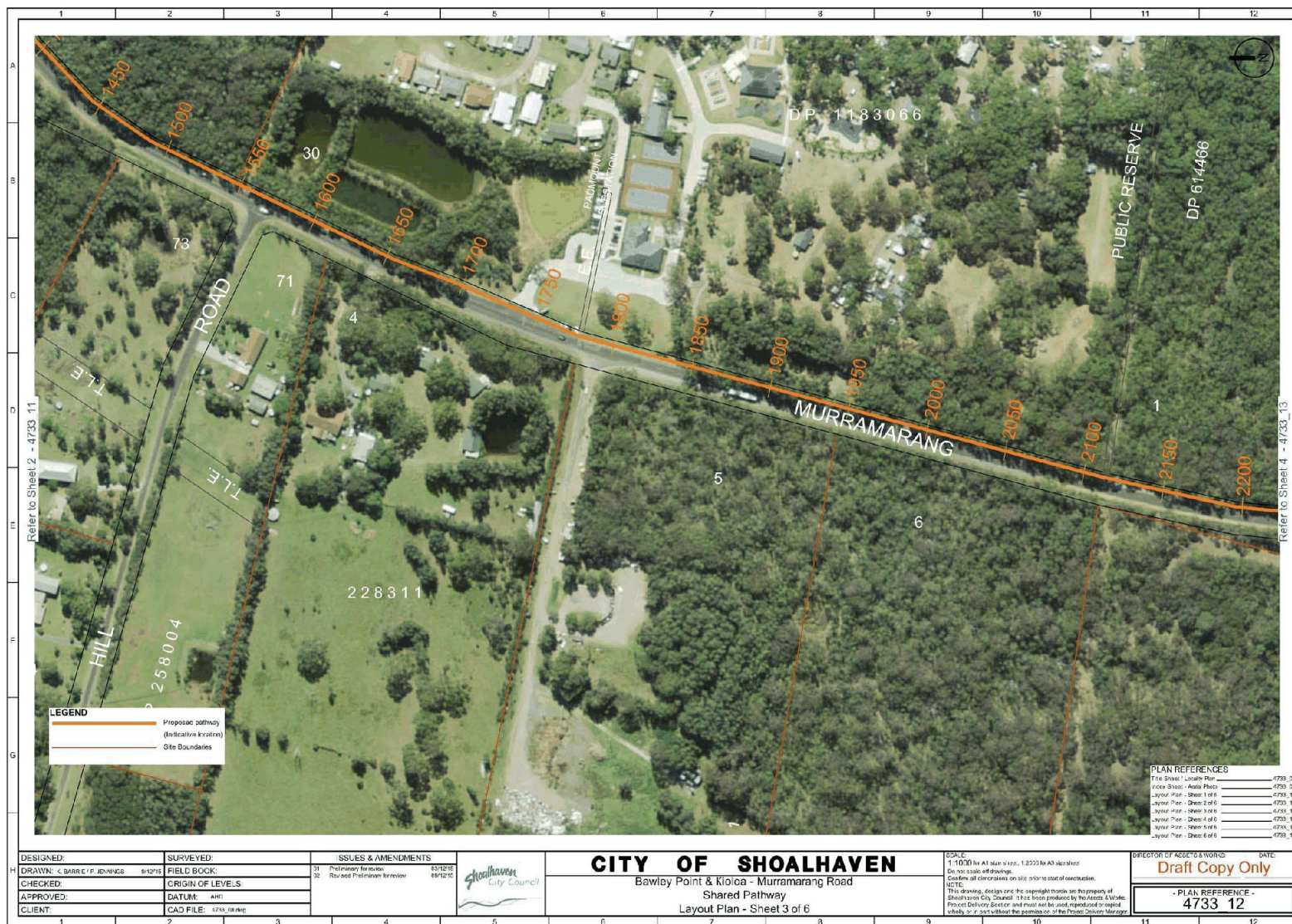




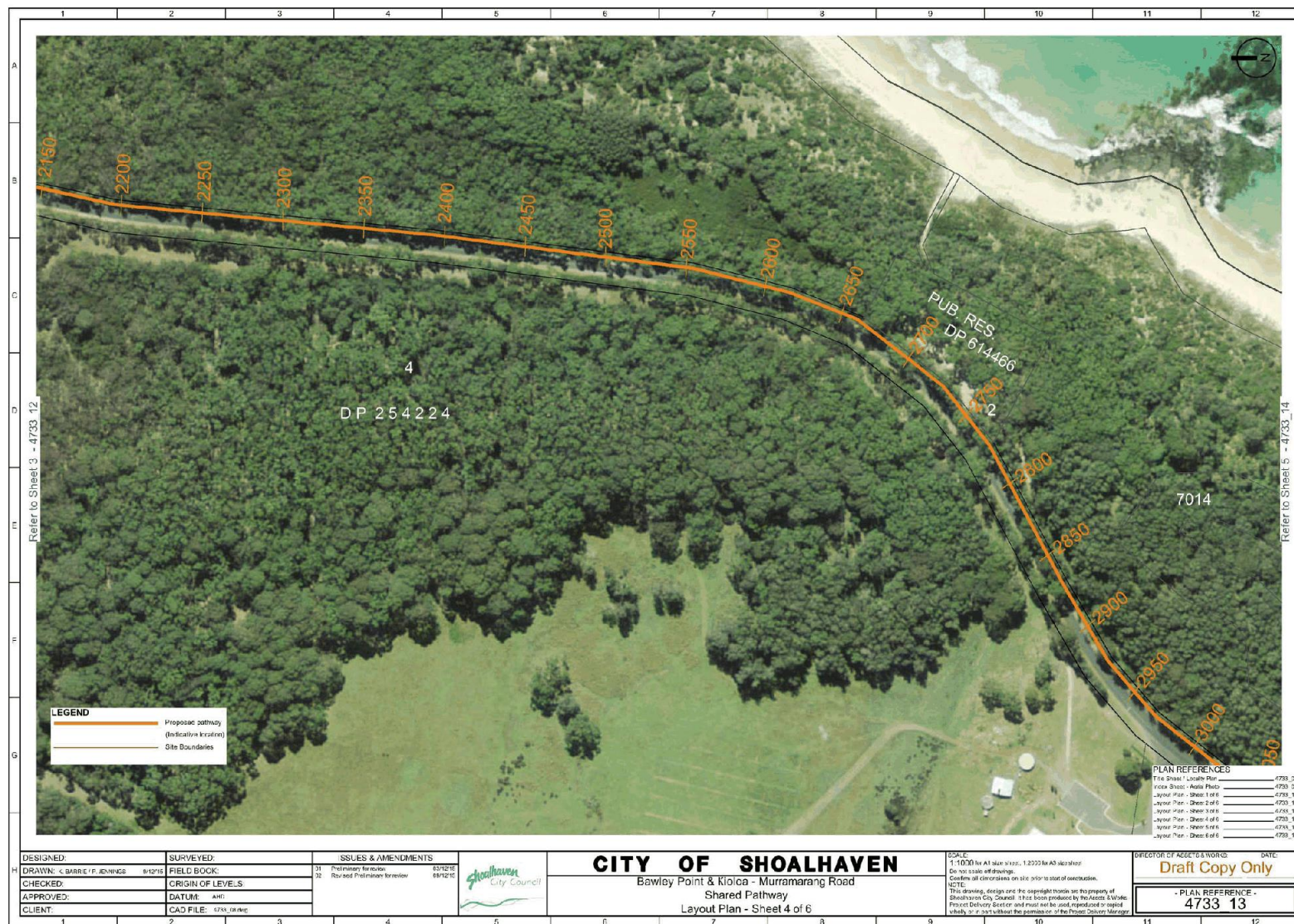




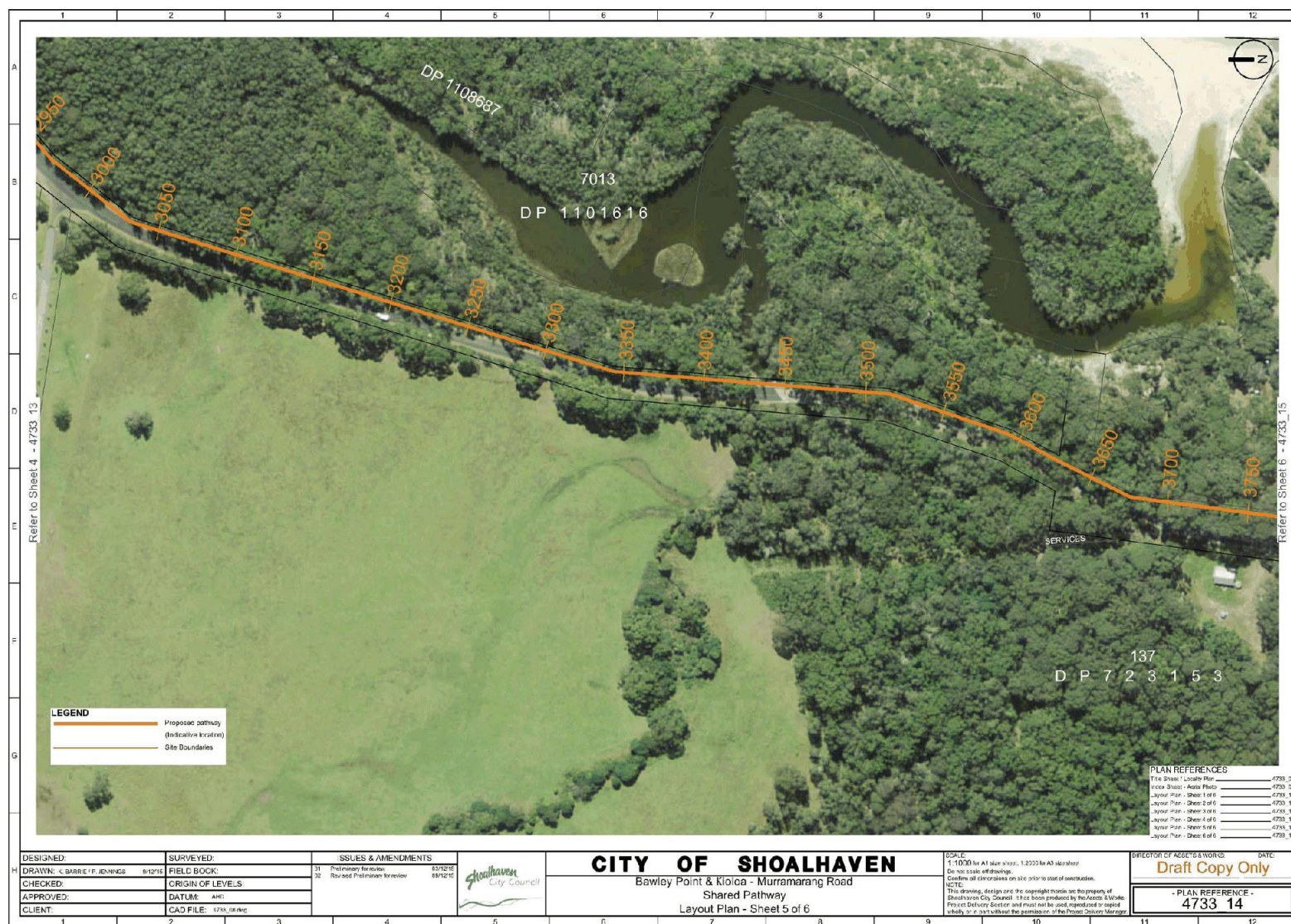




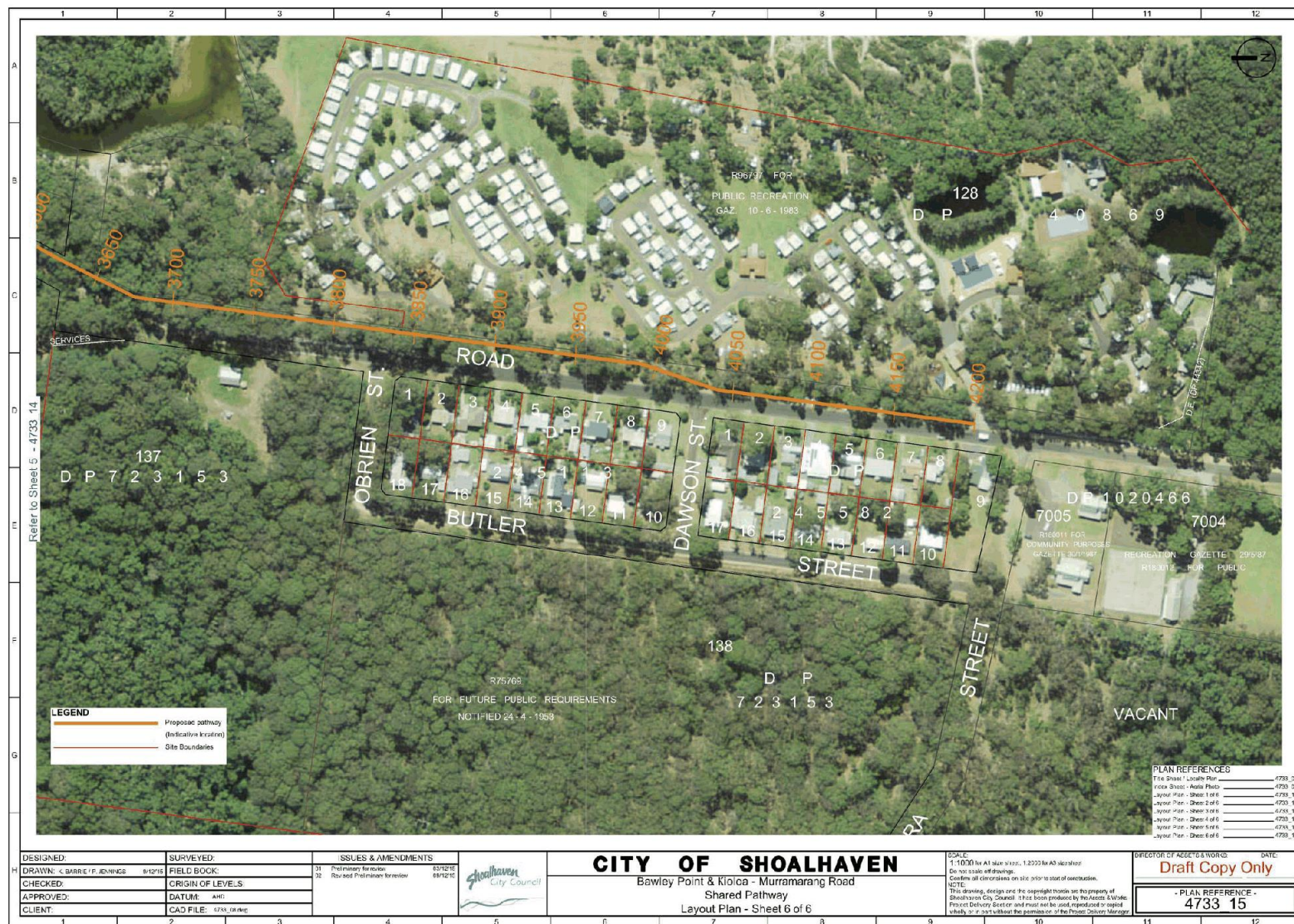












## **SA17.12 Proposed Multi-Storey Car Park Options - Nowra CBD**

**HPERM Ref:** D16/396799

**Group:** Assets & Works Group

**Section:** Asset Management

**Attachments:** 1. Record of Deferral - 2015STH014 - 56 Berry Street Nowra - Multi Storey Carpark [↓](#)  
2. Setbacks - Proposed Site Plan - MSCP [↓](#)

### **Purpose / Summary**

To consider design modification and pursuing a determination of Council's Development Application for a multi-storey car park on Worrigee Street, Nowra.

### **Recommendation (Item to be determined under delegated authority)**

That Council;

1. Amend the multi-deck car park plans and submit to the Joint Regional Planning Panel for determination of the Development Application (RA15/1000)
2. The design is to maximise the additional car spaces on the site by inseting the building and providing additional spaces and requesting consideration of removal of a limited number of trees
3. The design height remain the same in the south-east corner and provide further documentation to support this position
4. \$40,000 be allocated from the Contributions Plan reserve (Project 01CARP3001 Nowra car parking) for design costs associated with the amended plans

### **Options**

1. Fund the re-design and submit amended plans for determination of the DA by the JRPP (Recommended)

Implications: Planning approvals would be in place for the car park which would support an application if funding was made available through grants from the State or Federal government. The redesign would allow for setbacks on Lawrence Avenue and Worrigee Street to retain the majority of the trees, but justify removal of some trees based on the need to minimise the impact on the yield of the multi-deck car park. The off street car parking supply for all day parking would be significantly improved and short stay parking for shoppers may also improve as demand from workers who currently occupy these areas move to an all day car park.

2. Seek reconsideration of JRPP decision (Not recommended)

Implications: This would identify to the JRPP that the significant reduction in car spaces to retain the trees and reduce the building footprint would make the project unviable as the cost per car parking space for construction would significantly increase. There would also be a risk of a refusal of the DA by the JRPP. The potential impact of retaining the

trees and loss of car parking spaces was identified and advised to the JRPP prior to their decision, therefore it is unlikely that they would change their position.

3. Withdraw the DA for the car park (Not recommended)

Implications: The original purpose of designing the car park and subsequently submitting a DA was to demonstrate to potential funding bodies (Federal and State government authorities) that the project could be constructed in a relatively short timeframe as all planning approvals were in place.

Funding bodies would have no evidence of construction readiness if the DA is withdrawn.

Experience has shown, from past funding applications, that major projects without approved DAs will be considered lower priority by funding bodies, regardless of the business case for their construction. If the DA is withdrawn Council could significantly reduce the likelihood of meeting grant requirements and would be limited in its ability to secure funding.

The current DA is valid for 5 years from the date of determination. In practice, the determination of the current DA would allow the construction of the car park to commence and be completed when funds are secured.

4. Receive the report for information. (Not recommended)

Implications: This is not recommended as Council needs to decide either to submit amended plans or withdraw the DA.

## Background

On November 2016, the Joint Regional Planning Panel (JRPP) deferred determining Council's Development Application (DA) for a multi-storey car park on the site of the existing car park bounded by Berry Street, Worrigeer Street and Lawrence Avenue.

The JRPP has requested amended plans of the car park to satisfy certain conditions before it will consider determining the DA. Attachment 1 contains these conditions which are summarised as:

- the setbacks ('building lines') are to retain trees in Worrigeer St and Lawrence Ave; be consistent with draft Chapter of the Nowra CBD Urban Design Development Controls (DCP) document; and be no closer to 'Berry Court'
- the building height in south-east corner is to be reduced to 12 metres in accordance with draft Planning Proposal (LP410) Nowra CBD Building Heights
- the southern elevation should have 'a more appropriate architectural solution' and
- the landscape plan for the area between the car park and Berry Court should be amended

## Implications

The setbacks contained in the draft DCP are 6 metres for Worrigeer Street and 4 metres for Lawrence Avenue. These are shown on the building 'footprint' in Attachment 2. The effect of these setbacks based on preliminary investigations is to reduce the designed capacity of the car park, in the worst case by approximately 158 spaces, which represents close to a 25% reduction in design capacity of the 642 spaces, down to 484 spaces.

Council resolved (Minute MIN13.872) that an additional 400 parking spaces should be provided by the new car park. However, if the prescribed setbacks are adhered to the car park would only provide an additional 292 spaces (plus 192 existing), therefore Council's fundamental requirement could not be met.

A technically feasible way but expensive way of providing an additional 400 spaces is to excavate and extend the two lower levels of the proposed car park. However based on preliminary considerations this approach would significantly increase:

- *building design costs* for amendments to current design; additional foundations; extra ventilation and fire safety systems; and lighting
- *construction costs* as more extensive excavation and shoring are required; the construction duration and complexity would increase; additional services would be required e.g. ventilation and fire safety systems; drainage; and utility relocations.
- *maintenance and operations costs* for the additional mechanical, hydraulic and electrical systems required for underground parking and for the additional landscaping required on the south side of the car park.

This report recommends finding a balance in design between the JRPP requirements and ensuring that the maximum number of spaces is provided. This is to be achieved by amending the plans, to meet in part the JRPP requirements to retain trees, but not retain all trees whilst maximising the yield of spaces. The intent is to amend plans and demonstrate significant compliance with the draft planning document “Nowra CBD Urban Design Development Controls” in relation to set backs and to achieve the outcome of retaining an improved streetscape with existing trees.

A request will also be made that the design height remains the same in the south-east corner this will be supported by planning justification and would align with the limits of the neighbouring commercial development. If this is not accepted by the JRPP then a further redesign may need to occur and further advice reported to council on the options to resolve. If Council agrees to a design which provides fewer than 400 additional spaces then this would also impact construction costs.

### **Community Engagement**

This proposal has been the subject of extensive community consultation no further stakeholder consultation is planned at this stage. If grant funding is available and construction proceeds further engagement with residents, commuters and stakeholders will be required. Council staff will continue to be available to provide advice to residents.

### **Policy Implications**

The draft chapter of the Nowra CBD Urban Design Development Controls (DCP) document and the draft Planning Proposal (LP410) Nowra CBD Building Heights may need amendment depending on Council's decision in this matter.

### **Financial Implications**

Without an approved design, and only preliminary investigations into amending the design it is difficult to accurately estimate the financial impacts of re-designing and constructing a car park which satisfies both Council's and the JRPP's stated outcomes. However, it is estimated that additional construction costs if building more of the car park underground will be in the range of \$1,500,000 to \$2,500,000 over the base estimate of \$15,000,000. Additional annual maintenance and operations costs would likely be in the range of \$30,000 to \$50,000. The above additional costs may be the 'worst case' as they represent full compliance with the JRPP's requirements.

If the JRPP accepts amended plans which demonstrate compliance with the intent of the draft planning documents, rather than the prescriptive limits, then additional construction costs could be reduced. However Council will need to support a design which provides fewer than 400 additional spaces, noting this would potentially impact construction costs per space. A reduced car park scale based on set backs from trees may see additional



construction costs limited to approximately \$1,000,000, subject to final design details. Therefore it is recommended to proceed with the intent to gain development approval with a reduced footprint to satisfy the majority of the JRPP conditions.

In any case, the cost to produce amended plans, and therefore allow determination of the DA, may cost up to \$40,000 and may be funded through the Contributions plan for Nowra car parking.



## Planning Panels

### RECORD OF DEFERRAL

#### SOUTHERN JOINT REGIONAL PLANNING PANEL

<b>DATE OF DEFERRAL</b>	22 November 2016
<b>PANEL MEMBERS</b>	Pam Allan (Chair), Alison McCabe, Peter Brennan, John Levett
<b>APOLOGIES</b>	Greg Watson, Patricia White, Ernie Royston
<b>DECLARATIONS OF INTEREST</b>	None

Public meeting held at Shoalhaven City Council, Bridge Rd, Nowra on Tuesday, 22 November 2016 opened at 2pm and closed at 3pm.

#### MATTER DEFERRED

2015STH014 – Shoalhaven – RA15/1000 - Cnr Berry and Worrigee Streets, Nowra - Multi Level Carpark - (5 levels) Containing 646 car parking spaces

#### VERBAL SUBMISSIONS

- Support – Paul Dean (on behalf of Nowra CBD Business Chamber)
- Object – Stephanie Gates
- On behalf of the applicant - Stephen Richardson, Cowman Stoddart P/L; Ben Stewart, Director – Asset & Works, Shoalhaven City Council

#### REASONS FOR DEFERRAL



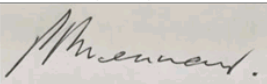

A. The panel recommends to defer the determination of the matter until the submission of Amended Plans provided by applicant] that achieves the following:

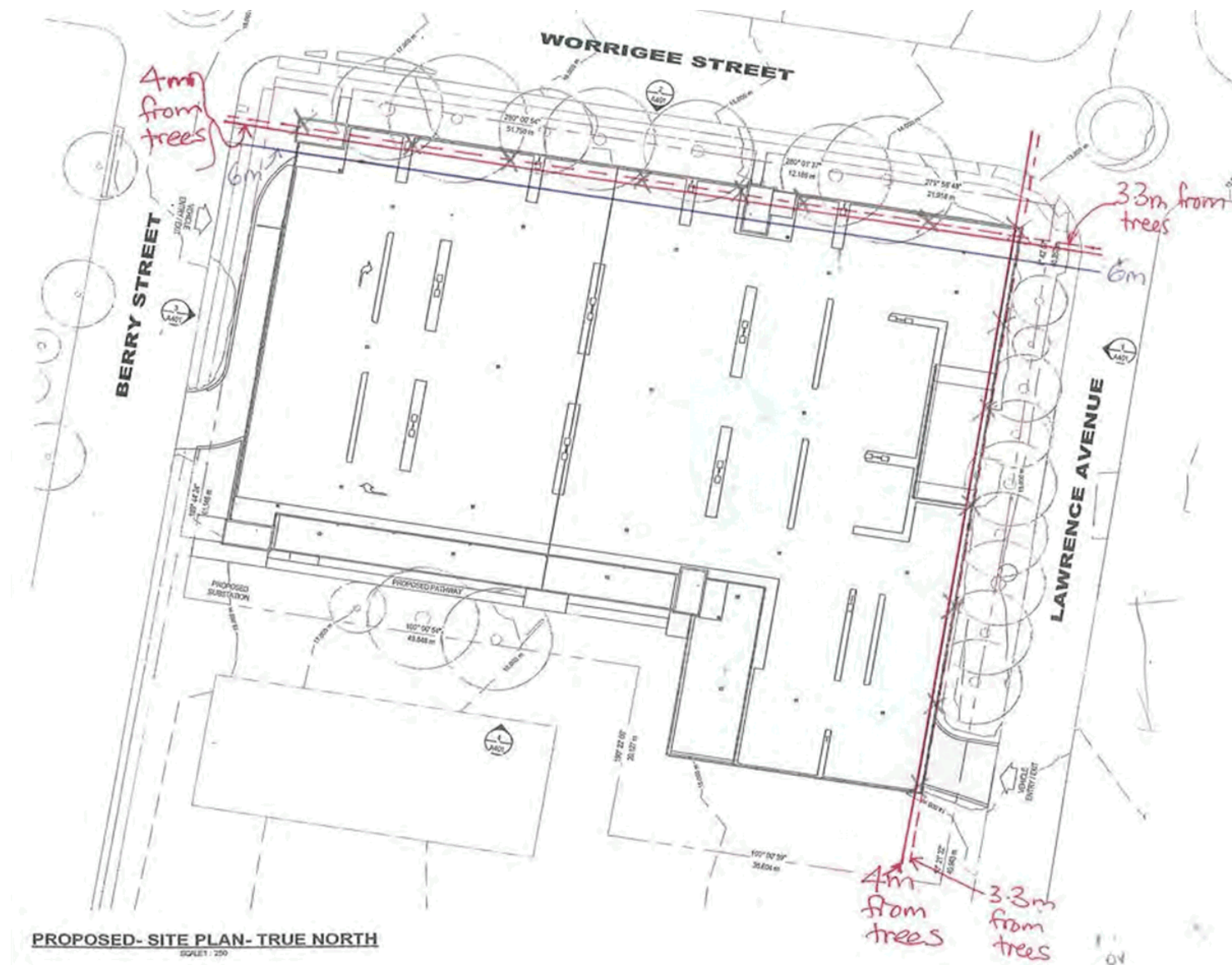
1. Setback of the proposed building from Worrigee Street and Lawrence Avenue to protect and retain existing trees on the two (2) street boundaries. Setbacks are to be generally consistent with those proposed in the Draft DCP currently on exhibition. No reduction in the setback to Berry Court is to occur.
2. Reduction in building height to twelve (12) metres in the south eastern corner of the building consistent with the Planning Proposal currently on exhibition.
3. An elevation treatment to the southern elevation that incorporates a more appropriate architectural solution.
4. Amended Landscape Plan that provides details of proposed vegetation along the southern setback between the site and Berry Court and is to make provision of suitable native vegetation.

- B. An Arborist Report be submitted confirming that the amendments will ensure the long term retention and protection of the trees, including recommended construction methodologies.
- C. A further report be prepared and submitted to the Joint Regional Planning Panel (JRPP) that assesses the merits of the amended proposal, including consistency with the draft controls under consideration and include recommended conditions.
- D. That the JRPP consider the matter electronically.

When this information has been received, the panel will determine the matter electronically.

The decision to defer the matter was unanimous.

PANEL MEMBERS	
 Pam Allan (Chair)	 Alison McCabe
 Peter Brennan	 John Levett



## SA17.13 NSW Pedestrian Infrastructure Around Schools Program 2016-17

HPERM Ref: D16/403828

Group: Assets & Works Group  
Section: Asset Management

### Purpose / Summary

To approve the 2016/17 and 2017/18 Assets and Works (Pedestrian Infrastructure Around Schools) program including acceptance of grant funds.

### Recommendation

That Council;

1. Accepts the grant funding offers under the NSW Pedestrian Infrastructure Around Schools Program as follows:  
\$50,000 per project (total \$300,000) for the following six projects to raise and upgrade existing crossings at
  - North Street, Nowra
  - Moss Street, Nowra
  - Cambewarra Road, Bomaderry
  - Emmett Street, Callala Bay
  - Green Street, Ulladulla and
  - Hawken Road, Tomerong
2. Allocates funding of \$30,000 in 2016/17 and \$270,000 in 2017/18
3. Write to the Local Members of New South Wales Parliament and the State Government thanking them for funding assistance as part of the NSW Pedestrian Infrastructure Around Schools Program

### Options

1. Adopt the recommendation

Implications: The grant funding will be accepted and these pedestrian safety improvements around schools will be delivered over two years.

2. Not accept the recommendation.

Implications: This will mean these important pedestrian safety improvements cannot be delivered.

### Background

Six new safety around schools projects (now under the new title of “Pedestrian Infrastructure Around Schools” Program) have been approved for expenditure across the 2016/17 and 2017/18 financial years (\$50,000 per project, totalling \$300,000).

Details of the six new projects approved are as follows;

School	Project Description	Total Project Cost	RMS Contribution	Funding Year
St Michaels	Raised crossing (North Street)	\$50,000	\$50,000	Jan 2017- June 2018
Bomaderry Public	Raised crossing (Cambewarra Rd)	\$50,000	\$50,000	Jan 2017- June 2018
Callala Bay Public	Raised crossing (Emmett Street)	\$50,000	\$50,000	Jan 2017- June 2018
Ulladulla Public	Raised crossing (Green Street)	\$50,000	\$50,000	Jan 2017- June 2018
Tomerong Public	Raised crossing (Hawken Road)	\$50,000	\$50,000	Jan 2017- June 2018
Nowra High	Raised crossing (Moss Street)	\$50,000	\$50,000	Jan 2017- June 2018

SA17.13

All of the above projects involve an upgrade of the existing “at grade” crossings at those locations.

All of the public schools (and the St Michael’s catholic primary school) projects involve raising the level of the existing children’s crossings (raised thresholds) at those locations to address speed and improve safety and accessibility.

The Nowra High school crossing is currently only “blisters” to reduce the crossing width and improve sight distance, however this crossing point will also be treated by constructing a raised threshold, however marked with a formal marked foot crossing (zebra), again to address speed and improve safety and accessibility.

Applications were made for seven projects in total.

The 7<sup>th</sup> project (grant funding not approved) proposed the same raised children’s crossing treatment at St Michaels Catholic Primary school (but at the existing Osborne Street children’s crossing) in addition to North Street (funded).

All seven projects met the warrants and criteria required to be satisfied for the program.

In determining the successful projects, the State Government has approved a maximum of one project at each school.

## Community Engagement

Initial community engagement has been undertaken for all of the projects to date, and further consultation will be undertaken as a part of the delivery of the projects.

### Financial Implications

NSW Pedestrian Infrastructure Around Schools Projects are 100% funded by the State Government, up to a maximum of \$50,000 per project.

The State Government has been guided by Council's advice regarding the timing of delivery.

It has been agreed that \$5,000 per project (totalling \$30,000) will be provided to Council in 2016/17 for survey and design.

The balance of \$45,000 per project (totalling \$270,000) will be provided to Council in 2017/18 for construction.

Council allocates operational funds each financial year under the Traffic Safety Around schools program, which is typically used as leverage to attract grant funding (or historically, required matching funding) for priority projects.

In 2016/17 Council's \$34,000 (Traffic Safety Around schools program) has been allocated as Council's contributory funding towards the construction of the pedestrian refuge and associated crossing improvement works at the intersection of West Birilley Street and North Tarawal Street Bomaderry (a crossing which is used by students from 3 schools in the Bomaderry area).

In 2017/18 Council's \$35,000 (Traffic Safety Around schools program) is proposed to be used if required to deliver these six approved projects. Subject to costs and contract prices, if sufficient funds remain available under the balance of the program, given that warrants are met, it is proposed to also deliver the 7<sup>th</sup> project (an upgrade of the Osborne Street children's crossing) in 2017/18 as part of the works.

## **SA17.14 Community Engagement - Proposed Boat Launching Ramp at Havilland St Lake Conjola and Aney Street Conjola - Pontoon at Fishermans Paradise**

**HPERM Ref:** D17/164

**Group:** Assets & Works Group  
**Section:** Asset Management

**Attachments:**

1. Plans - Proposed Boat Launching Facility & Car Park - Havilland Street Conjola Park [↓](#)
2. Site plan - Proposed Boat Ramp Pontoon - Fishermans Paradise [↓](#)
3. Plans - Proposed Concrete Boat Launching Ramp - Aney Street Lake Conjola [↓](#)
4. Submission Comments (councillors information folder) [⇒](#)

### **Purpose / Summary**

This report provides the feedback and results of community consultation for Councils consideration in relation to proposed waterway infrastructure improvements at Lake Conjola including:

- The investigation and design of a proposed new boat launching facility and carpark at Havilland Street, Conjola Park.
- A small floating pontoon at Fishermans Paradise.
- Concreting of the existing primitive gravel launching ramp at Aney Street, Conjola.

### **Recommendation (Item to be determined under delegated authority)**

That Council:

1. Note the community feedback on the Boating projects
2. Proceed to a detailed design and finalisation of a Review of Environmental Factors for a new boat launching ramp and carpark at Havilland Street Lake Conjola with consideration of the impacts of traffic
3. Include the option for staging of the construction of the Havilland Street car and trailer parking component, through the detailed design, to reduce the initial project cost
4. Consider Havilland Street project construction funding against other boating infrastructure priorities, prior to submission of the next round of the NSW Department of Transport's Better Boating Program (scheduled mid 2017).
5. Council undertakes construction of the Fishermans Paradise pontoon and Aney Street boat launching ramp with current funding allocated from the State Government



## Options

1. As recommended
2. Review the Lake Conjola Boating Infrastructure Strategy and consider alternative lower capital cost options for improving public boat launching and associated carparking facilities.

## Background

Lake Conjola is the only major waterway in the Shoalhaven that is not provided with a reasonable boat launching facility within public ownership. The need for a new facility has been identified in the following strategic planning documents:

- SCC Lake Conjola Estuary Management Plan (1998)
- NSW Maritime Boating Plan of Management (2005)
- SCC – Waterways Infrastructure Management Plan (2008)

## Community Engagement

Letters were sent to all ratepayers in Conjola, Conjola Park and Fishermans Paradise (south side of the lake) requesting comment. A public meeting was held at the Lake Conjola Community Hall on 16 November 2016 and was attended by approximately 22 people.

Generally the focus of the discussion related to the new boat launching ramps at Havilland Street, Conjola Park, this was seen as a major project and a plan is provided as Attachment 1.

There was limited feedback on the proposed works at Fishermans Paradise to construct a pontoon (see Attachment 2) and Aney Street boat launching ramp improvement (see Attachment 3).

A copy of written submissions received is provided in the Councillors Information Folder. No submissions were received for the proposed concrete boat launching ramp at Aney Street Lake Conjola. Issues identified as part of the community consultation are summarised below with a focus on Havilland Street new launching ramp:

Issue	Council Comment
<p><b><u>Detailed design issues</u></b></p> <ul style="list-style-type: none"> <li>• Buffer distance to residential properties</li> <li>• Antisocial behaviour /hoon factor/need for speed humps/ surveillance cameras/gate at entrance</li> <li>• Lighting impacts on residential properties</li> <li>• Vehicle impact on Stewart Street/suggest roundabout at Stewart Street</li> <li>• Car trailer overflow impacts during peak periods</li> <li>• Safety benefit of pontoon on the side rather than the middle</li> <li>• Need for gross pollution traps</li> <li>• Include paddle craft access</li> <li>• Inclusion of table and chairs picnic facilities</li> </ul>	<p>These issues will be considered as part of the detailed design and Review of Environmental Factors (REF) noting that:</p> <ul style="list-style-type: none"> <li>• The buffer distance between the project and houses in Havilland Street is considered to be relatively generous compared to other boating facilities. Unfortunately the buffer distance cannot be increased due to site constraints</li> <li>• Antisocial behaviour is a risk and can be reviewed and managed as is done with other public facilities</li> <li>• Construction cost of a roundabout cannot be justified - 40/car/trailer spaces are proposed and this is considered to be a relatively low traffic demand. This can be considered further in the detailed design. Paddle craft access will be included</li> <li>• Picnic and amenities can be provided as funds permit</li> </ul>
<p><b><u>Strategic Issues</u></b></p> <ul style="list-style-type: none"> <li>• Too far to travel from East Conjola. Local boat ramps should be upgraded instead</li> <li>• Completion time too far away</li> <li>• Project needed now</li> </ul>	<p>The majority of people that attended the public meeting were in favour of the project. No submissions were received opposing the project but concerns raised related to traffic and parking. Generally people thought that the delivery of this project is well overdue. Upgrading of alternative local ramps could be considered as a lower cost alternative but car and trailer parking is constrained at other sites.</p>
<p><b><u>RMS Issues</u></b></p> <ul style="list-style-type: none"> <li>• Lake capacity to take extra boats?</li> <li>• Speed of boats</li> <li>• Erosion impacts</li> </ul>	<p>Will require ongoing monitoring by Roads and Maritime Services. 4 knot speed zones will be introduced to reduce speed near the launching facility</p>

SA17.14

<p><b><u>Financial/Funding Issues</u></b></p> <p>Need for paid parking to fund proposal</p>	<p>The relative large capital cost of the project was acknowledged by residents and therefore the option of introducing paid parking was suggested to help fund the project. This suggestion has merit but would need to be considered as part of a city wide strategic review and consultation process and not just limited to this project. Council may consider submitting this as a key project under the next round of the Better Boating program.</p>
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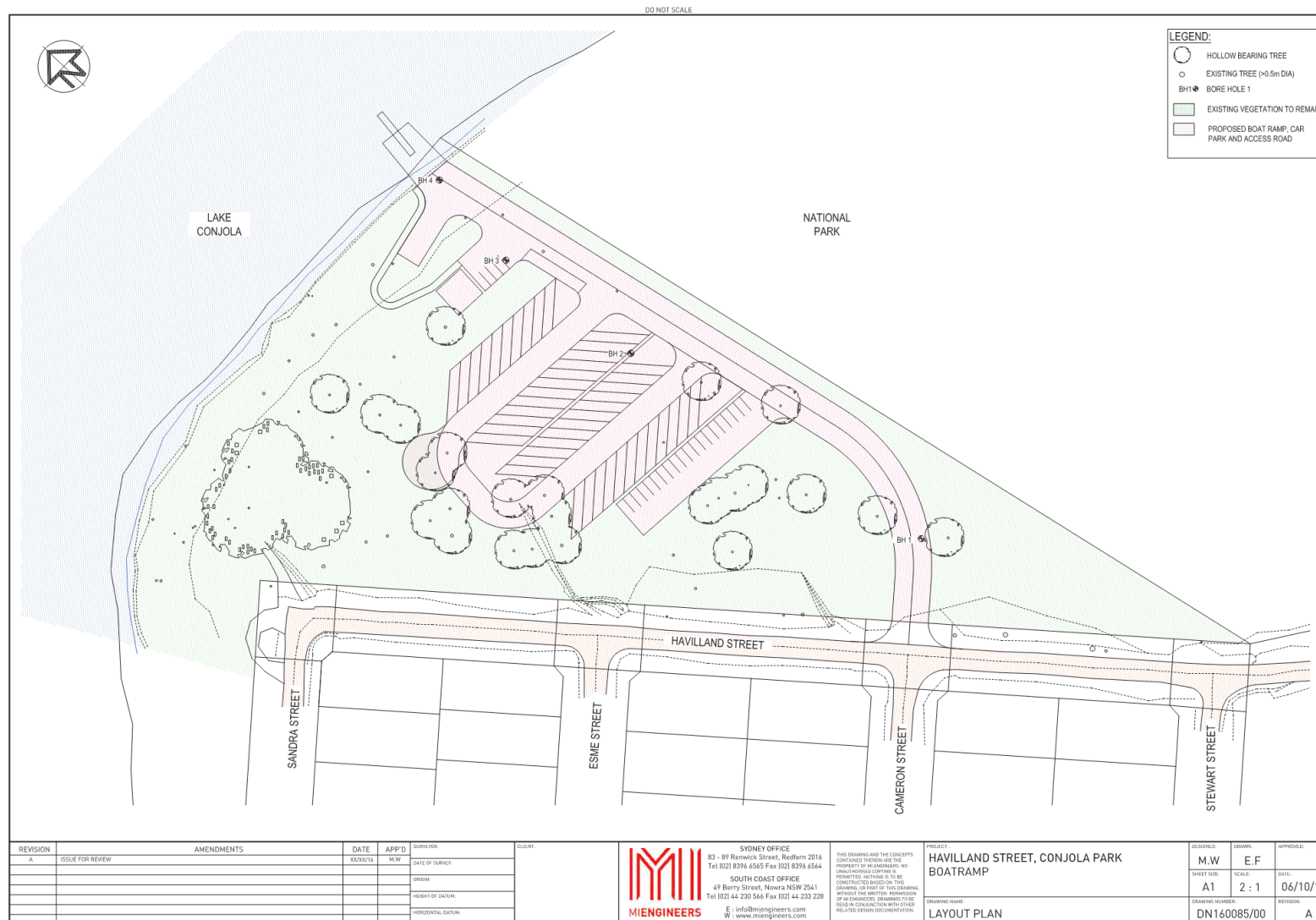
### Financial Implications

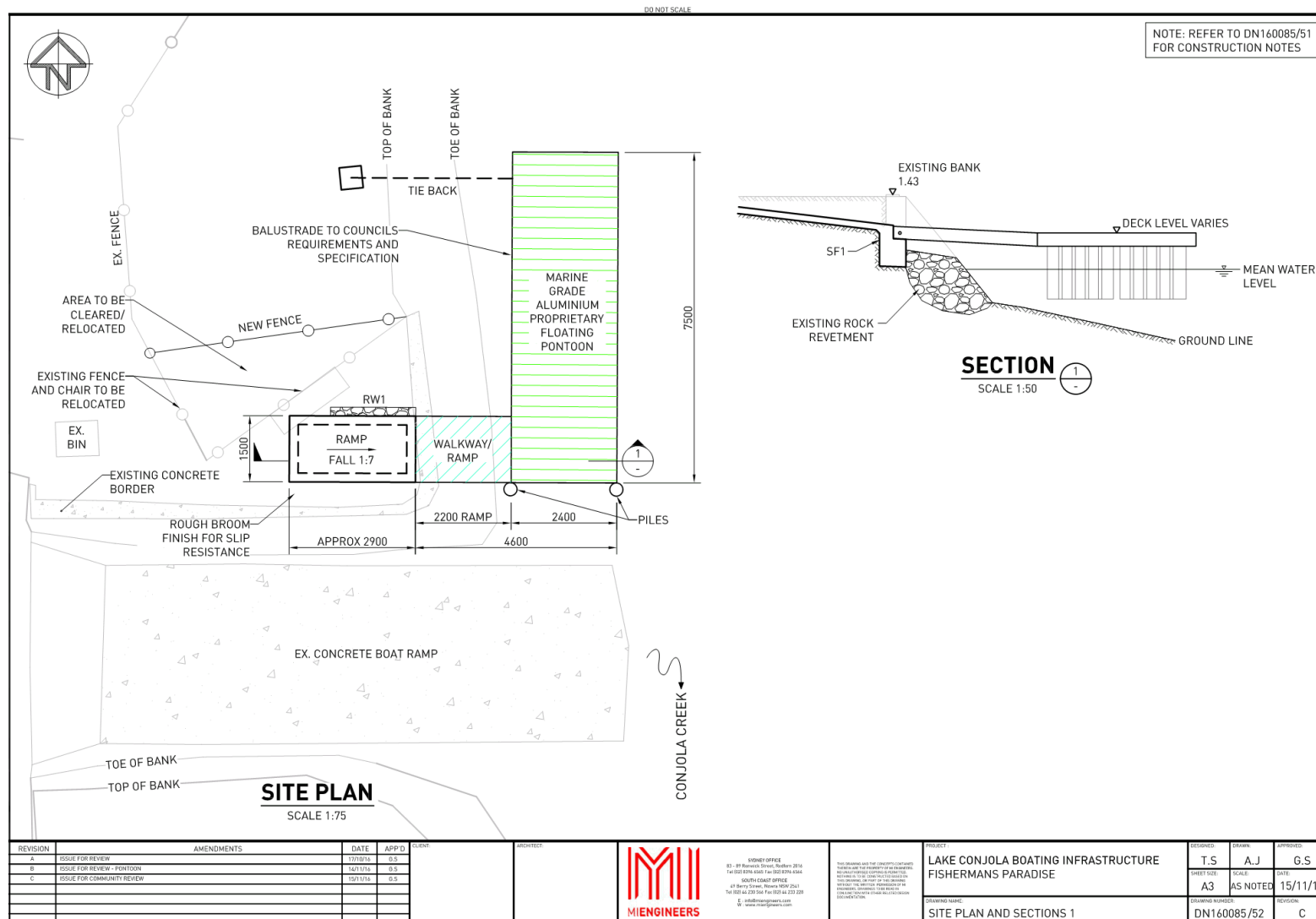
\$200,000 is budgeted in the 2016/17 Delivery Program that includes \$180,000 of funding from the NSW Department of Transport, Better Boating Program that will fund:

- Completion of detailed design for Havilland Street and environmental studies
- Construction of the Fishermans Paradise pontoon
- Concrete ramp upgrade to Aney Street

The construction cost of Havilland Street is estimated to cost approximately \$2 million but the detailed design will provide an opportunity to gain a more accurate estimate, this excludes the cost of the provision of a public amenity. The ability of staging and reducing the capital cost of the project is limited to providing a reduced number of car and trailer spaces down to 20 instead of 40 at the first stage, this may reduce the project cost by up to \$600,000 as it reduces the site works considerably. However concerns have been raised by adjoining residents about the impact on surrounding streets.

Whilst the Havilland Street project is eligible for Better Boating grant funding and based on feedback is required now, it is a relatively high cost project and is unlikely to be fully funded by a grant. A council contribution is not identified in Council's current Delivery Program and will need to be considered and reported to council, if the project is a priority in the future submission under Better Boating.





## LAKE CONJOLA BOATING INFRASTRUCTURE

ANEY STREET

PREPARED BY



### INDEX

DN160085/00 - COVER SHEET & NOTES

DN160085/01 - LAYOUT PLAN AND  
LONGITUDINAL SECTION

DN160085/02 - DETAILS

REVISION	AMENDMENTS	DATE	APP'D	CLASH	DESIGN	APPROVED
A	ISSUE FOR REVIEW	02/09/16	G.S.			
B	ISSUE FOR REVIEW - ROCK REVETMENT REMOVED	08/09/16	G.S.			

#### CIVIL GENERAL NOTES:

1. THE NOTES CONTAINED ON THIS DRAWING ARE TYPICAL STANDARDS ONLY. ANY SPECIFIC DETAILS PROVIDED ELSEWHERE ARE TO TAKE PRECEDENCE.  
2. THESE DRAWINGS ARE TO BE READ IN CONJUNCTION WITH THE RELATED SOIL EROSION CONTROL NOTES, RELATED ROAD AND DRAINAGE PLANS, SPECIFICATION AND STANDARD DRAWINGS AS APPLICABLE.  
3. ALL WORK SUBJECT TO STATUTORY REQUIREMENTS, INCLUDING BUT NOT LIMITED TO OCCUPATIONAL HEALTH AND SAFETY REQUIREMENTS, & APPROPRIATE TRAFFIC CONTROL REQUIREMENTS.

4. THE CONTRACTOR IS TO ENSURE THE WORKS TO A MINIMUM OF THE VALUE OF THE CONTRACT SUM UNTIL PRACTICAL COMPLETION.

5. THE CONTRACTOR IS TO HAVE A CURRENT \$10 MILLION PUBLIC LIABILITY INSURANCE POLICY.

6. THE CONTRACT PERIOD IS AS PER THE TENDER DOCUMENTATION WEEKS. LIQUIDATED DAMAGES ARE \$16 PER THE TENDER DOCUMENTATION DAY.

7. THE DEFECTS LIABILITY PERIOD IS AS PER THE TENDER DOCUMENTATION MONTHS.

8. A RETENTION OF (AS PER THE TENDER DOCUMENTATION) FROM ALL PAYMENTS WILL BE HELD UNTIL THE END OF THE DEFECTS LIABILITY PERIOD.

9. THE CONTRACTOR IS TO PROVIDE ALL NECESSARY LABOUR, PLANT, MATERIALS AND ANYTHING ELSE REQUIRED TO COMPLETE THE INTENT OF THE DESIGN.

10. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO SET OUT IN BOTH LINE AND LEVEL FOR THE WORKS IN ACCORDANCE WITH THE DESIGN.

11. IT IS THE CONTRACTOR'S RESPONSIBILITY TO CHECK THE LOCATION OF EXISTING AND PROPOSED SERVICES AND TO ALLOW IN THE TENDERED PRICE TO ADJUST THESE AS REQUIRED TO PROVIDE FOR THE INTENT OF THE DESIGN.

12. THE CONTRACTOR IS TO ADJUST EXISTING AND NEW SERVICE PITS TO DESIGN LEVELS AS REQUIRED.

13. THE CONTRACTOR IS TO ALLOW FOR THE COST OF TESTING. ALL TESTING IS TO BE DONE BY A NATA REGISTERED LABORATORY. TEST RESULTS ARE TO BE SUBMITTED TO THE ENGINEER FOR APPROVAL PRIOR TO WORK PROCEEDING.

14. NO SOUND HEALTHY TREES SHALL BE CLEARED FROM ANY PROPOSED LOT WITHOUT OBTAINING THE WRITTEN APPROVAL OF THE COUNCIL.

15. THE CONTRACTOR SHALL AVOID UNWARRANTED DAMAGE TO ALL NATURAL FLORA ON SITE AND ON THE ADJACENT LAND.

16. THE CONTRACTOR SHALL ENSURE THAT THE ADJOINING PROPERTY OWNERS ARE NOT DEPRIVED OF ALL WEATHER ACCESS NOR ARE SUBJECT TO ADDITIONAL STORMWATER RUNOFF.

17. THE CONTRACTOR SHALL ENSURE THAT ALL EROSION AND SEDIMENTATION CONTROL STRUCTURES ARE IN PLACE PRIOR TO COMMENCING.

18. THE CONTRACTOR SHALL NOT ENTER UPON ADJOINING PROPERTY WITH THE PERMISSION OF THE DRAINAGE OCCUPIER.

19. THE SITE IS TO BE LEFT CLEAN AND TIDY, AND TO THE SATISFACTION OF THE CLIENT.

#### SOIL/WATER MANAGEMENT:

1. ALL SOIL EROSION AND SEDIMENT CONTROL MEASURES AND STRUCTURES SHALL BE LOCATED AS SHOWN, AND SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE GUIDELINES AND PRINCIPLES AS OUTLINED IN LANDCOM'S 'SOILS AND CONSTRUCTION' VOLUME 1 (IMAGING) URBAN STORMWATER 4TH EDITION, MARCH 2008.

2. THE CONTRACTOR IS RESPONSIBLE FOR CARRYING OUT ALL EARTHWORKS, ROAD AND DRAINAGE CONSTRUCTION GENERALLY IN ACCORDANCE WITH MUS AND TO THE SATISFACTION OF COUNCIL, THE SOIL CONSERVATION SERVICE AND THE SUPERINTENDENT.

3. CONSTRUCTION SEQUENCE SHALL BE PLANNED SO THAT LAND DISTURBANCE IS LIMITED TO AREAS OF MANAGEABLE SIZE. STABILISATION MEASURES SHALL BE APPLIED TO THE FIRST DISTURBED SECTION PRIOR TO COMMENCING ON THE NEXT SECTION.

4. BEFORE STRIPPING TOPSOIL ALL AREAS TO BE EXPOSED SHALL BE CLEARED AND GRUBBED OF ALL EXCESSIVE VEGETATION.

5. ALL HOLES OR DEPRESSION CAUSED BY THE CLEARING OR GRUBBING WORK SHALL BE REPLETED BY THE SUPERINTENDENT. HOLES ARE TO BE BACKFILLED WITH APPROVED MATERIAL, AND COMPACTED TO AT LEAST 98% OF STANDARD MAXIMUM DRY DENSITY.

6. THE CONTRACTOR SHALL REGULARLY MAINTAIN ALL SEDIMENT AND EROSION CONTROL DEVICES AND REMOVE ACCUMULATED SILT ETC BEFORE NO MORE THAN 20% OF THEIR CAPACITY IS LOST. ALL SILT REMOVED SHALL BE DISPOSED OF AS DIRECTED BY THE SUPERINTENDENT.

7. CUT AND FILL BATTERS SHALL BE: a. FORMED AT MAXIMUMS OF 2:1 IN CUT AND 4:1 IN FILL. b. TOPSOILED AS SOON AS PRACTICABLE AFTER FORMATION WITH A. MINIMUM DEPTH OF 150mm AND MAXIMUM OF 250mm. c. SCARIFIED BEFORE TOPSOILING. d. SEEDING WITHIN 7 DAYS OF TOPSOILING WITH AN APPROVED MIX. e. WHERE LENGTH OF CUT BATTER SLOPES EXCEED 3m, THE BATTER SHALL BE PROTECTED BY EITHER A CUT-OFF DRAIN 150mm DEEP OR A SOIL CUT-OFF BANK 150mm HIGH LEADING TO A SEDIMENT TRAP SO AS TO CONTROL RUNOFF OVER BATTERS PRIOR TO THEIR REVEGETATION.

8. OUTLETS: a. ALL WATER SHALL BE RELEASED IN A NON-SEDIMENT MANNER, GENERALLY IN ACCORDANCE WITH MUS. b. ENERGY DISSIPATORS SHALL BE PROVIDED AS DIRECTED BY THE SUPERINTENDENT WHEN DISCHARGE FLOW VELOCITIES ARE NOT IN ACCORDANCE WITH MUS. c. SHALL HAVE CAPACITY TO DISCHARGE THE 5 YEAR CRITICAL STORM EVENT WITHOUT CAUSING FAILURE OF THE STRUCTURE. d. ADJUSTABLE FOR OUTLETS SHALL BE CRUSHED BASALT.

9. EARTH OR HAY BALL BARRIERS: a. SHALL BE PROVIDED WHERE REQUIRED. b. TO DIVERT SEDIMENT LAIDEN RUNOFF TO A SEDIMENT TRAP OR BASIN. c. INCORPORATED AS PART OF A BARRIER OR DAM USED TO INTERCEPT AND RETARD SEDIMENT LAIDEN RUNOFF. d. FREEBOARD: BANKS SHALL HAVE FIXED 300mm FREEBOARD WHEN USED AS A DIVERSION BANK.

10. THE CONTRACTOR IS TO INFORM THEMSELVES OF ALL EXISTING SERVICES, ATTEND TO EXISTING SERVICES AS FOLLOWS: a. IF THE SERVICES/SHARE TO BE CONTINUED, REPAIR, DIRECT OR RELOCATE AS REQUIRED. IF SUCH A SERVICE/SHARES CROSSES THE LINE OF A TRENCH, OR WILL LOSE SUPPORT WHEN THE TRENCH IS EXCAVATED, PROVIDE PERMANENT SUPPORT FOR THE EXISTING SERVICES. b. IF THE SERVICE IS TO BE ABANDONED, CUT AND SEAL OR DISCONNECT, AND MAKE SAFE.

11. THE CONTRACTOR'S PRICE IS TO ALLOW FOR HAND EXCAVATION AND BACKFILL NEAR ALL EXISTING SERVICES OR IN AREAS WHERE THERE MAY BE EXISTING SERVICES.

12. THE COST OF ALL EXISTING SERVICES, AND THE TIME ASSOCIATED WITH THE WORK, IS TO BE INCLUDED IN THE TENDER.

13. THE PRINCIPAL AND THE DESIGN CONSULTANT WILL NOT BE RESPONSIBLE FOR DAMAGES TO EXISTING SERVICES. THE CONTRACTOR IS TO TAKE ALL ACTION NECESSARY TO AVOID DAMAGE TO EXISTING SERVICES.

14. ONLY TREES IDENTIFIED TO BE REMOVED IN THE DEVELOPMENT CONSENT TO BE FILLED OR DAMAGED IN ANY WAY. SURPLUS SOIL IS TO BE KEPT WELL CLEAR OF EXISTING TREE TRUNKS. CARE MUST BE TAKEN TO PROTECT THE ROOTS OF TREES TO BE RETAINED.

15. ALL MATERIAL CLEARED OR GRUBBED SHALL BE DISPOSED OF BY THE CONTRACTOR SHALL PAY ALL FEES. BURNING IS NOT PERMISSIBLE.

16. ANY HOLES OR DEPRESSION CAUSED BY THE CLEARING OR GRUBBING WORK SHALL BE REPLETED BY THE SUPERINTENDENT. HOLES ARE TO BE BACKFILLED WITH APPROVED MATERIAL, AND COMPACTED TO AT LEAST 98% OF STANDARD MAXIMUM DRY DENSITY.

DO NOT SCALE

#### PROTECTION OF THE ENVIRONMENT:

1. ALL WORK SHALL BE CARRIED OUT IN SUCH A MANNER AS TO AVOID NUISANCE AND/OR DAMAGE TO THE ENVIRONMENT. THE CONTRACTOR SHALL COMPLY WITH THE REQUIREMENTS OF THE CONDITIONS OF APPROVAL, IMPOSED BY THE MINISTER FOR LAND AND WATER CONSERVATION, THE RELEVANT LOCAL COUNCIL, THE ENVIRONMENTAL PROTECTION AUTHORITY, THE CLEAN WATERS ACT, THE CLEAN AIR ACT AND THE NOISE CONTROL ACT. THE CONTRACTOR IS TO ALLOW FOR THIS IN THEIR TENDER.

2. THE CONTRACTOR SHALL PLAN AND CARRY OUT THE WORKS TO AVOID EROSION, CONTAMINATION AND SEDIMENTATION OF THE SITE AND ITS SURROUNDINGS.

3. HERBICIDES AND OTHER TOXIC CHEMICALS SHALL NOT BE USED ON THE SITE WITHOUT THE PRIOR WRITTEN APPROVAL OF THE SUPERINTENDENT.

4. NO NOISE, SMOKE, OR OTHER NUISANCE WHICH IN THE OPINION OF THE SUPERINTENDENT IS UNNECESSARY OR EXCESSIVE SHALL BE PERMITTED BY THE CONTRACTOR IN THE PERFORMANCE OF THE WORKS UNDER THIS CONTRACT.

5. SHOULD WORK OUTSIDE CUSTOMARY WORKING HOURS BE APPROVED, THE CONTRACTOR SHALL NOT USE, DURING SUCH PERIOD, ANY PLANT, MACHINERY OR EQUIPMENT WHICH IN THE OPINION OF THE SUPERINTENDENT IS CAUSING OR LIKELY TO CAUSE A NUISANCE TO THE PUBLIC. NO NOISE WORKS AND/OR WORKS LIKELY TO DISTURB NEARBY RESIDENTS SHALL BE UNDERTAKEN DURING THE HOURS PRECEDING SUCH ACTIVITY AS SPECIFIED BY COUNCIL IN ACCORDANCE WITH THE REQUIREMENTS FOR DEVELOPMENT CONSENT AND BUILDING APPROVAL MADE UNDER THE LOCAL GOVERNMENT ACT AND THE NOISE CONTROL ACT.

6. THE CONTRACTOR SHALL ENSURE THAT FUGITIVE DUST FROM DISTURBED AREAS IS MINIMISED BY A METHOD APPROVED BY THE SUPERINTENDENT.

#### WORKING AREA:

1. THE PRINCIPLE WILL NOT BE RESPONSIBLE FOR THE SAFE KEEPING OF ANY OF THE CONTRACTOR'S PLANT, EQUIPMENT, TOOLS, MATERIALS OR OTHER PROPERTY. THE CONTRACTOR MAY PROVIDE, AT THEIR OWN COST, ANY SECURITY FENCING CONSIDERED NECESSARY AROUND THE SITE OFFICE, WORKSHOPS OR STORAGE AREAS, SUBJECT TO THE SUPERINTENDENT'S PRIOR APPROVAL.

2. IF EXISTING FENCING IS CUT OR ALTERED BY THE CONTRACTOR, IT SHALL PROVIDE AND MAINTAIN TEMPORARY FENCING TO THE SATISFACTION OF THE SUPERINTENDENT DURING THE CONTRACT TO PREVENT UNAUTHORISED ENTRY INTO THE PROPERTY, AND SHALL REINSTATE THE FENCING AND REMOVE TEMPORARY FENCING ON COMPLETION OF THE WORK.

#### STRUCTURAL GENERAL NOTES:

1. MAXIMUM DEPTH OF FILL OTHER THAN BELOW SHALL BE 400mm DEEP AND WELL COMPACTED IN 150mm LAYERS AFTER COMPACTION BY A MECHANICAL ROLLER. THIS FILL SHALL BE MOST DURING CONSTRUCTION. (SEE APPROVED SOUND GRANULAR FILL FREE OF MATERIAL THAT WOULD PRECLUDE COMPACTION) SHALL BE PLACED TO A MAXIMUM DEPTH OF 800mm. FILL IS TO BE PLACED IN 200mm LAYERS AFTER COMPACTION BY A VIBRATING PLATE OR VIBRATING ROLLER. WHERE DEPTH OF FILL EXCEEDS 800mm CONTROLLED FILL SHALL BE PLACED IN ACCORDANCE WITH AS3600 AND CERTIFIED BY A SUITABLY QUALIFIED GEOTECHNICAL ENGINEER. IF SOFT SPOTS ARE ENCOUNTERED THEN ALL SOFT MATERIAL IS TO BE REMOVED AND THEN BACKFILLED WITH A SUITABLE MATERIAL COMPACTED AS SPECIFIED ABOVE.

2. ALL EDGE BEAMS AND BEAMS SUPPORTING BRICK OR LOAD BEARING WALLS SHALL BE FOUNDED ON FIRM NATURAL MATERIAL WITH AT LEAST 100kPa BEARING CAPACITY TO THE ENGINEERS APPROVAL, OR ARE TO BE SUPPORTED ON PILES AS DETAILED.

3. THE ENGINEER SHALL VIEW AND APPROVE ALL CONCRETE WORK PRIOR TO THE POURING OF ANY CONCRETE.

4. THE INFORMATION CONTAINED ON THESE DRAWINGS IS FOR STRUCTURAL PURPOSES ONLY. IN ALL OTHER MATTERS, THE APPROVED ARCHITECTURAL DRAWING SHALL TAKE PRECEDENCE. ALL DISCREPANCIES SHALL BE REFERRED TO THE ENGINEER PRIOR TO PROCEEDING WITH CONSTRUCTION.

5. ALL CONCRETE SHALL BE COMPACTED ADEQUATELY IN ACCORDANCE WITH AS3600 BY THE USE OF A MECHANICAL VIBRATOR.

6. ALL CONCRETE SHALL BE CURED FOR A PERIOD OF AT LEAST 7 DAYS IN ACCORDANCE WITH AS3600.

7. DURING CONSTRUCTION, THE STRUCTURE SHALL BE MAINTAINED IN A STABLE CONDITION AND NO PART SHALL BE OVERSTRESSED. THE DESIGN INSTALLATION AND MAINTENANCE OF ALL TEMPORARY PROPPING, BRACING AND SHORING SHALL BE PROVIDED BY THE CONTRACTOR TO KEEP THE WORKS AND EXCAVATIONS STABLE AT ALL TIMES. THE COST OF ALL SUCH WORK SHALL BE DEEMED TO BE INCLUDED IN THE CONTRACTORS TENDER.

8. ALL WORKS CONDUCTED SHALL BE IN ACCORDANCE WITH THE CURRENT EDITION OF THE RELEVANT AUSTRALIAN STANDARDS (INCLUDING ALL AMENDMENTS).

9. WHERE ROCK IS ENCOUNTERED THE REMAINDER OF THE FOOTING SYSTEM SHALL BE FOUNDED ON ROCK AS APPROVED BY THE ENGINEER.

10. IT IS THE CONTRACTOR'S RESPONSIBILITY TO CHECK THE LOCATION OF ALL EXISTING AND PROPOSED SERVICES PRIOR TO START OF CONSTRUCTION AND TO ALLOW TO ADJUST THESE AS REQUIRED TO PROVIDE FOR THE INTENT OF THE DESIGN.

#### SLAB NOTES:

1. SLAB ON GROUND IS TO BE 110mm THICK WITH A CONCRETE STRENGTH OF F<sub>c</sub> = 50 MPa (U.N.O.)

2. SLAB TO BE REINFORCED WITH SL22 MESH TOP THROUGHOUT (U.N.O) REFER TO PLAN AND SECTIONS FOR EXTRA REINFORCEMENT

3. SLAB TO BE LAID ON 0.2mm HIGH IMPACT RESISTANT CONTINUOUSLY BRANDED DAMP PROOFING MEMBRANE AND ITS INSTALLATION SHALL BE IN ACCORDANCE WITH THE REQUIREMENT OF AS2700 AND THE BUILDING CODE OF AUSTRALIA.

4. ALL SLAB FINISHES ARE TO BE CONSTRUCTED WITH JOINTS CORRESPONDING TO ANY TYPE OF SLAB JOINT OR SAW CUT JOINT IN THE SLAB.

#### SOFT SPOT NOTES:

1. ALL SOFT SPOTS SHALL HAVE ALL LOOSE MATERIAL REMOVED AND SHALL BE BACK FILLED WITH SUITABLE MATERIAL AND COMPACTED AS INDICATED IN NOTE 1 OF GENERAL NOTES.

#### STRIP FOOTING NOTES:

1. ALL WORKMANSHIP AND MATERIALS SHALL COMPLY WITH THE CURRENT EDITION OF AS3600.

2. ALL STRIP FOOTINGS SHALL BE FOUNDED ON FIRM NATURAL MATERIAL WITH AT LEAST 100kPa BEARING CAPACITY TO THE ENGINEERS APPROVAL, OR ARE TO BE SUPPORTED ON PILES AS DETAILED.

3. WHERE STRIP FOOTINGS DO NOT BEAR DIRECTLY ON FIRM NATURAL MATERIAL, OF 100kPa BEARING CAPACITY OR BEAR UPON FILL, 400mm DEEP OR GREATER, THEN PILES SHALL BE CONSTRUCTED AS SHOWN ON THE PLAN OR AS DETERMINED NECESSARY BY THE ENGINEER AT THE TIME OF THE VIEWING.

4. THE ENGINEER SHALL VIEW AND APPROVE ALL WORK PRIOR TO POURING CONCRETE.

#### CONCRETE NOTES:

1. ALL WORKMANSHIP AND MATERIALS SHALL COMPLY WITH THE CURRENT EDITION OF AS3600 AND AS2870 FOR RESIDENTIAL CONSTRUCTION.

2. CONCRETE STRENGTH SHALL BE AS FOLLOWS U.N.O.:

3. CLEAR CONCRETE COVER TO REINFORCEMENT SHALL BE AS FOLLOWS (U.N.O.):

4. THE SIZES OF THE CONCRETE ELEMENTS DO NOT INCLUDE THICKNESSES OF ANY APPLIED FINISHES.

5. ALL CONCRETE SHALL BE COMPACTED ADEQUATELY IN ACCORDANCE WITH AS3600 BY THE USE OF A MECHANICAL VIBRATOR.

6. ALL CONCRETE SHALL BE CURED IN ACCORDANCE WITH AS3600.

7. BRICKWORK SHALL BE ARTICULATED CORRESPONDING TO THE LOCATIONS OF ANY KEYS JOINTS. REFER TO TECHNICAL NOTE 61 IN THE SPECIFICATION FOR DETAILS.

8. REINFORCEMENT SYMBOLS:  
N - DENOTES GRADE 500 DEFORMED BARS TO AS4671  
R - DENOTES GRADE 500 IN PLAN BARS TO AS4671  
SL - DENOTES WELDED GRADE 500 REINFORCING FABRIC TO AS4671

9. REINFORCEMENT IS REPRESENTED DIAGRAMMATICALLY AND NOT NECESSARILY IN TRUE PROJECTION.

10. SPLICES IN REINFORCEMENT SHALL BE MADE ONLY IN POSITIONS SHOWN OR OTHERWISE APPROVED IN WRITING BY THE ENGINEER. SPLICES SHALL BE IN ACCORDANCE WITH AS3600 AND NOT LESS THAN THE DEVELOPMENT LENGTH FOR EACH BAR.

11. THE CONTRACTOR SHALL REGULARLY MAINTAIN ALL SEDIMENT AND EROSION CONTROL DEVICES AND REMOVE ACCUMULATED SILT ETC BEFORE NO MORE THAN 20% OF THEIR CAPACITY IS LOST. ALL SILT REMOVED SHALL BE DISPOSED OF AS DIRECTED BY THE SUPERINTENDENT.

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13. OUTLETS: a. ALL WATER SHALL BE RELEASED IN A NON-SEDIMENT MANNER, GENERALLY IN ACCORDANCE WITH MUS. b. ENERGY DISSIPATORS SHALL BE PROVIDED AS DIRECTED BY THE SUPERINTENDENT WHEN DISCHARGE FLOW VELOCITIES ARE NOT IN ACCORDANCE WITH MUS. c. SHALL HAVE CAPACITY TO DISCHARGE THE 5 YEAR CRITICAL STORM EVENT WITHOUT CAUSING FAILURE OF THE STRUCTURE. d. ADJUSTABLE FOR OUTLETS SHALL BE CRUSHED BASALT.

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19. ONLY TREES IDENTIFIED TO BE REMOVED IN THE DEVELOPMENT CONSENT TO BE FILLED OR DAMAGED IN ANY WAY. SURPLUS SOIL IS TO BE KEPT WELL CLEAR OF EXISTING TREE TRUNKS. CARE MUST BE TAKEN TO PROTECT THE ROOTS OF TREES TO BE RETAINED.

20. ALL MATERIAL CLEARED OR GRUBBED SHALL BE DISPOSED OF BY THE CONTRACTOR SHALL PAY ALL FEES. BURNING IS NOT PERMISSIBLE.

21. ANY HOLES OR DEPRESSION CAUSED BY THE CLEARING OR GRUBBING WORK SHALL BE REPLETED BY THE SUPERINTENDENT. HOLES ARE TO BE BACKFILLED WITH APPROVED MATERIAL, AND COMPACTED TO AT LEAST 98% OF STANDARD MAXIMUM DRY DENSITY.



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#### PROJECT:

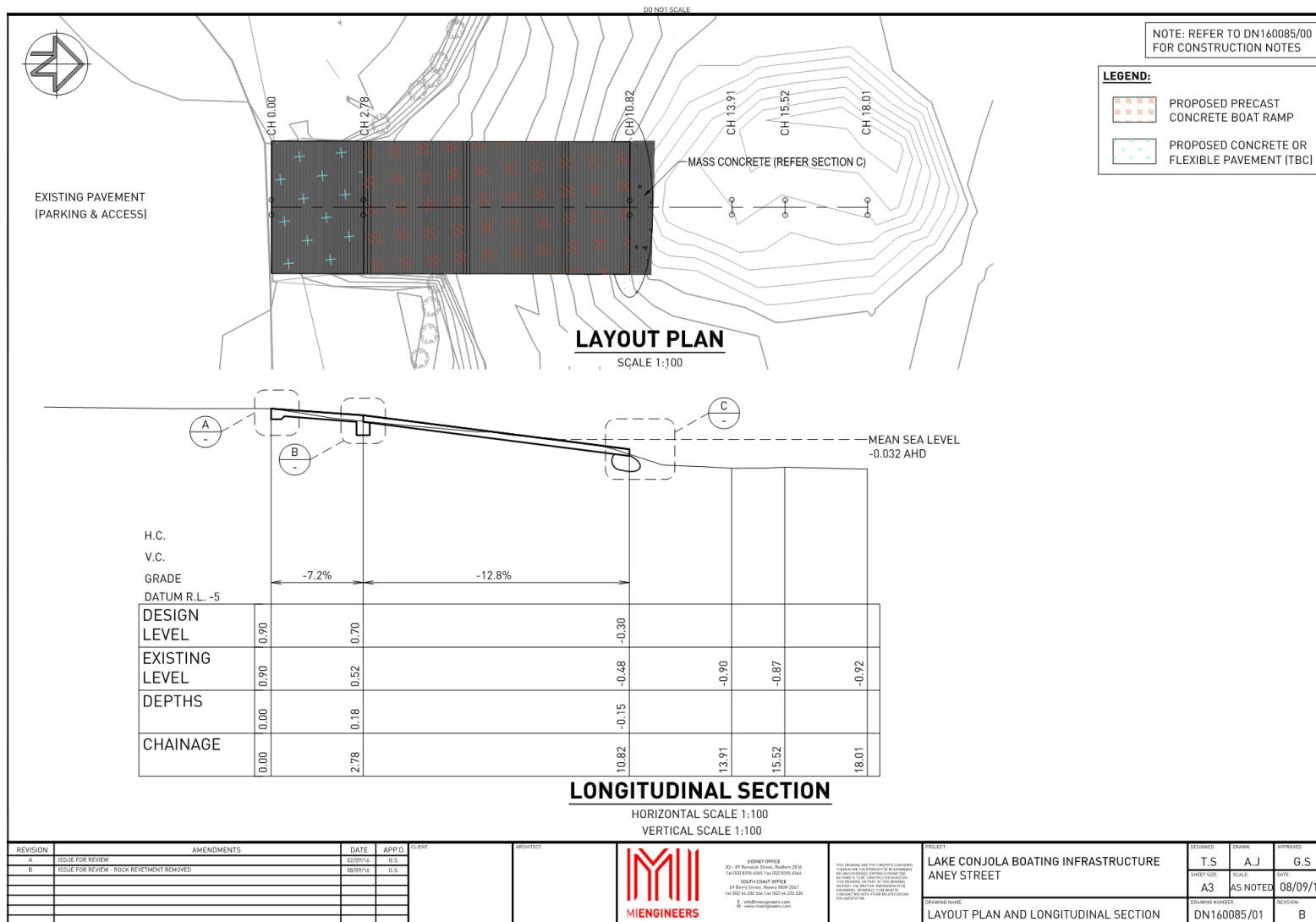
LAKE CONJOLA BOATING INFRASTRUCTURE  
ANEY STREET

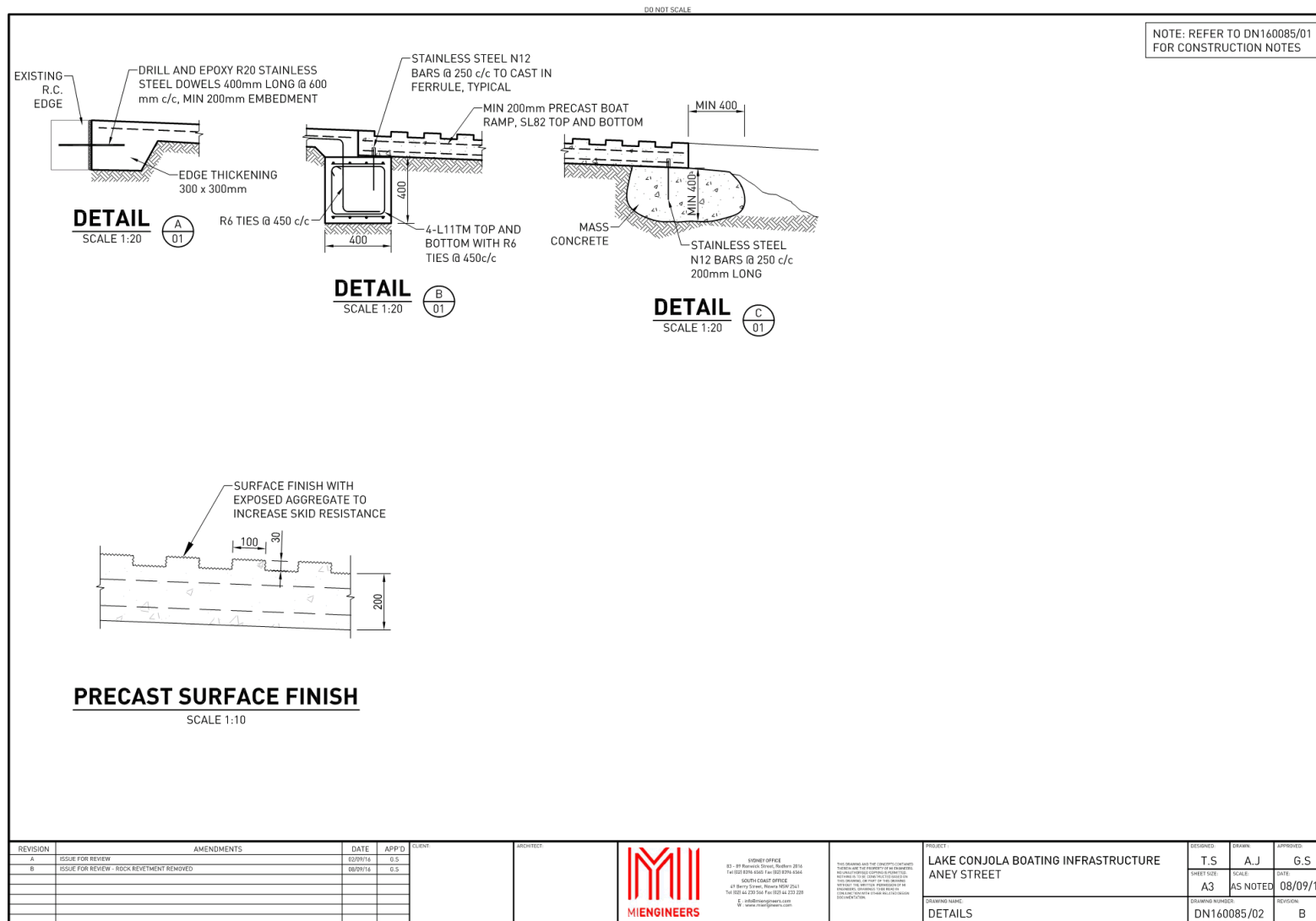
#### DRAWING NAME:

COVER SHEET

DESIGNED	DATE	APPROVED
T.S.	A.J.	G.S.
DATE	DATE	DATE
08/09/16		
DRAWING NUMBER	REVISION	
DN160085/00	B	









## **SA17.15 Pedestrian Access - Sanctuary Point Public School to Skate Park, Francis Ryan Reserve via Centaur Ave**

**HPERM Ref:** D17/6037

**Group:** Assets & Works Group  
**Section:** Asset Management

**Attachments:** 1. Diagram indicating requested footpath - Centaur Ave, Sanctuary Point [↓](#)

### **Purpose / Summary**

To report on the feasibility and costs associated with creating safe pedestrian access between the eastern side of Sanctuary Point Public School down Centaur Ave to the skate park adjacent to Francis Ryan Reserve following a Notice of Motion (MIN 16.752).

### **Recommendation**

That the report on the feasibility and costs to create a safe pedestrian access between the eastern side of Sanctuary Point Public School down Centaur Ave to the skate park adjacent to Francis Ryan Reserve be received for information.

### **Options**

1. Receive the report for information (Recommended)

Implications: A footpath is currently not provided from Sanctuary Point Public School to the Francis Ryan Reserve Skate Park via Centaur Ave.

2. Provide a 1.2m wide concrete footpath 110m in length from Idlewild Ave to the existing shared path in Francis Ryan Reserve (Not recommended)

Implications: There is no budget allocation for the construction of a footpath in Centaur Ave, and due to the location of services including stormwater and telecommunications, kerb and gutter would also be required to facilitate the construction of the footpath.

### **Background**

Council resolved at its meeting on 4 October 2016 (Minute MIN16.752):

*That the General Manager investigate the feasibility and costs of creating safe pedestrian access between the eastern side of Sanctuary Point Public School down Centaur Avenue to the skate park adjacent to Francis Ryan Reserve and report back to Council.*

The proposal for a footpath in Centaur Ave is not currently identified in Council's adopted Pedestrian Access and Mobility Plan (PAMP) strategy.

There is a significant backlog of some \$40 million worth of path projects city wide in Council's PAMP strategy that remain unfunded.

The PAMP prioritises paths based on safety and demand criteria and focuses on prioritising paths that are on much busier streets, where pedestrian volumes and traffic volumes are much higher.

In general the PAMP does not plan to provide paths in very low traffic volume 50kph residential streets, like Centaur Ave. Under NSW Road Rules the roads are for all users to share, motorists and pedestrians alike.

Council staff have inspected the location to determine the feasibility of constructing a 1.2m wide footpath on the northern side of Centaur Ave. Due to the location of existing underground services including stormwater and telecommunications, and the proximity to the school (likelihood of vehicles parking on the path in the absence of kerb and gutter), the construction of a footpath would also require the construction of kerb and gutter along its length.

It is feasible to construct a footpath and kerb and gutter along the northern side of Centaur Ave from Idlewild Ave to the skate park adjacent to Francis Ryan Reserve from a constructability perspective, however, there is no budget allocation, and there are currently higher priorities for paths identified in Council's PAMP strategy.

On inspection it was noted that there is an existing gate in the school fence which provides direct access to Francis Ryan Reserve immediately north of the skate park. On site it was not clear if this gate was regularly opened by the school for ingress/egress by students. Council staff will further liaise with the school to determine if the gate can be opened to allow access for students for the Public School to the Francis Ryan Reserve skate park.

### **Community Engagement**

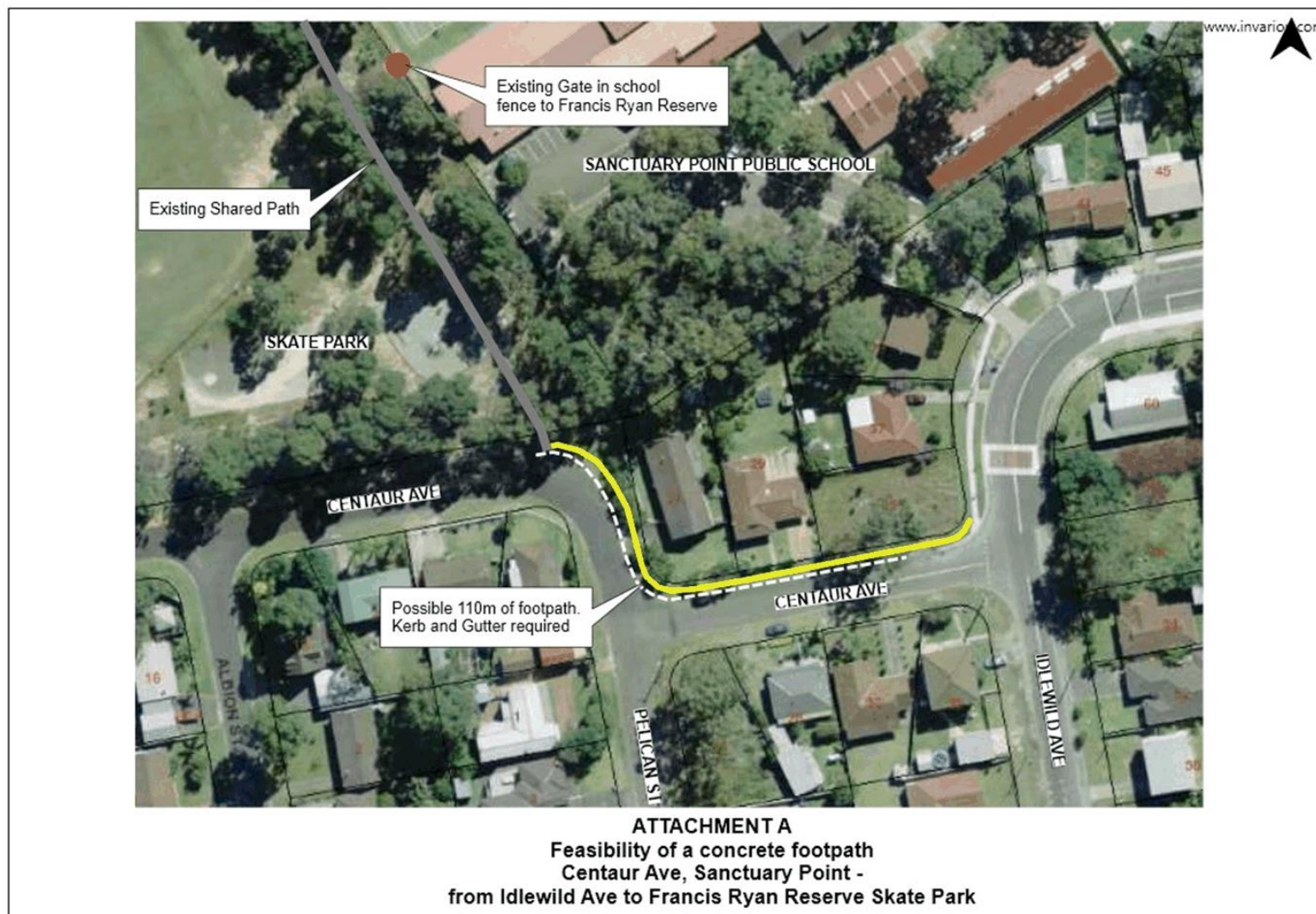
Community consultation for a footpath along the northern side of Centaur Ave from Idlewild Ave to the skate park adjacent to Francis Ryan Reserve has not been carried out.

### **Financial Implications**

The estimated cost to provide a 1.2m wide footpath with driveway crossing and kerb and gutter along the northern side of Centaur Ave from the Idlewild Ave to the existing shared path adjacent to the skate park in Francis Ryan Reserve is over \$100,000. The significant costs are related to the location of services, drainage requirements and kerb and gutter, driveway crossings and levelling with fill of uneven ground, this needs to be undertaken prior to constructing the path.

This financial year, Council is constructing a 1.2m wide footpath on the western side of Kingsford Smith Crescent from Paradise Beach Road to Idlewild Avenue. This footpath extension continues from the recently completed path on Idlewild Ave (From Clifton St to Kingsford Smith Crescent) and will connect the existing shared path on Paradise Beach Road to Sanctuary Point Public School

There is currently no funding available for the Centaur Avenue path, another consideration to address the issue could be the location of a more direct access from the school relative to the skate park through a gate.



## **SA17.16 Proposed Leases - Room 2, Building 3 - 78 St Vincent St, Ulladulla and 35 Holloway Road, Nowra - Australian Unity Home Care Services**

**HPERM Ref:** D16/390968

**Group:** Assets & Works Group  
**Section:** Business & Property

**Attachments:** 1. Plan - Proposed Lease Over Part Lot 1 DP1105058 [↓](#)  
2. Plan - Proposed Lease Over Part Lot 2 DP 70844135 [↓](#)

### **Purpose / Summary**

To seek Council's endorsement to enter into a lease agreement with Australian Unity Home Care Services for its continued use and occupation of Part of the building at 3/78 St Vincent Street, Ulladulla (Part Lot 1 DP1105058) (refer Attachment 1) and 35 Holloway Road, Nowra (Part Lot 2 DP708441) (refer Attachment 2).

### **Recommendation**

That Council:

1. Enter into a lease agreement in accordance with Council's Occupation of Council Owned and Managed Land Policy (POL12/227) with Australian Unity Home Care Services for the use and occupation of Room 2, Building 3, 78 St Vincent Street, Ulladulla for a term of up to five (5) years at an annual rental of \$11,235 plus GST;
2. Enter into a lease agreement in accordance with Council's Occupation of Council Owned and Managed Land Policy (POL12/227) with Australian Unity Home Care Services for the use and occupation of 35 Holloway Road, Nowra for a term of up to five (5) years at an annual rental of \$20,865 plus GST;
3. List the subsidies applied of \$9,765 plus GST and \$18,135 plus GST, as assessed using the Rental Assessment Framework with annual CPI increases as a recognised Donation in Council's Annual Report each year for the term of the lease agreement;
4. Authorise the General Manager to finalise the lease terms that may not yet be determined; and
5. Authorised the General Manager to sign any documentation necessary to give effect to this resolution.

### **Options**

1. To resolve as recommended.

Implications: Endorsement of this recommendation will allow Australian Unity Home Care Services to hold a guaranteed tenure over these properties for a period of up to five (5) years, subject to the lease agreement. The great home care services presently provided to Community will continue in the Nowra and Ulladulla Districts.

2. Not Recommended. Decline to enter into a lease agreement with Australian Unity Home Care Services and enter into further negotiations.

**SA17.16**

Implications: Without a lease agreement the rights and responsibilities of each party remain unclear. Australian Unity Home Care Services may be unable to provide its services from the Ulladulla & Nowra Districts.

3. Provide further direction to staff and propose an alternative.

### Background

Home Care Services have been in occupation of both properties commonly known as Room 2, Building 3 – 78 St Vincent Street, Ulladulla and 35 Holloway Road, Nowra since approximately 2006.

Home Care services was previously a service provided by the NSW Department of Family and Community Services which was outsourced to Australian Unity Home Care Services on 19 February 2016.

Australian Unity Home Care Services provides a wide variety of services to the Shoalhaven area. These services include but are not limited to domestic assistance, personal care, respite care, meal preparation, transport, shopping, live-in care, home nursing, occupational therapy and home maintenance.

The occupation of Council Owned & Managed Land Policy and the associated Rental Assessment Framework were applied in the negotiation of these lease agreements.

The current market rent for both sites were determined by an independent valuer as \$21,000.00 plus GST per annum for St Vincent St, Ulladulla and \$39,000 plus GST for Holloway Road, Nowra.

The activities of the Australian Unity Home Care Services were assessed against the Rental Assessment Framework, taking into account the level of service provided to the community, the contributions by the centre to the costs associated with the maintenance of the facility and other contributing factors and it was determined that the level of subsidy to be applied to the lease agreements would be 50%.

The agreed terms of the lease are as follows:

	St Vincent St, Ulladulla	Holloway Rd, Nowra
Lessee	Australian Unity Home Care Services	Australian Unity Home Care Services
Premises	The Building, improvements and curtilage on Part Lot 1 DP1105058 at Room 2, Building 3, 78 St Vincent Street, Ulladulla	The Building, improvements and curtilage on Part Lot 2 DP708441 at Park Road, Nowra, commonly known as 35 Holloway Road, Nowra
Term	Up to Five (5) years	Up to Five (5) years
Commencement Date	To be advised	To be advised
Termination Date	To be advised	To be advised
Rent	\$21,000.00 plus GST per annum, payable monthly in advance	\$39,000.00 plus GST per annum, payable monthly in advance

	St Vincent St, Ulladulla	Holloway Rd, Nowra
Application of Rent Assessment Policy	Percentage of rental subsidy = 50%	Percentage of rental subsidy= 50%
Application of Management Fee	3.5% of annual rent (\$735.00)	3.5% of annual rent (\$1,365.00)
Subsidised Rental (inclusive of Management Fee)	\$11,235.00	\$20,865.00
Rent Review	Annually to CPI	Annually to CPI
Percentage of Outgoings	Local Authority Rates – 33% of charges for Building No. 3 (if assessed) Building Insurance Premium – 33% of Charges For Building No. 3 Water and wastewater usage charges – 33% Security Charges – 33% of charges for Building No. 3 Garbage Charges – 100% Any other rates/Charges/levies – 33% of Charges for Building No. 3	100% for all outgoings in relation to the property
Permitted Use	Administration of Homecare Services and Associated activities	Administration of Homecare Services and Associated activities
Public Risk Insurance	Twenty Million Dollars (\$20,000,000.00)	Twenty Million Dollars (\$20,000,000.00)

SA17.16

### Community Engagement

This matter is considered to be Local Area/Low Impact issue as detailed in Council's Community Engagement Policy and Handbook. The proposal to enter into a lease at St Vincent St, Ulladulla was put out on public exhibition in accordance with Section 47 of the Local Government Act. No submissions or objections were received.

### Financial Implications

There will be minimal financial implication as Australian Unity Home Care Services will be responsible for all ongoing & reactive maintenance as well as being responsible for outgoings relating to the properties.

The current rent for the subject sites are as follows:

- St Vincent St, Ulladulla = \$15,189.66 plus GST per annum

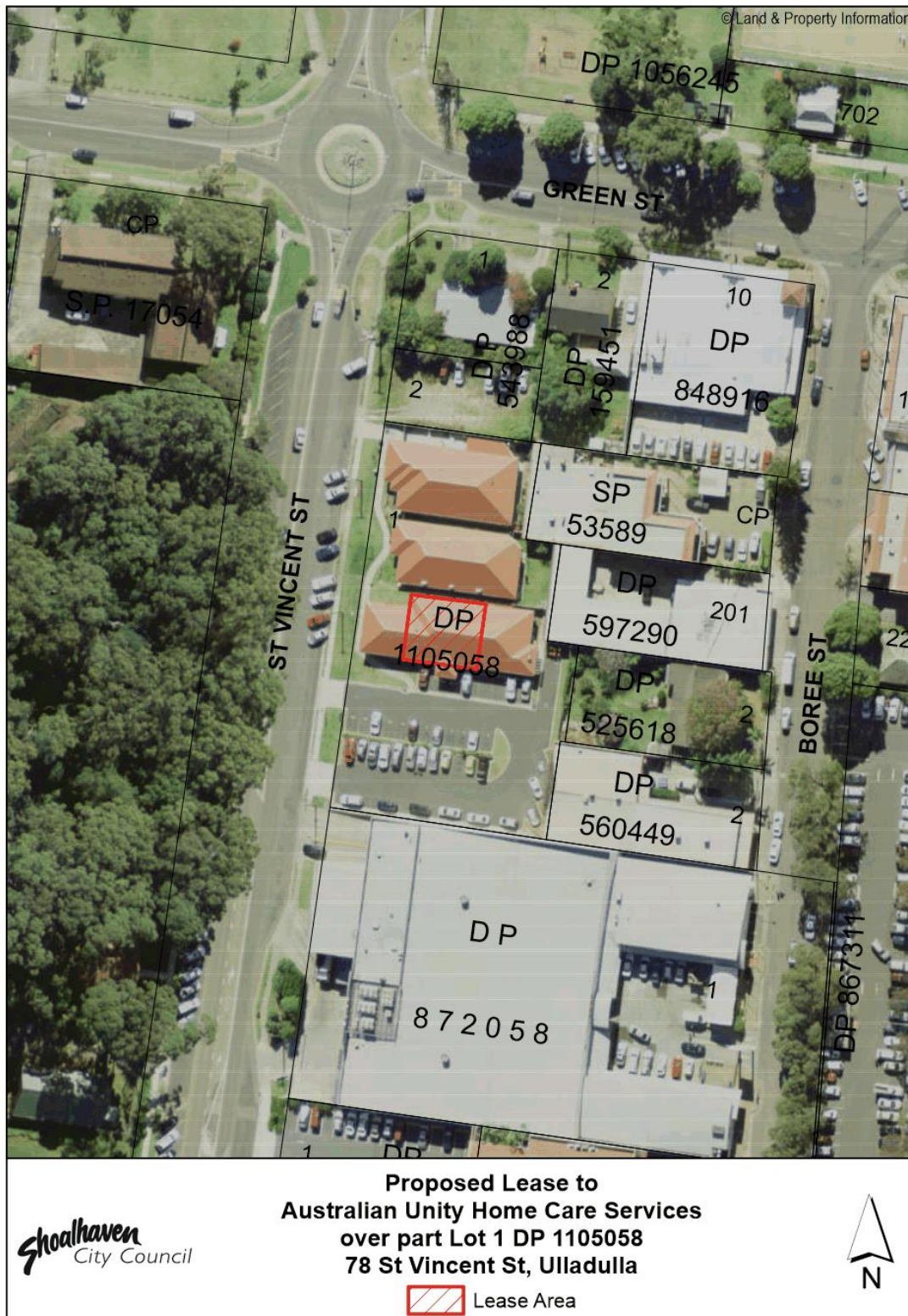
- Holloway Road, Nowra = \$0.00 per annum

Please note the above rental amounts were negotiated with the previous owner of Home Care Services being Family & Community Services. The rent at St Vincent St, Ulladulla will be decreasing by \$3,954.66 per annum however Holloway Road, Nowra rent will be increasing by \$20,865.00. In conclusion, Council will improve its financial position by \$16,910 per annum.

### **Risk Implications**

Failure to endorse the recommendation to enter in to a lease agreement with Australian Unity Home Care Services at St Vincent St, Ulladulla, will result in the broad services provided by Home Care Services potentially being displaced from the Ulladulla and Nowra districts. This will have a major impact on the community and the great services available in the region.









## **SA17.17 Council Policy Review - Ranger Services - Companion Animals, Poultry and Sick Animals**

**HPERM Ref:** D17/158

**Group:** Planning & Development Services Group

**Attachments:** 1. Companion Animals Policy [↓](#)  
2. Domestic Poultry Abandoned on Public Land [↓](#)  
3. Animals - Management of Sick or Injured Animals [↓](#)

### **Purpose / Summary**

To consider the re-adoption of existing public policies which deal with the responsibilities of Ranger Services within the Building and Compliance Section.

### **Recommendation (Item to be determined under delegated authority)**

That Council adopt the following policies with minor amendments:

1. Companion Animals – Management of Feral and Infant Cats and Dogs
2. Domestic Poultry Abandoned on Public Land
3. Management of Sick or Injured Animals

### **Options**

1. Adopt the recommendation

#### Implications as follows:

The minor changes made to the policies will assist in policy implementation

2. Not adopt the recommendation and give further instruction to staff.

### **Background**

The Building and Compliance Section (Ranger Services Unit) policies listed below have been reviewed and amendments have been made as follows:

- POL16/232 - Companion Animals – Management of Feral and Infant Cats and Dogs (Attachment 1) – this policy was adopted by Council in 2016 and only some minor wording changes have been made.
- POL16/238 - Domestic Poultry Abandoned on Public Land (Attachment 2) – a change has been made to reflect the notion that it is not acceptable to dump live poultry and they will be removed periodically by Ranger Services. As they are domestic animals they need care and monitoring so it is not best practice in animal welfare to leave them unattended in public places.
- POL16/225 - Management of Sick or Injured Animals (Attachment 3) – The policy has been streamlined to eliminate repetition and remove operational information not relevant to the public. The aim of the policy remains the same.



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## Companion Animals – Management of Feral and Infant Cats and Dogs

**Policy Number:** POL16/232 • **Adopted:** 22/2/2011 • **Reaffirmed:** 21/06/2013 • **Amended:** 19/07/2016 • **Minute Number:** MIN11.149, MIN13.638, MIN16.554 • **File:** 32667E • **Produced By:** Planning & Development Services Group • **Review Date:**

### 1. PURPOSE

The purpose of this policy is to comply with the Guideline on the Exercise of Functions (the Guideline), the *Companion Animals Act 1998* (the Act) and the *Companion Animals Regulation 2008* (the Regulation).

It also supports the contractual arrangements for managing the Shoalhaven Animal Shelter and Pound Facility.

### 2. MANAGEMENT OF FERAL AND INFANT COMPANION ANIMALS

#### 2.1. Definitions

**Companion animal** means each of the following:

- (a) a dog,
- (b) a cat,
- (c) any other animal that is prescribed by the Regulation as a companion animal.

**Infant animal:** Is an animal generally under 800 grams and still totally reliant on its mother to eat, drink and for evacuations.

**Feral animal:** Is an animal in wild state, especially after escape from captivity domestication. It is an unidentified, aggressive animal that has had no demonstrable human, social interaction.

#### 2.2. Context

The Shoalhaven Animal Shelter receives feral and infant animals, mostly cats, from members of the public in person or via Ranger Services officers. The public may trap feral cats or manage to catch unowned litters without their mother. ~~They may also surrender unwanted litters and keep the mother, or pet owners may leave litters in the overnight kennels without their mother. The Shelter will only take surrendered kittens without their mother if the kittens are old enough and able to survive without their mother.~~

*Shoalhaven City Council – Companion Animals - Feral and Infant Dogs and Cats Policy*

As feral animals are unowned, multiply readily and are destructive to wildlife, they pose a nuisance to the community and a threat to the environment. Feral cats received at the shelter suffer from capture stress which is considered by animal welfare organisations to be inhumane. As these animals are not suitable for rehoming, the earlier a decision is made to euthanase the more humane for the animal.

As infant animals are totally reliant on their mother, an educated decision must be made by staff as to the viability of the animal. In relation to eating and drinking, ~~the infants may require bottle feeding every~~ could be bottle-fed each two hours. However, these infants do not have the capacity to evacuate unless stimulated by their mother or by a foster carer.

Section 64(5) of the Act requires that, before destroying a seized animal, Council considers whether there is a possible alternative and, if practicable, adopt this alternative. It is Council's policy to comply with Section 64(5) wherever possible, and in the case of healthy infant animals and as resources permit, Council endorses that the animals be placed:

- a) In temporary care with a RSPCA NSW sanctioned foster carer until such time as the animal's legislated holding period is surpassed; or
- b) In the permanent care of an associated organisation. Associated organisations include other animal welfare organisations and like-minded community groups (which are sometimes referred to as 'rescue groups').

Council acknowledges RSPCA NSW will retain sufficient control over infant animals placed into temporary care.

### **2.3. Euthanasia of feral and infant companion animals**

In accordance with Section 64(2) of the Act, feral and infant companion animals seized or surrendered to Council's pound may be destroyed prior to the standard holding period as set out in Section 64(1) of the Act. Any policy adopted by the council for the purposes of subsection (2) must comply with such guidelines as may be issued by the Director-General.

Council authorises the humane euthanasia of feral and infant animals that are unsuitable or unlikely to be rehomed, or it is in the best interest for the welfare of the animal following any advice provided by a veterinarian, the Royal Society for the Prevention of Cruelty to Animals (RSPCA) or the Shoalhaven Animal Shelter Supervisor Manager.

The Section Manager, Building and Compliance Services or Unit Manager, Ranger Services or in the absence of the Manager, a Ranger Services Team Supervisor may authorise such euthanasia.

### **3. IMPLEMENTATION**

This Policy will be implemented by the Ranger Services Unit Planning & Development Services Group.

### **3.4. REVIEW**

The policy will be reviewed within twelve (12) months of the election of Councillors, or earlier should circumstances arise to warrant revision.

### **4.5. APPLICATION OF ESD PRINCIPLES**

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*Shoalhaven City Council – Companion Animals - Feral and Infant Dogs and Cats Policy*

This policy supports Councils commitment to ESD principles through social integrity [and animal welfare management](#).





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## DOMESTIC POULTRY ABANDONED ON PUBLIC LAND

**Policy Number:** POL16/238 • **Adopted:** 20/09/2005 • **Reaffirmed:** 11/11/2008 • **Amended:** 21/06/2013 • **Minute Number:** MIN05.1228, MIN08.1465, MIN13.622 • **File:** 32667E • **Produced By:** Planning & Development Services Group • **Review Date:**

### 1. PURPOSE

The aims of this policy ~~are~~ is to:

- ~~Provide~~ guidelines to manage domestic poultry abandoned on public land and waterways.
- ~~Determine which Council parks and waterways, if any, may contain domestic ducks / geese as part of the environment, and acceptable numbers.~~

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### 2. STATEMENT

The abandonment of poultry in waterways and on other public land is an ongoing concern in many local government areas and requires appropriate management. Complaints about the poultry are received from the public for a variety of reasons including welfare concerns, aggressive behaviour, animals being a traffic hazard, droppings creating a mess and being a health concern, and concerns for the impact on the natural environment.

#### 2.1. Background

Council acknowledges that domestic poultry is abandoned on public land despite signage to discourage this and advising the public to contact the Shoalhaven Animal Shelter for assistance. ~~The public enjoy watching and feeding ducks and geese where these are accepted in certain Council parks bearing in mind many people feed native ducks also, which is not ideal, not understanding the difference. However, this would probably continue regardless of the presence of domestic poultry.~~

#### 2.2. Legislation

Section 125 of the Local Government Act states a Council may abate a public nuisance.

### 3. PROVISIONS

~~A core group of ducks and geese may be maintained at nominated waterways before culling is considered:~~

*Shoalhaven City Council - Domestic Poultry Abandoned on Public Land*

- ~~Harry Sawkins Park, Nowra – A maximum of 6 ducks (including a maximum of 2 drakes) and a maximum of 6 geese (3 males and 3 females as geese pair off)~~
- ~~Marriott Park, Nowra – a maximum of 6 ducks (including a maximum of 2 drakes)~~
- ~~Mark Radium Park, Berry – a maximum of 4 ducks (including a maximum of 2 drakes)~~
- ~~Sussex Inlet Keys – a maximum of 8 ducks (including a maximum of 3 drakes)~~

Common areas where poultry are abandoned includes Harry Sawkins Park, Nowra; Marriott Park, Nowra; Mark Radium Park, Berry; and Sussex Inlet Keys.

In the interest of animal welfare ~~All abandoned poultry exceeding these numbers~~ may be removed as soon as practicable including abandoned poultry dumped on public land other than locations specified above.

#### **4. IMPLEMENTATION**

~~Development and Environmental Services Group has the responsibility to implement this policy. Cooperation is required from City Services and Operations Group who is responsible for management and operation of the public parks and reserves.~~  
This policy will be implemented by the Ranger Services Unit.

#### **5. REVIEW**

This policy will be reviewed within one year of the election of every new Council, or earlier if circumstances arise to warrant revision.

#### **6. APPLICATION OF ESD PRINCIPLES**

This policy supports Councils commitment to ESD principles through social integrity and animal welfare management.  
~~Abandoned poultry require management to avoid adverse welfare issues. In Council's parks and reserves the presence of ducks and geese provide amenity and recreational benefit for people who enjoy feeding these in parks and reserves.~~



## Management of Sick or Injured Animals

*Policy Number: POL16/225  
Adopted: 27/01/2009  
Reaffirmed: 21/06/2013  
Minute Number: MIN09.71, MIN13.638  
File: 32667E  
Produced By: Planning & Development Services Group  
Review Date:*

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**Executive Comment**

Shoalhaven City Council has principle responsibility for the enforcement of the Companion Animals Act 1998 as detailed in Section 6A. Council also has a responsibility to sometimes deal with sick or injured animals found in public places by Council staff under the prevention of Cruelty to Animals Act 1979 (POCTA).

Members of the public who are in charge of an animal have the same responsibility as Council to provide care, pain relief or veterinary treatment as necessary for animals in their charge.

It is not appropriate to delay the provision of veterinary treatment for a sick or injured animal where necessary, in order to shift the cost to a third part (e.g. Council). Indeed the withholding of such necessary treatment is a criminal offence.

Officers of Council are committed to maintaining the highest standards of ethical behaviour at all times. This includes full compliance with the Prevention of Cruelty to Animals Act 1979 (POCTA).

The importance of having a transparent and accountable Sick or Injured Animals Policy is acknowledged by Council. This Policy assists in guiding staff in making decisions that impact on the prevention of animal cruelty. It also provides residents with a guide as to their responsibilities when they encounter sick or injured animals and their responsibilities under the POCTA.

R.D. Pigg \_\_\_\_\_  
General Manager \_\_\_\_\_

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Shoalhaven City Council - ~~Error! No document variable supplied.~~Dealing with Sick or Injured Animals Policy



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## MANAGEMENT OF SICK OR INJURED ANIMALS

Policy Number: POL16/225 • Adopted: 27/01/2009 Reaffirmed: 21/06/2013 • Amended: ? • Minute Number: IN09.71, MIN13.638 • File: 32667E • Produced By: Planning & Development Services Group • Review Date:

### 1. PURPOSE

The purpose of this policy is to:

- ~~d~~Detail the circumstances where Council will assist to ensure provide veterinary treatment is provided for sick or injured animals.
- ~~It is also designed to make those~~ Inform a 'persons in charge' of an animal aware of their responsibilities under the Prevention of Cruelty to Animals Act 1979 (POCTAA) and clarify what action Council will take if they do not fulfil these obligations.

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Finally, ~~this policy details how staff are to deal with 'persons in charge' of a sick or injured animal, who may attempt to shift the cost of their personal obligations under the POCTA onto Council.~~

### 2. STATEMENT

The POCTAA prohibits cruelty to animals and promotes animal welfare by requiring a 'person in charge' of an animal to provide care for the animal, to treat the animal in a humane manner and to ensure the welfare of the animal, including veterinary treatment as necessary. The Royal Society for the Prevention of Cruelty to Animals (RSPCA) is responsible to enforce this legislation.

The Companion Animals Act 1998 (CAA) provides for the identification and registration of companion animals and for responsible pet ownership, the duties and responsibilities of their owners. Local Government Councils are is responsible to ensure charged with the responsibility of ensuring owners of companion animals comply with the Act.

The Impounding Act relates to livestock which is a Council responsibility when livestock are on public land without authority.

This policy underpins the POCTAA, the Companion Animals Act, the Impounding Act and any other legislation that relates to the management of animals relevant to this issue.

Shoalhaven City Council - ~~Error! No document variable supplied.~~Dealing with Sick or Injured Animals Policy

Wildlife Rescue should be contacted if the sick or injured animal is a native animal.

POCTA prohibits cruelty to animals, and promotes the welfare of animals by requiring a 'person in charge' of an animal to provide care, humane treatment and to ensure the welfare of the animal, including veterinary treatment as necessary.

This Policy underpins both the CAA and the POCTA.

**State Legislation will prevail over any inconsistency arising out of this policy, but only to the extent of inconsistency.**

#### **2.1. Definitions**

In this policy the following definitions and acronyms apply:

RSPCA—Royal Society for the Prevention of Cruelty to Animals  
SCC—Shoalhaven City Council  
NPWS—National Parks & Wildlife Service  
AMO—Animal Management Officer  
RSM—Ranger Services Manager  
POCTA—Prevention of Cruelty to Animals Act 1979  
CAA—Companion Animals Act 1998

### **3. PROVISIONS**

#### **3.1. Legislative Responsibilities**

Section 5 (3)(c) of the POCTAA provides that a 'person in charge' of an animal shall not fail at any time, where it is necessary for the animal to be provided with veterinary treatment, whether or not over a period of time, to provide it with that treatment.

The maximum penalty for failing to do so is \$27,500 for a Corporation and \$5,500, or 6 months imprisonment (or both) in the case of an individual.

~~For the purposes of the POCTA,~~ The 'person in charge' in relation to an animal includes the owner of the animal and a person who has the animal in the person's possession or custody, or under the person's care, control or supervision.

~~Council does not condone the surrender or handing in to Council of sick or injured animals by 'persons in charge' of such animals before the animal has received the necessary veterinary treatment in accordance with the POCTA.~~

#### **3.2. Sick and Injured Animals Common situations encountered by Council Animal Management Officers (AMO's)**

~~AMO's encounter:~~ A sick or injured animals comes to the attention of Council in a variety of ways circumstances are as follows:

Shoalhaven City Council - ~~Error! No document variable supplied.~~ ~~Dealing with Sick or Injured Animals Policy~~

- a) Chance find by a Council Officer in a public place, ~~such as a road, reserve or national park.~~
- b) ~~Responding to a specific complaint or report from members of the public of an animal in a public place.~~
- b) Seized or impounded animal in Council's care.
- c) ~~Responding to a call from the public about an animal in a public place.~~
- d) Responding to a request to collect an ~~stray or surrendered~~ animal from a private residence.
- e) A member of the public seeking to surrender or hand in an ~~stray~~ animal ~~at the Shoalhaven Animal Shelter to Council either at the pound or to an AMO in the field.~~

Situations such as those outlined in a), ~~and b)~~ ~~and c)~~ above clearly place the Council as the 'person in charge' for the purposes of the POCTAA. As such, any animals that ~~are sick or injured and~~ require treatment by a veterinarian will receive such treatment at Council's expense.

~~However, w~~Where an animal is in the charge of a person who is not a Council employee, such as outlined in ~~c)~~ d) and e) above, the responsibility for ensuring the animal receives veterinary treatment rest ~~squarely with that person, and not with Council. That is, to attempt to transfer responsibility for the sick or injured animal to Council, rather than provide the necessary veterinary treatment as they are obliged to do under the POCTA.~~

At times there are mitigating circumstances which may require assistance from Council to deliver the animal to a vet clinic. Each of these matters will be assessed with action taken in the best interest of the animal.

It is Council's Policy that the provisions of Section 5 of the POCTA will be breached should a 'person in charge' of an animal deliver the animal to Council or request Council to collect the animal, where the animal is in need of veterinary treatment, and that treatment is not provided.

In addition to the above, the NPWS is to be contacted where necessary should the sick or injured animal be native wildlife.

### **3.3. Cost Recovery What to do should a 'Person in Charge' of a sick or injured animal request Council to take the animal**

Prior to the animal being released from the animal shelter, the reclaim fee payable is to include the cost of any veterinary treatment provided to the animal.

Where such an animal is not claimed and the owner can be identified, the cost of the veterinary treatment is to be recovered as a civil debt by Council.

Council officers will seek full cost recovery of any costs incurred by Council for veterinary treatment for sick or injured animals as part of any proceedings before the courts.

If the owner takes full responsibility and pays the veterinary fees and collects the animal from the veterinary clinic the above requirements do not apply

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Shoalhaven City Council - **Error! No document variable supplied.**~~Dealing with Sick or Injured Animals Policy~~

It is Council's policy that where a 'person in charge' of a sick or injured animal requests Council to take the sick or injured animal **before** it has received any necessary treatment, that the person be advised to take the animal to a veterinary surgeon and comply with their responsibilities under Section 5 of the POCTA.

Council will not accept sick or injured animals that require veterinary treatment into its care from 'persons in charge' of a sick or injured animal. Instead the 'person in charge' is to be directed to take the animal to a veterinarian and comply with POCTA.

Cost shifting, in terms of liability for payment of any subsequent veterinary fees from the 'person in charge' of the sick or injured animal to Council will not be accepted.

#### **3.4.—What to do when a 'Person in Charge' of a sick or injured animal subsequent to being advised of their obligations under POCTA abandons the animal**

It is Council's policy that where a person is known to have or is suspected to have abandoned a sick or injured animal or made a misleading statement to Council as to the circumstances surrounding the animal (including ownership or any other matter regarding the animal's status) that the matter be reported to the NSW Police and the RSPCA for breaches of the POCTA.

Council officers are to co-operate wherever possible to assist the relevant authorities in investigating any possible breach of the POCTA.

#### **3.5.—What to do if a sick or injured animal is impounded from a public place and the owner can be identified**

Where a sick or injured animal is seized or impounded from a public place by an AMO (or other Council officer), it is to be provided with veterinary treatment as necessary at Council's expense.

The release fee payable is to include the full cost recovery of any veterinary treatment provided to the animal prior to release back to the owner.

Where such an animal is not claimed and the owner can be identified, the full cost of the veterinary treatment is to be recovered as a civil debt by Council's finance section.

Recovery of such costs, are to be in addition to the relevant penalties that apply under the CAA.

Council officers are empowered under this policy to seek full cost recovery of any costs incurred by Council for veterinary treatment for sick or injured animals as part of any proceedings before the courts.

#### **3.6.—Contacts**

The contact details for agencies referred to in the policy are as follows:

**For enquiries regarding the RSPCA**

Shoalhaven City Council - *Error! No document variable supplied.* *Dealing with Sick or Injured Animals Policy*

Internet: [www.rspcansw.org.au](http://www.rspcansw.org.au)



Shoalhaven City Council - ~~Error! No document variable supplied.~~~~Dealing with Sick or Injured Animals Policy~~

**For enquiries regarding the NPWS**

Internet: ~~www.npsw.nsw.gov.au~~

Field Code Changed

Phone: (02) 4423 2170

**General Enquiries:**

Shoalhaven City Council  
P.O. Box 42  
NOWRA NSW 2541

City Administrative Centre, Bridge Road, NOWRA

Email: ~~council@shoalhaven.nsw.gov.au~~

Field Code Changed

Internet: ~~www.shoalhaven.nsw.gov.au~~

Field Code Changed

Phone: (02) 4429 3111

Fax: (02) 4422 1816

**4. IMPLEMENTATION**

This policy will be implemented by the Ranger Services ~~Unit~~~~Section of Council~~.

**5. REVIEW**

This policy will be reviewed within one year of the election of each new Council ~~or earlier if~~  
~~circumstances arise to warrant revision.~~

**6. APPLICATION OF ESD PRINCIPLES**

~~Full compliance with the POCTA by Council will enhance.~~~~This policy supports Council's~~  
~~commitment to~~ the welfare of all sick or injured animals throughout the City.

## SA17.18 Saltmarsh re-establishment around waterways

**HPERM Ref:** D16/389526

**Group:** Planning & Development Services Group  
**Section:** Environmental Services

**Attachments:** 1. Saltmarsh-Fact sheet (under separate cover) [↗](#)

### Purpose / Summary

As per the resolution of Council from the 22<sup>nd</sup> of November 2016, the purpose of the report is to provide greater clarification from the NSW Department of Fisheries regarding the re-establishment of saltmarshes around our waterways.

Based on information obtained from Fisheries the report addresses the items following;

1. What survey work is undertaken to accurately map the area?
2. What is the role of the astronomical water-mark or the mean high-tide water-mark?
3. How can the invasion of the saltmarsh by pines, grasses or other exotics be arrested?

### Recommendation (Item to be determined under delegated authority)

That Council receive the report on the re-establishment of saltmarsh around waterways for information.

### Options

1. That Council receive the report for information.

Implications: This information from fisheries provides more background to the management of saltmarsh areas.

2. Provide staff with an alternative direction.

### Background

This information provides more background to the management of salt marsh. Areas such as James Crescent foreshore reserve where the salt marsh protection at Kings Point has a grant funded project which is currently on hold, whilst Council undertakes further consultation with the adjacent property owners. In that location DPI Fisheries staff are to survey the reserve to determine the extent of saltmarsh vegetation present and advise Council on the number of square metres to be protected to satisfy legislative requirements.

The advice below relates to the resolution of Council from November 2016.

### What is Saltmarsh Vegetation?

Coastal saltmarsh (also referred to as saltmarsh) is an intertidal community of plants, such as sedges, rushes, reeds, grasses, succulent herbs and low shrubs that can tolerate high soil

salinity and occasional inundation with salt water. The term ‘saltmarsh’ is used to describe individual plants, groups of plants and the general estuarine habitat dominated by these plants. Saltmarsh occupies the high tide zone on sheltered soft substrate foreshores of coastal lakes and estuaries, often occurring behind mangroves (Figure 1). It is usually only intermittently inundated by medium to high tides. Saltmarsh plants are adapted to hypersaline conditions which most other vegetation cannot tolerate.

Saltmarsh areas are characterised by low vegetation interspersed with bare patches or salt pans (although these are not common in New South Wales). Distribution of coastal saltmarsh is influenced by the combination of elevation, salinity and frequency of inundation. Coastal saltmarsh can range from narrow fringes of one or two species of plants on steeper shorelines to almost flat expanses of multiple species extending hundreds of metres in width. Saltmarsh can also occur along estuary foreshores many kilometres inland from the sea entrance. Saltmarsh communities can be dominated by a single plant species or occur as a mosaic with the biodiversity of plant species increasing in higher elevation areas which are less frequently inundated.

### What survey is undertaken to accurately map the area?

The only reliable survey that can establish if a vegetation community is saltmarsh is a botanical survey to access what species occurs. NSW DPI Fisheries has identified 10 key saltmarsh plant species that require one or more of these plant species to be present in order to be listed as marine vegetation under the Fisheries Management Act 1994 and avail protection. These 10 key plant species are as follows:

- *Selliera radicans* - Swamp Weed
- *Baumea juncea* - Bare Twig Rush
- *Samolus repens* - Creeping Brookweed
- *Ficinia nodosa* - Knobby Club-rush
- *Zoysia macrantha* - Prickly Couch
- *Sarcocornia quinqueflora* - Samphire, Glasswort
- *Sporobolus virginicus* - Saltwater Couch
- *Suaeda australis* - Seablite
- *Juncus kraussii* - Sea Rush
- *Triglochin striata* - Streaked Arrowgrass

*NSW DPI Fisheries have undertaken a spatial analysis of estuarine habitats using aerial photography as part of the Comprehensive Coastal Assessment (CCA) project. These maps do capture smaller areas of saltmarsh vegetation and require ground truthing to accurately determine absence/presence of saltmarsh vegetation.*

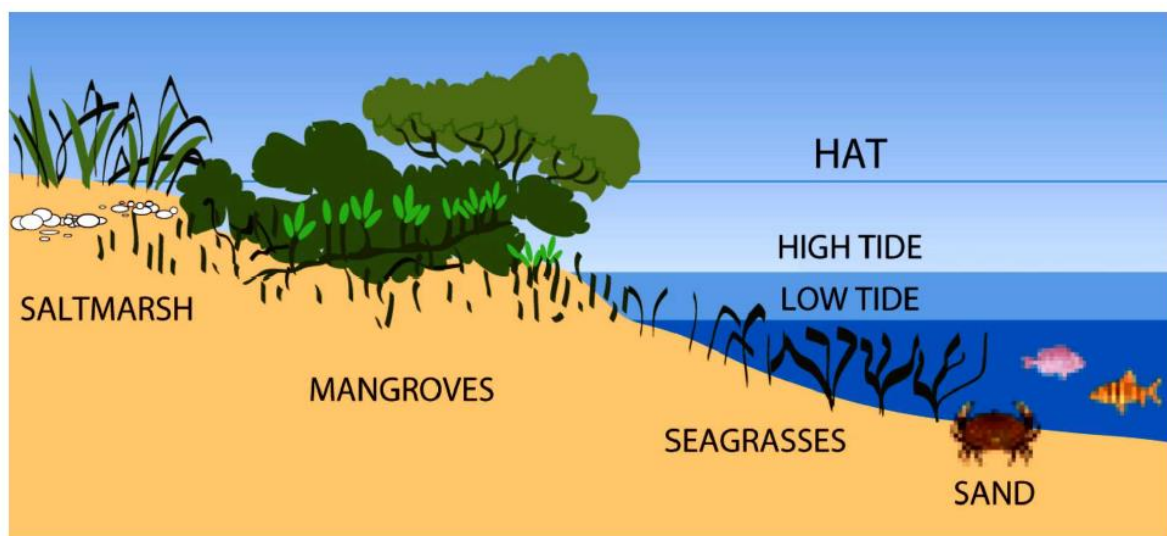
### What is the role of the astronomical water-mark or the mean high-tide water-mark?

There are two distinct types of saltmarsh vegetation types in relation to tidal inundation levels and these are determined by the amount a salinity and how regularly they are inundated by tidal saline water, they are as follows:

**Low Saltmarsh** - usually inundated regularly by high tides and has a mixture of vegetation types that are adapted to regular tidal inundation which may not necessarily be daily occurrence however tidal inundation is regular. Low saltmarsh is usually situated directly behind mangroves and low saltmarsh plants often occur side by side next to Grey Mangroves. Geoff Sainty has identified 14 species that commonly occur in the low saltmarsh zone.

**High Saltmarsh** - The high saltmarsh zone generally occurs in the tidal zone of estuaries that receive moderately regular tides, or rarely receive tidal flooding. The high

saltmarsh species would normally only be inundated during the highest astronomical tides (HAT) see figure below. Geoff Sainty has identified 69 species that may occur in this saltmarsh zone.



Source: Adapted from Kailola et al. 1993 (\*HAT = Highest Astronomical Tide)

Figure 1: Saltmarsh location relative to tides

### How can the invasion of the saltmarsh by pines, grasses or other exotics be arrested?

Invasive exotic vegetation poses a threat to saltmarsh vegetation, most exotic invasive vegetation that threatens saltmarsh on the NSW South Coast is plants that have some saline tolerance with the worst weed species being *Juncus acutus* (Spiny Rush) which has the ability to invade lower and upper saltmarsh zone. Other problematic exotic species that can displace saltmarsh include:

- *Stenotaphrum secundatum* - Buffalo Grass
- *Chrysanthemoides monilifera ssp rotundata* - Bitou Bush
- *Chrysanthemoides monilifera ssp. monilifera* - Boneseed
- *Hydrocotyle bonariensis* - Pennywort
- *Alternanthera philoxeroides* - Alligator Weed
- *Ipomoea cairica* - Coastal Morning Glory
- *Cynodon dactylon* - Common Couch

Control of these weeds in saltmarsh vegetation depends on the site, local conditions and the abundance and density of the weed infestation, controls that have been used by Council include chemical control with registered herbicides, manual removal and inundation.

Attached for further information includes the NSW DPI fact sheet – Coastal Saltmarsh.

### Community Engagement

Community members continue to be interested in the management options around the foreshore.

### Policy Implications

Possible implications under the Shoalhaven Foreshore Reserves Policy

**Financial Implications**

There are penalties for harming saltmarsh without a permit. There are also incentive grants available for landholder/managers for the rehabilitation of saltmarsh.

**Risk Implications**

There are risk implications to Council as a land owner/manager under Part 7 of the NSW Fisheries Management Act if the Council allows continual damage to saltmarsh vegetation from activities such as vehicles, mowing and dumping of rubbish in saltmarsh areas.

## SA17.19 Review of Shoalhaven Water Group Policies

**HPERM Ref:** D16/405713

**Group:** Shoalhaven Water Group  
**Section:** Water Customer & Business Services

**Attachments:**

1. Payment Assistance Scheme Water Accounts [↓](#)
2. Rainwater Tank Rebate Policy [↓](#)
3. Water Sewer and Trade Waste Usage Charges Undetected Leak [↓](#)

### Purpose / Summary

All Public and Local Approval Policies are to be submitted to Council within 12 months of the election of Council. The three Public Policies proposed for reaffirmation represent “Round 1” of this requirement in respect of the Shoalhaven Water Group responsibilities.

### Recommendation (Item to be determined under delegated authority)

That Council:

1. Reaffirm the following policies with minor changes:
  - a. POL16/86 – Payment Assistance Scheme Water Accounts
  - b. POL16/87 – Rainwater Tank Rebate Policy
  - c. POL16/93 – Water, Sewer and Trade Waste Usage charges – Undetected Leak Policy

### Options

1. Adopt the recommendation as written.

Implications: Minor changes will assist for currency. Specific details of changes are outlined further below.

2. Not adopt the recommendation.

Implications: Council can request further details, seek further community input or make other changes.

### Background

Minor tracked changes have been made to the following policies and as shown on the attachments.

- POL16/86 Payment Assistance Scheme Water Accounts

This policy was last adopted in 2012 and changes have been made to reflect current hardship issues faced by customers and to enable tenants to more easily gain access to the financial assistance provided by this scheme.

- POL 16/87 Rainwater Tank Rebate Policy

This policy was last adopted in 2013 and it contained Appendixes that were effectively procedures and processing documentation. These have now been removed to negate the duplication of information and a single policy document has been created. The terms and conditions of the policy have been retained unaffected but minor changes have been made to reflect current practices.

- POL 16/93 Water, Sewer and Trade Waste Usage charges – Undetected Leak Policy

This policy was last adopted in 2012 and changes have been made to reflect trends. A minimum amount of \$200 has been inserted as part of the complying claim conditions. This action is to protect low water users and/or small dollar value claimants that later experience a further but more significant undetected water leak. Such customers are unable to make a further claim under the policy due to the once off rebate provisions. Whilst the once off rebate provision is a key element of the policy and should remain, applying a minimum amount of \$200 will remove the risk of customers making a claim prematurely. Experience has shown that internal plumbing failures often recur and in short time spans.

In cases where an undetected water leak results in a usage charge less than the minimum amount proposed above and hardship is being experienced, the Payment Assistance Scheme provisions can be utilised more effectively to provide direct financial relief.

### **Community Engagement**

There is no statutory requirement to publicly exhibit any of the policies contained in this report. Council may choose to do so should they consider any changes of significance.





# Payment Assistant Scheme - Water Accounts

For more information contact  
Shoalhaven Water

**City Administration Centre**  
Bridge Road (PO Box 42)  
Nowra NSW Australia 2541  
P: (02) 4429 3214  
F: (02) 4429 3170  
[water@shoalhaven.nsw.gov.au](mailto:water@shoalhaven.nsw.gov.au)  
[www.shoalwater.nsw.gov.au](http://www.shoalwater.nsw.gov.au)

Policy Number: POL16/86  
Adopted: 28/06/2005  
Amended: 25/11/2008, 23/11/2012  
Minute Number: MIN05.821, MIN08.1534, MIN12.1276  
File: 24486E  
Review Date: Thursday, 1 December 2016

## 1 PURPOSE

The Payment Assistance Scheme (PAS) is a Council initiative designed for the purpose of helping residential customers who are financially disadvantaged and having difficulty paying their home water usage charges because of a crisis. The situations whereby PAS could be given is outlined in detail at paragraph 6 of the attached "Guidelines for Community Agencies".

## 2 STATEMENT

The PAS is not intended to be used as an ongoing income support nor is it intended to relieve Council of its obligations to manage the customer's debts in a fair and equitable manner. The PAS is funded entirely by Council and is applied only against water usage charges. It is expected that the majority of people given PAS will be either in receipt of a maximum Government Pension or Benefit or on a low income or have dependent children; making it difficult to absorb costs. People that are not in these groups are not precluded from receiving PAS as other circumstances may dictate assistance being appropriate eg [natural-financial hardship](#) or family disaster.

## 3 PROVISIONS

The policy and management of the PAS is the responsibility of Council with funding levels set each year as part of the Delivery Program and Operational Plan. Interested Community Agencies will deliver the program in order that as far as possible, a person's needs can be assessed locally and at a time the assistance is required. It also enables Community Agencies to incorporate PAS into their broader range of financial counselling services and assistance measures for people in need. Community Agencies eligible for assistance under this policy must be as a minimum:

- Holders of an ABN, and
- Recognised as an Emergency Relief Material Aid Agency, or
- Be an approved Member of Financial Counsellors Association of Australia, or
- As approved by Council

The limit to which Council will provide assistance under the scheme will be:

- a. Allocation of vouchers proportionately to Agencies (to the value of \$25.00 per voucher in books of 20) and up to a total funding limit for the scheme of \$15,000 and/or as per the level as adopted within the Delivery Program and Operational Plan,
- b. Provision of water saving brochures and advice, and
- c. Provision of onsite audit services at premises to assess and advise on ways to minimise water use in and around homes.

The issue of vouchers to applicants under the PAS is conditional upon Agencies complying with the following parameters;

- Any person within the city served by their organisation is able to apply for PAS and have their situation assessed, regardless of race, gender, disability, sexual preference, religion as defined by the NSW Anti-Discrimination Act 1977 as amended November 2011,
- It is expected that Agencies will help applicants to develop financial independence and investigate other forms of assistance eg Pensioner Rebate Concession,
- It is expected that Agencies will issue water saving brochures to applicants and encourage them to undertake onsite water audit services by Shoalhaven Water to assess and advise on ways to minimise water use in and around homes,
- Submission of an original water usage account with vouchers, alternatively Agency contact with Shoalhaven Water be made to ascertain water use charges and previous use of PAS,
- Advising applicants that PAS is only applied against water usage charges,
- Attendance of Agency representative at Council convened meetings to review the PAS program and discuss issues as required, and
- Acceptance of the attached document “Guidelines for Community Agencies” as the basis for managing the PAS.

The PAS is not limited to property owners and can be utilised by residential tenants, but only if an original-water account or copy is rendered with the vouchers.

In exceptional circumstances the Director Shoalhaven Water ([Water Customer & Business Services Manager](#)) may authorise the issue of vouchers direct to an applicant where it is not practical or time constraints dictate that an applicant attend the relevant Agency.

It is a preference that Agencies manage the issue of vouchers carefully to ensure that benefits are able to be provided to applicants throughout the financial year after the initial allocation. In this respect applicants should not receive PAS for the entire amount of a water usage account. A self-funded contribution should be encouraged to acquit the total amount outstanding on the water usage account. The use of Council’s payment arrangement scheme should also be utilised as a strategy to reduce the level of account debt.

#### 4 IMPLEMENTATION

Agencies will be provided with vouchers by 1<sup>st</sup> July of each year with the distribution calculated and monitored by Council. The further issue of vouchers will be at the discretion of Council based on the level of use. It may be necessary to recall vouchers from one Agency for re-distribution. Further funding beyond the total limit set for the scheme each financial year, will be at the discretion of Council.

The [Water](#) Customer and [BusinessSupport](#) Services Section of the Shoalhaven Water Group is responsible for the implementation and management of claims within this policy. The Director Shoalhaven Water Group ([BusinessSupportWater Customer & Business Services Manager](#))

Shoalhaven Water) is authorised to determine PAS allocations and proper use of the scheme under the terms of this policy and “Guidelines for Community Agencies” document.

## 5 REVIEW

This policy will be reviewed within one year of the election of every new Council.

## 6 APPLICATION OF ESD PRINCIPLES

To reduce the level of water consumption in residential premises through advice and assistance offered as a condition of PAS.



## Rainwater Tank Rebate Policy

For more information contact  
Shoalhaven Water

**City Administration Centre**

Bridge Road (PO Box 42)  
Nowra NSW Australia 2541  
P: (02) 4429 3214  
F: (02) 4429 3170  
water@shoalhaven.nsw.gov.au  
www.shoalwater.nsw.gov.au

Policy Number: POL16/87

Adopted: 22/02/2005

Revised: 28/02/2006, 22/08/2006, 25/06/2007, 26/02/2008, 25/11/2008, 21/05/2013

Minute Number: MIN05.211, MIN06.187, MIN06.1132, MIN07.902, MIN08.179,  
MIN08.1534, MIN13.499

File: 26581E

Review Date: Thursday, 1 December 2016

## 1 PURPOSE

- To help conserve water and reduce stormwater runoff by encouraging the installation of rainwater tanks.
- To provide an incentive for households who might not otherwise install a rainwater tank, by offsetting some of the costs of purchasing and installing a tank. These costs can include the connection of a rainwater tank to a toilet and/or washing machine, offsetting some of the plumbing expenditure and Development Application charges if applicable.

## 2 STATEMENT

This [rebate](#) policy is a Council initiative aimed at helping to reduce the demand on the potable water supply and encouraging the community to conserve water at home and in the garden by installing rainwater tanks. More information about the rebate is provided [in the "Rainwater Tank – Rebate Program" Fact Sheet \(see at Appendix 1\)](#).

## 3 PROVISIONS

### 3.1 Rebate Schedule

The Rainwater Tank Rebate applies in accordance with the amount as contained within the annual Delivery Program and Operational Plan.

Shoalhaven Water will only issue one (1) rebate per property for Rainwater tank(s) regardless of the number of tanks.

### 3.2 Registration Fee Waiver

If a testable backflow prevention device is required, Council will waive its initial registration fee of the backflow prevention device and inspection charge. (see annual Council Fees, Charges and Rentals for details)

*Note: If plumbing is required to supply toilet and/or washing machine or connection to the potable water supply, approval is required under s68 of the Local Government Act 1993. This application, inspection and associated costs is not waived.*

### 3.3 Eligibility for Rebate

To be eligible for the rebate, the applicant must have installed a rainwater tank that:

- has been purchased by the applicant on or after 1 March 2005;
- has a minimum total capacity of 2000 litres
- ~~is not required to be installed in order to comply with a BASIX certificate on or after July 1st 2005~~
- ~~is not required to be installed in order to comply with a requirement or a condition within a development consent/subdivision requirement~~
- is in accordance with the current NSW Code of Practice: Plumbing and Drainage
- is on land that has an approved connection to a water main owned by Shoalhaven City Council



- vii. is a new tank
- viii. is covered by a minimum 12 month warranty
- ix. has all associated plumbing work completed by a licensed plumber
- x. is used for the collection and storage of rainwater for site use on the site
- xi. meets all relevant standards, building codes, and Shoalhaven City Council requirements, including periodic inspection of rainwater re-use systems by Council's staff (or its agents) to monitor the on-going compliance of the systems installed
- xii. is to operate on the grounds for a period of five (5) years after installation. Rebate recipients may be asked to participate in research during this time
- xiii. internal plumbing connection to toilet and or washing machine has been inspected by Shoalhaven City Council

#### 4 IMPLEMENTATION

Shoalhaven Water Group has responsibility for implementation of this policy through processing of compliance checklists and applications for the rebate. ~~The application is to be submitted using the "Rainwater Tank Compliance Checklist" (Stage 1) and the "Rainwater Tank Rebate Application" form (Stage 2) which are Appendix 2 and Appendix 3 to this policy statement. A flowchart showing the process for obtaining the rebate is Appendix 4 to this document.~~

#### 5 REVIEW

~~This policy will be reviewed within one year of the election of every new Council~~One year after adoption.

#### 6 APPLICATION OF ESD PRINCIPLES

Natural Capital – Conserve water and reduce stormwater runoff.



## Appendix 1 Rainwater Tank -Rebate Program

### About the rebate program

As our population grows, a key challenge for the Shoalhaven is to ensure a sustainable water supply for the future. The [NSW Government Best Practice management-Management of Water Supply and Sewerage guidelinesGuidelines – August 2007](#), acknowledges the need for a demand management initiative. This rebate is an initiative to reduce the demand on the potable water supply and gives the community the chance to conserve water at home and in the garden by installing rainwater tanks.

A rebate is available from Council for customers connected to the town water supply system who install a rainwater tank(s) on their property. ~~Tanks must be purchased and installed from 1 March 2005 and subject to terms and conditions.~~ The tank must also comply with Council requirements for installation.

Rain-water tank rebates may be available at the amount resolved within the annual Delivery Program and Operational Plan ~~at the time of application.~~ to customers who install a rainwater tank on their property as detailed below.

### Fees and Charges

If a testable backflow prevention device is required Council's initial registration fee of the backflow prevention device and inspection charge is waived. Ongoing costs will still result from the licensed plumbing inspection and registration with Council annually.

If plumbing is required to supply toilet and/or washing machine or connection to the potable water supply, approval is required under s68 of the Local Government Act 1993. This application, inspection and associated costs is not waived.

(Note: Rural properties are exempt development below 25000 L)

### Applying for your a rebate

#### Stage 1: Ensure Compliance of Rainwater tank installation.

##### 1 ~~4~~ Complete compliance checklist.

~~Read the terms and conditions of the rebate.~~  
~~Fill in "Rainwater tank compliance checklist".~~  
~~Forward to: Rainwater Tank Rebate Program Shoalhaven Water~~  
~~PO Box 42~~  
~~NOWRA NSW 2541~~

##### 2 Wait for approval for location from Shoalhaven City Council.

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- 3 Install ~~your~~ tank (Engage a licensed plumber if "Topping-up", cross-connecting or connecting to a toilet or washing machine).

#### Stage 2: Application for Rainwater tank rebate

- 1 Fill in your part of the attached Complete application form. "Application for rainwater tank rebate".
- 2 Get your ~~P~~ plumber (if you ~~had~~ plumbing work ~~done~~ required) to fill in the complete relevant section ~~of the form~~.  
Attach ~~your~~ copies of receipt(s) for the tank and installation.  
Forward to: Rainwater Tank Rebate Program Shoalhaven Water  
PO Box 42  
NOWRA NSW 2541

#### Development exclusions

##### a) BASIX Certificate

The Building Sustainability Index (BASIX) is a NSW Government initiative. It ensures that all new dwellings in NSW meet the target of 40% reduction in water consumption and a 25% reduction in greenhouse gas emissions. Compliance with these targets is demonstrated through the completion of a BASIX assessment and the issuing of a BASIX Certificate.

**Customers who are required to install a rainwater tank(s) to comply with BASIX and have a BASIX Certificate dated after 1 July 2005 are not eligible for a rainwater tank rebate.**

##### b) Development consent/Subdivision requirement exclusions

**Customers who are required to install a rainwater tank in order to comply with a requirement or a condition within a development consent/ subdivision requirement are not eligible for a rainwater tank rebate.**

#### Terms and Conditions for Shoalhaven Water's Rainwater Tank Rebate

The following terms and conditions apply: ~~the applicant should read them carefully before signing the application form.~~

##### 1 Compliance

Any installation of a rainwater tank under the rebate program must submit the "Rainwater tank compliance checklist" ~~as this will ensure that the tank form to be checked by Council. The applicant will ensure through this process that the Rainwater tank installation will meet Council requirements.~~



## 2 Application:

Any application for a rebate must be submitted ~~on an "Application for a rainwater tank rebate" form~~ and ~~must be~~ approved by Shoalhaven Water before a rebate can be issued. The application must be completed and copies of receipt(s) for the purchase and installation of the rainwater tank(s) attached. ~~To apply for the rebate~~ the applicant must be an owner of the property where the tank is installed.

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### 3 Eligibility:

To be eligible for a rebate the applicant must complete an "Application for a rainwater tank rebate" form; attach copies of receipt(s) which must be in the applicant's name. The applicant must have installed rainwater tank(s) that:

- 3.1 Is purchased on or after 20 February 2005.
- 3.2 Is in accordance with the current NSW Code of Practice: Plumbing and Drainage.
- 3.3 Has a minimum total capacity of 2,000 litres
- 3.4 Is on land that has an authorised approved connection to a water main owned by Shoalhaven City Council.
- 3.5 Is not required to be installed in order to comply with a BASIX certificate on/ or after July 1st 2005
- 3.6 Is not required to be installed in order to comply with a requirement or a condition within a development consent/subdivision requirement.
- 3.7 Is a new tank
- 3.8 Is covered by a minimum 12 month warranty.
- 3.9 Has all associated plumbing work completed by a licensed plumber?
- 3.10 Is used for the collection and storage of rainwater for site use only.
- 3.11 Meets all relevant standards, building codes and Council requirements, including periodic inspection of rainwater re-use systems by Council's staff (or its Agents) to monitor the on-going compliance of the systems installed.
- 3.12 Is to operate on the property for a period of five (5) years after installation rebate recipients may be asked to participate in research during this time.

### 4 Backflow prevention:

See Backflow Prevention fact sheet and for more detail see NSW Code of Plumbing & Drainage.

Note: The requirements of backflow prevention may vary as a result of changes in the NSW code of Plumbing and Drainage.

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54 Initial inspection:

Council ~~will~~may need to inspect the rainwater tank at least once prior to any rebate being issued.

~~6~~ Ongoing operation of tank:

~~The rainwater tank must operate on the property for a period of five (5) years after installation. On provision of reasonable notice from Shoalhaven Water, the property owner will allow Shoalhaven Water access to the rainwater tank to conduct audits to ensure its continued operation.~~

~~7~~ Research:

~~For the first five (5) years following installation, rebate recipients may be asked to participate in Shoalhaven Water research about rainwater tanks.~~

85 Sole rebate:

Shoalhaven Water will only issue one (1) rebate cheque per property.

96 Program changes:

Shoalhaven Water reserves the right, at its sole and absolute discretion and at any time, to change any or all of the terms and conditions of the rebate program. Applications must be received by Shoalhaven Water prior to any published termination date for the rebate program.

1497 Payment:

Payment of approved rebates will be by cheque only and made payable to the property owner(s).



# Water, Sewer and Trade Waste Usage charges - Undetected Leak Policy

For more information contact  
Shoalhaven Water

**City Administration Centre**  
Bridge Road (PO Box 42)  
Nowra NSW Australia 2541  
P: (02) 4429 3214  
F: (02) 4429 3170  
[water@shoalhaven.nsw.gov.au](mailto:water@shoalhaven.nsw.gov.au)  
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Policy Number: POL16/93  
Adopted: 31/08/2004  
Amended: 25/06/2009, 23/11/2012  
Minute Number: MIN04.1060, MIN09.774, MIN12.1276  
File: 2213E  
Review Date: Thursday, 1 December 2016

## 1 PURPOSE

To make available assistance to customers by providing some relief for significantly higher Water Accounts emanating from undetected water leaks.

## 2 STATEMENT

Council provides potable water to the boundary of a property; water that has subsequently passed through a meter service connection becomes the responsibility of that property owner. This policy is not intended to provide full compensation to customers for water and sewer usage charges as a consequence of an undetected water leak on their property. However, as an act of good faith and in the interest of good public relations, Council provides a means by which some assistance for higher usage charges can be obtained, subject to the provisions of this policy being met.

~~This Policy supersedes Council Policy Minute 09.774 of 25<sup>th</sup> June 2009.~~

## 3 PROVISIONS

**The limit to which Council will provide assistance will be:**

- A 50% reduction calculated according to the difference between the averaged water consumption for the previous five (5) periods and the consumption recorded on the Water Account issued immediately prior to the repairs being completed, or
- A 25% reduction calculated according to the difference between the averaged water consumption for the previous five (5) periods and the consumption recorded on the Water Account issued immediately prior to the repairs being completed for complying claims which are incomplete or inconsistent in detail.
- In respect of properties where the payment of sewer and trade waste usage charges are applicable, and an undetected leak has occurred and the water has not entered the sewerage system, the charges for sewer and trade waste usage will not be payable for consumption greater than the averaged water usage for the previous five (5) periods. Where claims are incomplete or inconsistent in detail, a 25% reduction only will be provided as assistance in the same manner indicated at dot point two above.

Council will not waive interest charges accrued on unpaid Water Accounts that are subject to a claim under this policy.

**Assistance will be subject to the submission of a complying claim, which must;**

- Involve a significant leakage on the property. A leakage is so determined to be significant if the water usage on the Water Account issued immediately prior to the repairs being completed is more than \$200 and 1.5 times greater than the previous five (5) period's daily average consumption.
- Involve a leakage in pipelines, which are undetected. Undetected leakage is defined as occurring within pipeline breaks or connections in the ground, under slabs or within walls etc and is clearly not visible to the owner.





Shoalhaven Water – Undetected Leak Policy for Water, Sewer and  
Trade Waste Usage Charges

Page | 2

- Include a statutory declaration indicating that the abnormally high water usage was applicable for an undetected water leakage and acknowledgement that subsequent claims under this policy will not be accepted,
- Contain supporting documentation that the water leakage was repaired immediately (within 30 days of an account being issued or after the customer learnt of its existence),

Include a statement or invoice from a licensed plumber indicating the cause and location of the water leak and that it has been repaired or in the case where a plumber was not employed, a statutory declaration by the owner with the equivalent details.

Where water usage charges are less than \$200 and/or 1.5 times the previous five periods and financial hardship is being experienced; customers could seek relief under the Payment Assistance Scheme.

**Claims will not be accepted which:**

- Is the result of a second occurrence at the same property and by the same owner regardless of whether it is a related event or separate undetected leakage.
- Involve a leakage from an appliance, pump, hot water systems, pressure release or float valves, solar panels or pool heaters, pool or pond lines, taps, cisterns and other water fittings etc.
- Involve a leakage caused directly by way of accidental or wilful damage.
- Do not contain the documentation or meet the terms of a complying claim.

#### 4 IMPLEMENTATION

The Water Customer and Support-Business Services Section of the Shoalhaven Water Group is responsible for the implementation and management of claims within this policy. The Director Shoalhaven Water (Water Customer & Business Support-Services Manager ~~Shoalhaven-Water~~) is authorised to determine applications for assistance and payment under the terms of this policy.

#### 5 REVIEW

This policy will be reviewed within one year of the election of every new Council.

#### 6 APPLICATION OF ESD PRINCIPLES

None Applicable

## SA17.20 Payment of Dividend from Shoalhaven Water 2015-16

**HPERM Ref:** D16/398065

**Group:** Shoalhaven Water Group  
**Section:** Water Customer & Business Services

**Attachments:**

1. Table 1 - Required Outcomes for Best Practice Criteria [↓](#)
2. Audit Report Best Practice Management Water Supply & Sewerage Services [↓](#)
3. Notes to Special Purpose Financial Statements [↓](#)

### Purpose / Summary

The purpose of this report is to enable Council to pay a dividend from the water and sewer funds to the general fund. The intention to pay a dividend for the 2015-16 financial year was forecast within Council's Delivery Program and Operational Plan. It was also forecast that no dividend would be paid from the sewer fund for 3 years after the 2015-16 payment due to the significant capital expenditure commitments.

Any dividend payable is subject to continued compliance with the NSW Government Best Practice Management of Water Supply and Sewerage guidelines. The dividend amount is also capped under these guidelines and requirements of OLG. This report is submitted as required by those guidelines and on the basis that Council seeks to pay a dividend.

### Recommendation

That Council determines that "substantial compliance" of the criteria in the Best Practice Management of Water Supply and Sewerage Guidelines has been achieved and a dividend will be paid from the water fund and the sewer fund to the general fund for the 2015/2016 budget year.

### Options

1. Council could choose not to pay a dividend from the water and/or the sewer fund.  
Implications: The amount equal to the dividend would remain in the relevant fund reserve and budget revenue forecast in the general fund would need adjustment.
2. Council could choose to pay an amount which is less than the full dividend.  
Implications: As per above for the amount not paid.

### Background

If a dividend is to be taken from the water and sewer funds, Council must provide an independent audit report and resolve in a Council meeting open to the public that it has achieved "**substantial compliance**" with each criterion of the Best Practice Management of Water Supply and Sewerage Guidelines – August 2007.

This report outlines those matters relating to the independent audit of the Best Practice Management Guidelines and provides a resolution that it has achieved “substantial compliance” for a dividend to be taken.

Since Council resolved at its meeting of 1 September 2003 to adopt the Best Practice Management Guidelines, substantial compliance has been achieved each year to enable a dividend to be paid as applicable. If Council intends to again pay a dividend for 2015/16, the Shoalhaven Water business will have paid \$33,237,647 in Dividends and Tax Equivalents from the water and sewer funds since 2003.

There is six criteria as shown in the attached information (Attachment 1) for compliance with Best Practice Management of Water Supply and Sewerage Guidelines. The criteria are supported by a large number of checklists as a “road map” to address the issues to achieve compliance.

An audit was undertaken by the NSW Government Public Works Advisory which was completed in December 2016. The audit concluded that:

*“Based on the findings of our audit, we conclude that Shoalhaven Water has demonstrated ‘**substantial compliance**’ with **Best Practice Management of Water Supply and Sewerage** in line with the DPI Water Guidelines as applicable for year ended 30<sup>th</sup> June 2016.”*

A summary of the full audit findings are contained in the Attachment 2.

## Community Engagement

By implementing and undertaking independent audit of the requirements of the Best Practice Management Guidelines, Council demonstrates that it has effective and sustainable water supply and sewerage businesses and will comply with National Competition Policy and the National Water Initiative. Compliance with the guidelines is also consistent with an outcome within the key result area of the adopted Community Service Plan to achieve sustainable services and programs related to water supply and sewerage services.

## Financial Implications

Circular 16-16 from the Office of Local Government provided the final reporting requirements for the preparation of the 2016 financial statements including the Special Purpose Financial Statements. These requirements state that the dividend from either of the water and sewer funds must not exceed 50% of the operating surplus in any one year, or the number of water supply and sewerage assessments multiplies by \$30. In both the water and sewer funds the cap of \$30 per assessment is the maximum dividend payable.

A copy of the calculation within the Annual Financial Statement – 30 June 2016 with a full dividend being taken in the amount of \$1,450,390 plus Tax Equivalents of \$98,000 for the Water Fund and \$1,351,215 plus Tax Equivalents of \$150,135 for the Sewer Fund is contained in Attachment 3.

It should be noted that the Best Practice Management Guidelines state that Local Government Water Utilities facing major capital expenditure for new and/or replacement infrastructure should defer paying a “significant” dividend from their surplus. Such capital expenditure in any financial year is defined as that which exceeds 3% of the current replacement cost. The current replacement cost of Council’s water and sewer assets is approximately \$637m and \$715m respectively. The capital works expenditure threshold was not exceeded in the water and sewer funds for 2015/16. However, the sewer fund is facing significant capital expenditure with the Reclaimed Water Management Scheme and forecast expenditure this financial year (2016/17) is expected to be 11.6% of the current replacement

cost, and is programmed to exceed the 3% threshold for at least 3 years. Dividend payments from the sewer fund for 3 years have therefore been excluded from General Fund financial models. Council could choose not to pay a dividend from the sewer fund for the 2015/16 financial year, despite the trigger limit not being exceeded, due to the magnitude of the upcoming budget.

Best-Practice Management of Water Supply and Sewerage Guidelines



Table 1 – Required Outcomes for Best-Practice Criteria				
Criterion (1)	Required Outcome (2)	Indicators to Demonstrate Achievement of Outcome (3)	Tools & Resources	COAG/NCP/NWI/Statutory Requirements (4)
1 Strategic Business Planning	A current, sound Strategic Business Plan (SBP) and financial plan.	<ul style="list-style-type: none"> <li>Current SBP that includes: <ul style="list-style-type: none"> <li>Operating environment review</li> <li>Asset management plan (operation, maintenance, capital works)</li> <li>Key performance indicators</li> <li>Customer service plan</li> <li>Levels of service</li> <li>Human resources plan</li> </ul> </li> <li>Address issues in Ref 1 and the Check List* in Appendix A. A current SBP and financial plan is one which has been prepared or updated within the last 3 years.</li> </ul>	Appendix A	Demonstrate long term financial sustainability of the business to comply with NCP and NWI. Page 12 of Ref 14.
Financial Planning	A robust financial plan which includes a capital works plan.	<ul style="list-style-type: none"> <li>A robust minimum 20 year financial plan which identifies the lowest required stable typical residential bill (TRB).</li> <li>Address the issues in Ref 2 and the Check List* in Appendix A. <ul style="list-style-type: none"> <li>* Each check list is essentially a road map to assist LWUs to quickly address the issues covered by the relevant guidelines as well as any developments since publication of the guidelines.</li> </ul> </li> </ul>	Appendix A	See above.
2 Pricing <sup>18</sup> and Developer Charges	Full cost-recovery for each of water supply and sewerage businesses.	<ul style="list-style-type: none"> <li>Appropriate tariffs without significant cross-subsidies.</li> <li>Total annual income and projected TRB should be consistent with above financial plan. This generally results in a positive economic real rate of return (ERRR).</li> </ul>	Ref 4 Appendix B	Full cost-recovery with consumption based water supply pricing, trade waste charging and removal of cross-subsidies to comply with COAG Strategic Framework for Water Reform, NCP and NWI. Pages 12, 17, 18, 22 of Ref 14.

<sup>18</sup> Agreement has been reached with the Local Government Association and the Shires Association of NSW to amendment of the Local Government Act 1993 in order to provide NSW LWUs with the option of using integrated water pricing for their water supply and sewerage services. An LWU implementing integrated water pricing in accordance with Attachment 2 on Page 35 will comply with elements 2 (a), 2 (b) and 2 (c) of Criterion 2 above.

Best-Practice Management of Water Supply and Sewerage Guidelines



Table 1 – Required Outcomes for Best-Practice Criteria			
Criterion (1)	Required Outcome (2)	Indicators to Demonstrate Achievement of Outcome (3)	Tools & Resources (4)
(b)	Complying water supply tariff.	<ul style="list-style-type: none"> <li>• Appropriate water usage charge/kL based on long-run marginal cost.</li> <li>• Access charge relative to a customer's capacity requirements.</li> <li>• No land value based charges (ie. rates) and no "free" or "pre-paid" water allowance.</li> <li>• Any large increases in non-residential customer bills phased in over 5 years.</li> <li>• To encourage water conservation, high water consuming residential customers should be subjected to a step price increase of at least 50% for incremental usage above a specified threshold. This threshold should not exceed 450 kL/a per household, except for LWUs outside the DWE Coastal and Tablelands Zone with a high incidence of evaporative air coolers, where a threshold of up to 600kL/a per household may be used.</li> <li>• LWUs with 4,000 or more connected properties to have at least 75% of residential revenue* generated through usage charges by June 2008 (at least 50% required by June 2006 and at least 60% required by June 2007).</li> <li>• LWUs with under 4,000 connected properties to have at least 50% of residential water revenue* generated through usage charges.</li> </ul> <p>* LWUs may demonstrate compliance with this requirement on the basis of either (i) or (ii) below.</p> <p>(i) their projected total residential revenue for the next financial year, or</p> <p>(ii) their projected typical residential bill (on the basis of their average annual residential consumption per connected property) for the next financial year.</p>	Page 9 Ref 4 Page 10 Ref 4 Appendix B
	Complying sewerage tariff.	<ul style="list-style-type: none"> <li>• Appropriate residential tariff.</li> <li>• No land value based charges (ie. rates).</li> <li>• Non-residential <ul style="list-style-type: none"> <li>▪ Two-part tariff.</li> </ul> </li> </ul>	Page 28 Ref 4 Page 29 Ref 4 Page 29 Ref 4

Best-Practice Management of Water Supply and Sewerage Guidelines



Table 1 – Required Outcomes for Best-Practice Criteria				
Criterion (1)	Required Outcome (2)	Indicators to Demonstrate Achievement of Outcome (3)	Tools & Resources	COAG/NCP/NWI/Statutory Requirements (4)
		<ul style="list-style-type: none"> <li>▪ Appropriate sewer usage charge/kL.</li> <li>▪ Access charge that is reflective of the cost of providing these sewerage services.</li> <li>▪ Any large increases in non-residential customer bills phased in over 5 years.</li> </ul>	Page 31 Ref 4	
(d)	Complying liquid trade waste fees and charges for all liquid trade waste dischargers.	<ul style="list-style-type: none"> <li>• Annual trade waste fee for all liquid trade waste dischargers.</li> <li>• Trade waste usage charge for dischargers with prescribed pre-treatment.</li> <li>• Excess mass charges for large dischargers and industrial waste.</li> </ul>	Page 208 Ref 5 Page 209 Ref 5 Pages 209 to 212 Ref 5	
Developer Charges (DC)	Commercial Developer Charges.	<ul style="list-style-type: none"> <li>• Development Servicing Plan<sup>#</sup> in accordance with Ref 6, with commercial developer charges.</li> <li># LWUs with growth of under 5 lots/a exempted.</li> </ul>	Page iv Ref 6 Appendix B	Sections 305 to 307 of Water Management Act 2000. Section 64 of Local Government Act 1993.
Liquid Trade Waste Approvals	Liquid trade waste approval issued to each trade waste discharger.	<ul style="list-style-type: none"> <li>• Liquid Trade Waste approvals issued in accordance with Ref 5.</li> <li>• Liquid Trade Waste Policy adopted and implemented in accordance with Ref 5.</li> </ul>	Ref 5 Appendix A	COAG, NCP and NWI – page 18 of Ref 14 Section 68 of Local Government Act 1993, Local Government (General) Regulation 2005.



Best-Practice Management of Water Supply and Sewerage Guidelines



Table 1 – Required Outcomes for Best-Practice Criteria			
Criterion (1)	Required Outcome (2)	Indicators to Demonstrate Achievement of Outcome (3)	Tools & Resources (4)
Dual Water Supplies	Complying tariffs for dual water supplies.	<ul style="list-style-type: none"> <li>The potable water supply tariff in dual water supplies to comply with 2(b) above, except that step pricing is not a requirement.</li> <li>For the non-potable component of dual water supplies: <ul style="list-style-type: none"> <li>LWUs are encouraged to install a non-potable water meter for each customer served where practical.</li> <li>Appropriate non-potable water usage charge/kL based on long-run marginal cost.</li> <li>Access charge relative to a customer's capacity requirements.</li> <li>No land value based charges (ie. rates) and no "free" or "pre-paid" non-potable water allowance.</li> <li>At least 50% of residential revenue* generated through usage charges.</li> </ul> </li> </ul> <p>* Refer to the footnote to element 2 (b) above.</p>	Page 9 Ref 4 Appendix B
3 Water Conservation	Sound water conservation and demand management in place.	<ul style="list-style-type: none"> <li>Sound water conservation and demand management implemented.</li> <li>Identification of most cost-effective demand management initiatives.</li> <li>Subsidisation and promotion of at least two of the identified demand management initiatives.</li> <li>Include demand monitoring, leakage measurement and reduction and community education.</li> </ul>	Appendix C  COAG, NCP and NWI Page 52 of Ref 14 Water Management Act 2000.
4 Drought Management	Sound drought management in place.	<ul style="list-style-type: none"> <li>Compile data on existing system, your LWU's drought management planning, including adoption of a schedule of trigger points for timely implementation of appropriate water restrictions.</li> <li>Sound drought management implemented in accordance with the LWU's adopted schedule.</li> </ul>	Appendix D Ref 19  Water Management Act 2000. Local Government Act 1993.

Best-Practice Management of Water Supply and Sewerage Guidelines



Table 1 – Required Outcomes for Best-Practice Criteria				
Criterion (1)	Required Outcome (2)	Indicators to Demonstrate Achievement of Outcome (3)	Tools & Resources	COAG/NCP/NWI/Statutory Requirements (4)
5 Performance Reporting	Completed performance reporting forms to DWE Review 2-page LWU Performance Report, prepare Action Plan.	<ul style="list-style-type: none"> <li>Reporting forms provided to DWE by 15 September each year.</li> <li>Draft of Special Schedules 3 to 6 and Notes 2 and 3 of the LWU's Special Purpose Financial Reports provided to DWE by 15 September each year.</li> <li>LWUs with over 10,000 connected properties to arrange auditing of their core performance indicators in accordance with the auditing requirements of the <i>National Performance Framework</i>.</li> <li>Action Plan provided to Council following review of your LWU's 2-page Performance Report (water, sewerage).</li> <li>Statement of Compliance to be submitted to DWE prior to payment of dividend from surplus (including Dividend Payment Form, Statement of Financial Performance of Business Activities, a Compliance Audit Report and an unqualified independent Financial Audit Report).</li> </ul>	Ref 3 Appendix E	COAG, NCP and NWI Page 31 of Ref 14, page 15 of Ref 15 and page 1 of Ref 16.
6 Integrated Water Cycle Management (IWCM)	Sound IWCM implemented.	<ul style="list-style-type: none"> <li>Completion of Integrated Water Cycle Management Evaluation by June 2007.</li> <li>Completion of Integrated Water Cycle Management Strategy by June 2008.</li> <li>Implementation of Integrated Water Cycle Management in accordance with the Strategy by June 2008.</li> </ul>	Ref 8 Appendix F	COAG, NCP and NWI Page 43 of Ref 14. WMA 2000.



## Shoalhaven Water

Report on Audit of Best Practice Management of  
Water Supply and Sewerage Services in 2015/16

December 2016

## Shoalhaven Water

### Report on Audit of Best Practice Management of Water Supply and Sewerage Services in 2015/16

December 2016

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Cover Image: Shoalhaven Water

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## 1. Report of Compliance

### 1.1 Introduction

This document is the audit report on compliance of Shoalhaven Water Group (SWG) with the NSW Best Practice Management Guidelines for Water Supply and Sewerage, May 2007 in the reporting year 2015/16.

### 1.2 Scope

We have performed the agreed procedures in accordance with our proposal for engagement by Shoalhaven Water Group (SWG) and described below with respect to the compliance of the SWG's Water Supply and Sewerage services with the NSW Best Practice Management Guidelines, August 2007 for the year ended 30 June 2016 based on relevant criteria as set forth in column (3) of Table 1 of the Guidelines. Our engagement was generally undertaken in accordance with Australian Auditing Standards applicable to agreed-upon procedures of engagements.

The responsibility for determining the adequacy or otherwise of the procedures agreed to be performed is that of Council and the DPI Water. The procedures were performed solely to assist Shoalhaven Water and DPI Water in evaluating the validity of the compliance requirements and are summarised as follows:

1. We reviewed the current **Strategic Business Plan 2015-16** (SBP) to ensure that it included an:
  - Operating environment review
  - Total Asset management plan - operation, maintenance, capital works
  - Key performance indicators
  - Customer service plan
  - Levels of service
  - Work Force plan
- 2) We reviewed the **Financial Plan** as contained within the SBP to ensure that it covered a period of at least 20 years and it reports the lowest required stable typical residential bill (TRB)

- 3) We reviewed **full cost recovery** for both water supply and sewerage consistent with the outcomes listed in column (3) of Table 1
- 4) We reviewed **water supply tariffs** to confirm they complied with the outcomes listed in column (3) of Table 1
- 5) We reviewed the **sewerage tariffs** to confirm they complied with the outcomes listed in column (3) of Table 1
- 6) We reviewed the **liquid trade waste fees and charges** to confirm they complied with the outcomes listed in column (3) of Table 1
- 7) We reviewed the **commercial developer charges** to confirm the existence of a Development Servicing Plan with commercial developer charges.
- 8) We reviewed the **liquid trade waste approvals** to confirm they complied with the outcomes listed in column (3) of Table 1
- 9) We reviewed the **water conservation** measures to confirm that it included the outcomes listed in column (3) of Table 1
- 10) We reviewed the **drought management** plan to confirm that it included the outcomes listed in column (3) of Table 1
- 11) We checked documentary evidence to ensure that **performance reporting** forms were completed and lodged to DPI Water within the required time frame, and
- 12) We checked for completion and implementation of **IWCM Strategy** following substantial commencement of sound Integrated Water Cycle Management.

### 1.3 Findings

We report as follows:

- 1) With respect to (1) above, we found the Strategic Business Plan 2015/16 included the outcomes listed in column (3) of Table 1 of the Best-Practice Management Guidelines.
- 2) With respect to (2) above, we found that Shoalhaven Water have reported in the SBP the typical residential bills arrived at using their “in-house” spreadsheet financial model, which is a part of Council’s overall financial administration. We have also found that long-term (20 year) financial plans for water supply and sewerage have



been reviewed and the financial projections from the models have been incorporated into the Strategic Business Plan 2015/16.

- 3) With respect to (3) above, we found that the projected total annual water supply and sewerage services income provided full cost recovery, resulting in a positive economic real rate of return.
- 4) With respect to (4) above, we found that water supply tariffs considered the outcomes listed in column (3) of Table 1 with 75.7% of residential revenue generated through residential usage charges for the year 2015/16. Shoalhaven Water noted that due to the composition of their customer base comprising high number of holiday residences, pensioner assessments and low-income socio-economic groups, achieving the 75% residential usage charge revenue every year, however, will remain a challenge.
- 5) With respect to (5) above, we found that sewerage tariffs considered the outcomes listed in column (3) of Table 1.
- 6) With respect to (6) above, we found that the liquid trade waste fees and charges considered the outcomes listed in column (3) of Table 1.
- 7) With respect to (7) above, we found that Shoalhaven Water adopted the Development Servicing Plans (DSPs) for Water Supply and Sewerage Services in November 2005 with the developer charges being phased in over a 3-year period. 100% of calculated developer charges have been levied from 1 July 2008 onwards. Development Servicing Plan considered the outcomes listed in column (3) of Table 1 and noted that it took into account the cross subsidy that will occur during the phased implementation as allowed in the Developer Charges Guidelines 2002. Shoalhaven Water reported that they have commenced the updating of the DSPs in accordance with the 2016 Developer Charges Guidelines which is expected to be completed and adopted by July 2017.
- 8) With respect to (8) above, we found that liquid trade waste fees and charges considered the outcomes listed in column (3) of Table 1 in the Liquid Trade Waste Policy amended and adopted in September 2013.
- 9) With respect to (9) above, we found that Shoalhaven Water implemented sound water conservation and demand management initiatives to achieve the outcomes listed in column (3) of Table 1.

- 10) With respect to (10) above, we found that Council's Drought Management Plan (Revision G, Sept. 2014) considered the outcomes listed in column (3) of Table 1.
- 11) With respect to (11) above, we found that performance reporting forms had been completed and lodged with DPI Water within the required time frame. We also found that following a review of Shoalhaven Water's 2-page TBL performance reports for water supply and sewerage for 2014/15, an action plan as recommended by the DPI Water has been reported to Council's Strategy and Assets Committee on 14 June 2016.
- 12) With respect to (12) above, we found that the Shoalhaven Water adopted the IWCM Strategy in June 2008. For implementation of the adopted IWCM strategy, a water supply and sewerage servicing strategy report has been prepared in 2013. Shoalhaven Water claims that these servicing strategies embed the strategic directions of the adopted IWCM Plan and provide the basis for the system augmentations and forward 'growth' capital works program to meet the demands of new developments and new service areas. Shoalhaven Water reports that it plans to undertake an interim review of the existing IWCM in 2017 to address issues that may emerge during the review of the Integrated Planning and Reporting requirements by the newly elected Council, with the intention of completing a full review and update in accordance with the 2014 IWCM checklist in the year 2020.

#### 1.4 Conclusion

Based on the findings of our audit, we conclude that Shoalhaven Water has demonstrated **'substantial compliance' with Best Practice Management of Water Supply and Sewerage** in line with the DPI Water Guidelines as applicable for the year ended 30<sup>th</sup> June 2016.

#### 1.5 Definition

We have adopted the following definition for this engagement:

- *"Substantial Compliance"* means the level of compliance with the Guidelines such that any identified deficiencies do not detract from the general intent of the Guidelines to achieve Best Practice Management for Water Supply and/or Sewerage Services.
- What constitutes substantial compliance is also a function of at what point in time the issue is examined. Therefore the best practice management adopted must take into

account likely future scenarios and apply the current body of industry knowledge in regard to best practice.

## 1.6 Disclaimer

Our report is solely for the purpose set forth in the first paragraph of this report and for the information of Shoalhaven Water and the DPI Water and is not to be used for any other purpose or distributed to any other party. This report relates only to the items specified above and does not extend to any financial report of the Council taken as a whole.

*Signed:*

*Date signed: 16 December 2016*



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SPFS 2016

## Shoalhaven City Council

Notes to the Special Purpose Financial Statements  
for the year ended 30 June 2016

Note 2. Water supply business  
best-practice management disclosure requirements

Dollars amounts shown below are in whole dollars (unless otherwise indicated)

2016

## 1. Calculation and payment of tax-equivalents

[all local government local water utilities must pay this dividend for tax equivalents]

(i) Calculated tax equivalents	98,000
(ii) Number of assessments multiplied by \$3/assessment	154,839
(iii) Amounts payable for tax equivalents [lesser of (i) and (ii)]	98,000
(iv) Amounts actually paid for tax equivalents	100,398

## 2. Dividend from surplus

(i) 50% of surplus before dividends [calculated in accordance with Best-Practice Management for Water Supply and Sewerage Guidelines]	2,326,750
(ii) Number of assessments multiplied by \$30/assessment, less tax equivalent charges/assessment	1,450,390
(iii) Cumulative surplus before dividends for the 3 years to 30 June 2016, less the cumulative dividends paid for the 2 years to 30 June 2015 and 30 June 2014	10,078,300

2016 Surplus	4,653,500	2015 Surplus	4,095,400	2014 Surplus	4,181,400
		2015 Dividend	1,432,000	2014 Dividend	1,420,000

(iv) Maximum dividend from surplus [least of (i), (ii) and (iii) above]	1,450,390
(v) Dividend actually paid from surplus [refer below for required pre-dividend payment criteria]	1,442,682
(vi) Are the overhead reallocation charges to the water business fair and reasonable? <sup>a</sup>	YES

## 3. Required outcomes for 6 criteria

[to be eligible for the payment of a 'dividend from surplus', all the criteria below need a 'YES']

(i) Completion of strategic business plan (including financial plan)	YES
(ii) Full cost recovery, without significant cross subsidies [refer item 2 (a) in table 1 on page 22 of the Best-Practice Guidelines]	YES
– Complying charges [item 2 (b) in table 1]	YES
– DSP with commercial developer charges [item 2 (e) in table 1]	YES
– If dual water supplies, complying charges [item 2 (g) in table 1]	YES
(iii) Sound water conservation and demand management implemented	YES
(iv) Sound drought management implemented	YES
(v) Complete performance reporting form (by 15 September each year)	YES
(vi) a. Integrated water cycle management evaluation	YES
b. Complete and implement integrated water cycle management strategy	YES

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## Shoalhaven City Council

Notes to the Special Purpose Financial Statements  
for the year ended 30 June 2016

Note 3. Sewerage business  
best-practice management disclosure requirements

Dollars amounts shown below are in whole dollars (unless otherwise indicated)

2016

## 1. Calculation and payment of tax-equivalents

[all local government local water utilities must pay this dividend for tax equivalents]

(i) Calculated tax equivalents	201,000
(ii) Number of assessments multiplied by \$3/assessment	150,135
(iii) Amounts payable for tax equivalents [lesser of (i) and (ii)]	150,135
(iv) Amounts actually paid for tax equivalents	141,756

## 2. Dividend from surplus

(i) 50% of surplus before dividends [calculated in accordance with Best-Practice Management for Water Supply and Sewerage Guidelines]	4,888,600
(ii) Number of assessments x (\$30 less tax equivalent charges per assessment)	1,351,215
(iii) Cumulative surplus before dividends for the 3 years to 30 June 2016, less the cumulative dividends paid for the 2 years to 30 June 2015 and 30 June 2014	19,643,400

2016 Surplus	9,777,200	2015 Surplus	7,009,500	2014 Surplus	5,385,700
		2015 Dividend	1,276,000	2014 Dividend	1,253,000

(iv) Maximum dividend from surplus [least of (i), (ii) and (iii) above]	1,351,215
(v) Dividend actually paid from surplus [refer below for required pre-dividend payment criteria]	1,275,804
(vi) Are the overhead reallocation charges to the sewer business fair and reasonable? <sup>a</sup>	YES

## 3. Required outcomes for 4 criteria

[to be eligible for the payment of a 'dividend from surplus', all the criteria below need a 'YES']

(i) Completion of strategic business plan (including financial plan)	YES
(ii) Pricing with full cost-recovery, without significant cross subsidies [refer item 2 (a) in table 1 on page 22 of the Best-Practice Guidelines]	YES
Complying charges (a) Residential [item 2 (c) in table 1]	YES
(b) Non-residential [item 2 (c) in table 1]	YES
(c) Trade waste [item 2 (d) in table 1]	YES
DSP with commercial developer charges [item 2 (e) in table 1]	YES
Liquid trade waste approvals and policy [item 2 (f) in table 1]	YES
(iii) Complete performance reporting form (by 15 September each year)	YES
(iv) a. Integrated water cycle management evaluation	YES
b. Complete and implement integrated water cycle management strategy	YES

## SA17.21 Acquisition of Crown Land at Burrill Lake - Pump Station site

**HPERM Ref:** D16/403181

**Group:** Shoalhaven Water Group  
**Section:** Water Asset Planning & Development

**Attachments:** 1. Plan for land acquisition at Burrill Lake - Sewer Pump Station [↓](#)

### Purpose / Summary

This report is submitted to seek Council approval to acquire proposed Lots 2 and 3 in draft survey plan marked 'Attachment 1' being part of Crown land Lots 2 and 3 DP1205656 at Dolphin Point Road, Burrill Lake and to grant an Easement for Overhead Power Lines 9 wide in favour of Endeavour Energy. The land and grant of easement are required for an existing sewer pump station.

### Recommendation

That

1. Council resolve to compulsorily acquire part of Crown land Lots 2 and 3 DP1205656, being proposed Lots 2 and 3 as shown by hatching on draft survey plan marked 'Attachment 1'.
2. Council pay compensation as determined by the Valuer General and ancillary costs for the acquisition from Council's Sewer Fund, in accordance with the Land Acquisition (Just Terms Compensation) Act 1991.
3. The necessary application be made to the Minister for Local Government and the Governor for approval to the acquisition under the Local Government Act 1993.
4. Council grant an Easement for Overhead Power Lines 9 wide in favour of Endeavour Energy over part of proposed Lot 3 and delineated (A) on the plan marked 'Attachment 1'.
5. The land to be acquired be classified as Operational land in accordance with Section 31(2) of the Local Government Act 1993
6. The Common Seal of the Council of the City of Shoalhaven be affixed to any documents required to be sealed and the General Manager is authorised to sign any documentation necessary to give effect to the resolution

### Options

1. Resolve as recommended.

Implication: The acquisition is required to formalise the existing sewer pump station.

2. Not resolve as recommended and provide further directions to staff.



## Background

Shoalhaven Water undertook works in 2009 to augment the Burrill Lake Sewerage Scheme, including the construction of a sewerage pumping station at Dolphin Point Road, Burrill Lake.

Council resolved to acquire Crown land for the pump station and grant the power line easement by Minute 11.301.

However, the matter was delayed by an RMS acquisition of part of the Crown land for road works associated with the new bridge over Burrill Lake. The RMS acquisition has been finalised and the Crown land affected by the pump station now comprises Lots 2 and 3 DP1205656.

The Department of Industry (Lands) has provided consent for Council to acquire a reduced area, now shown as proposed Lots 2 and 3 on Attachment 1. That land is to be compulsorily acquired under the Land Acquisition (Just Terms Compensation) Act 1991. The acquisition can proceed upon registration of the draft survey plan.

An Easement for Overhead Power Lines 9 metres wide is also to be granted in favour of Endeavour Energy. The easement is for the supply of power to the site from Dolphin Point Road. It can be granted upon completion of acquisition of the land.

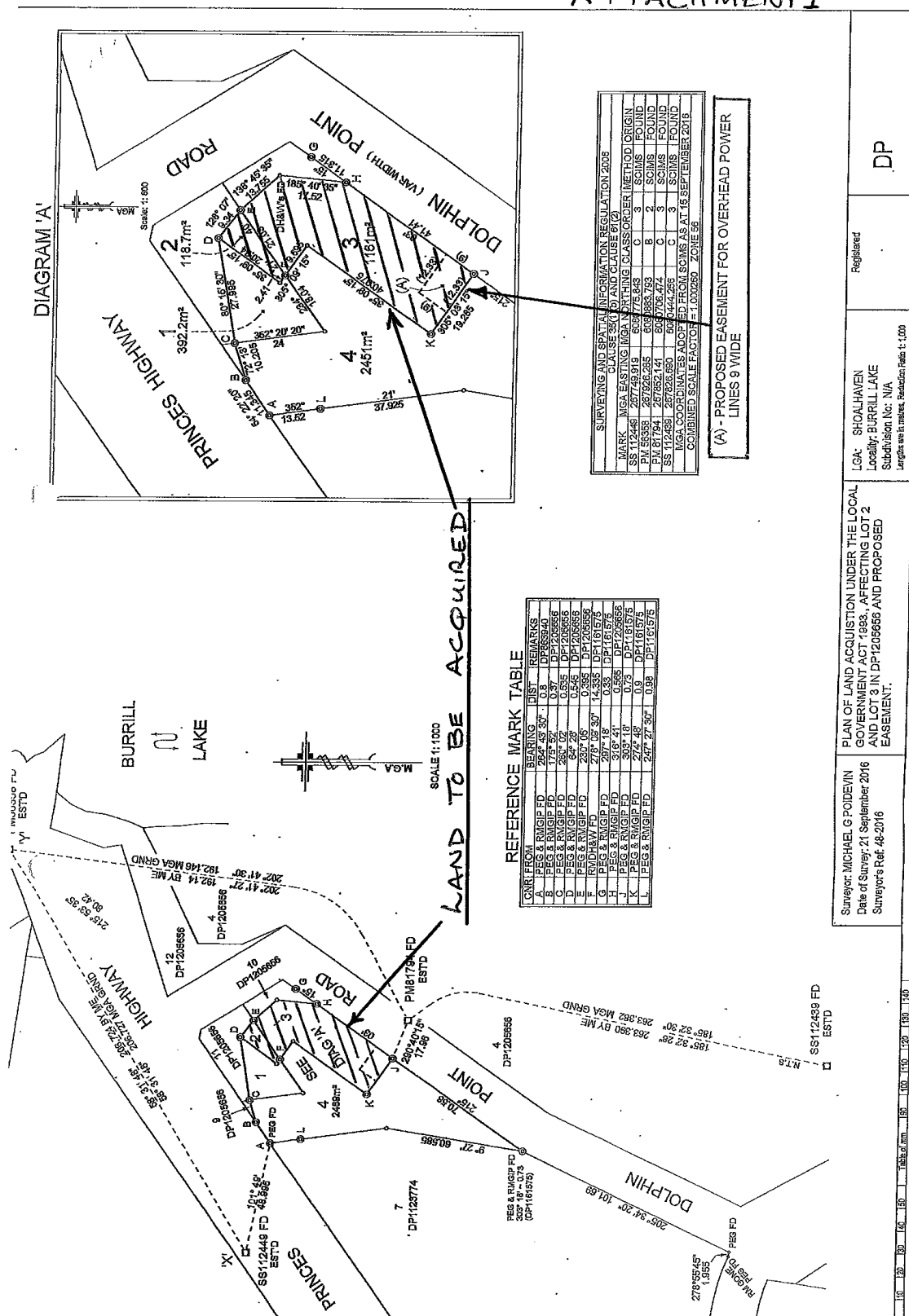
## Financial Implications

The compensation and reasonable costs associated with the acquisition are to be funded from Council's Sewer Fund.

## Risk Implications

Acquisition of the land and grant of the easement are necessary to secure Shoalhaven Water's legal access for the supply of essential public infrastructure. The proposed action is administrative and has no environmental impact.

# ATTACHMENT 1



# SA17.21 - Attachment 1

## SA17.22 Create and replace Right of Way on Council land at Shoalhaven Heads

**HPERM Ref:** D16/403713

**Group:** Shoalhaven Water Group  
**Section:** Water Asset Planning & Development

**Attachments:** 1. Right of Way at Shoalhaven Heads [↓](#)

### Purpose / Summary

This report is submitted to seek Council approval to extinguish an existing Right of Carriageway variable width over Lots 83 & 84 DP823256 Matthews Street Shoalhaven Heads and create a new Right of Way over those lots as shown on sketch plan marked Attachment 1.

### Recommendation

That Council resolve to:

1. Extinguish an easement for Right of Carriageway variable width over Council land Lots 83 and 84 DP823256, as shown by hatching on copy of plan marked 'Attachment 1'.
2. Create a replacement easement for Right of Way variable width over Council land Lots 83 and 84 DP823256, as shown on copy of plan marked 'Attachment 1'.
3. Costs associated with the transactions to be met from Council's Sewer Fund. No payment of compensation is to apply to either transaction.
4. The Common Seal of the Council of the City of Shoalhaven be affixed to any documents required to be sealed.

### Options

1. Resolve as recommended. The transactions are required to resolve a conflict of access over a sewer pumping station.
2. Not resolve as recommended and provide further directions to staff.

### Background

An existing Right of Carriageway (ROW) over Lots 83 and 84 DP823256 provides legal vehicular access to garages at the rear of adjoining property owned by M & J Nellestein, Lot 2 DP245762, No. 63 River Road. The location of the ROW is across a sewer pumping station on Lot 83. The current physical access from Matthews Street to the garages is to the west of the pumping station, generally at the location of the proposed new Right of Way.

The ROW existed at the time Lots 83 & 84 were acquired from the Crown for Shoalhaven Water sewer purposes. It was originally intended to vary the location of structures on the site, but this has not occurred and Shoalhaven Water Operations have advised that it is not proposed in the future.

Consequently, a replacement Right of Way is required to provide a satisfactory legal access clear of the pumping station. Any vehicle traffic along the current legal access would cause substantial damage to the structures.

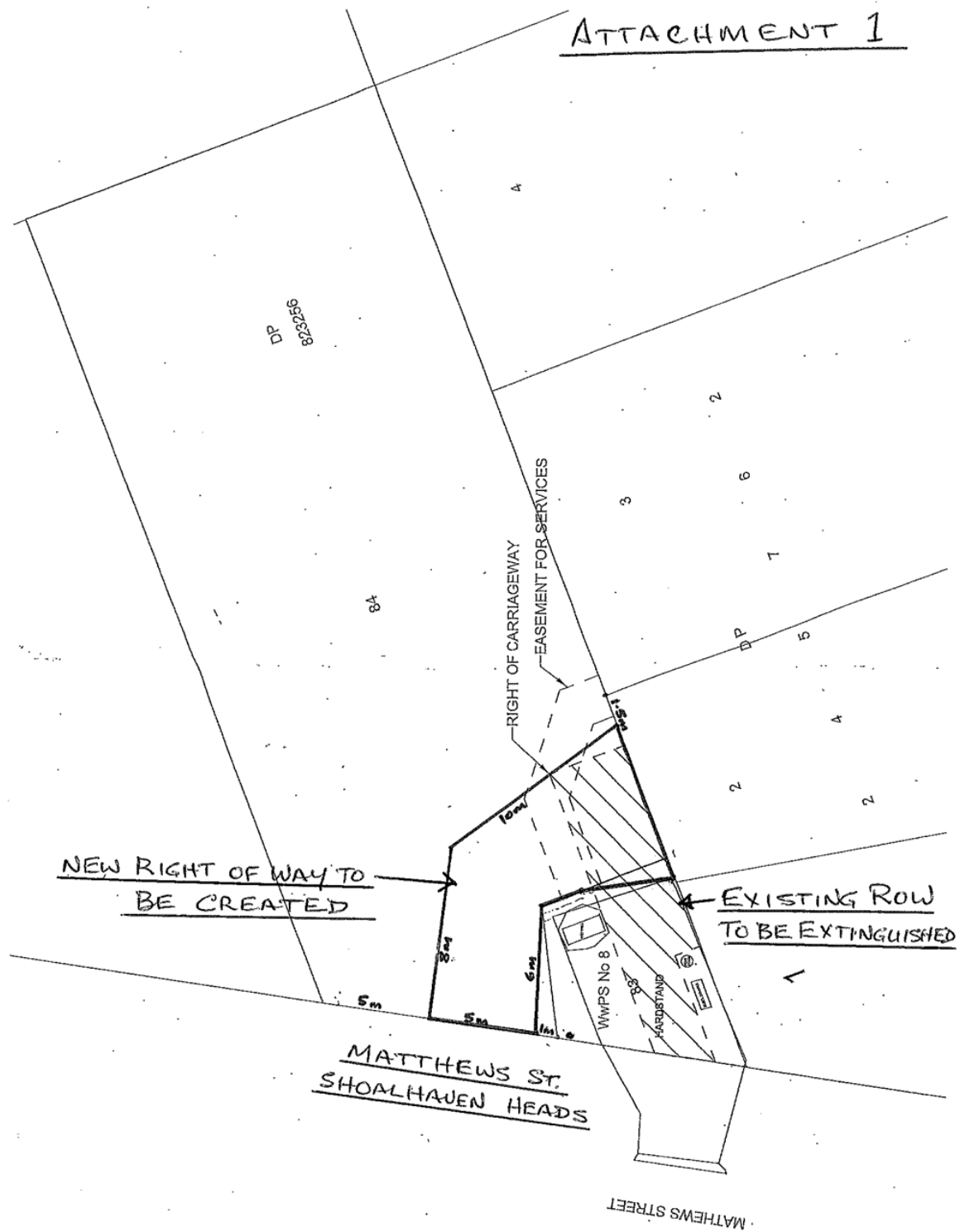
Site meetings have been held with the adjoining landowner and senior officers of Shoalhaven Water Operations. The new Right of Way shown on Attachment 1 has been agreed by both parties. It is proposed that the existing easement will be extinguished and the new easement created by simultaneous registration of separate Transfers at \$nil consideration.

### **Financial Implications**

The reasonable costs associated with the transactions are to be funded from Council's Sewer Fund. No compensation is to be paid or received for either easement.

### **Risk Implications**

Creation of the replacement easement is necessary to avoid damage to Shoalhaven Water's essential public infrastructure. The proposed action is administrative and has no environmental impact.



## SA17.23 Shoalhaven Water Reclamation Annual Report 2015 / 16

**HPERM Ref:** D17/988

**Group:** Shoalhaven Water Group  
**Section:** Shoalwater Operations & Maintenance

**Attachments:** 1. Shoalhaven Water Reclamation Annual Report 2015 - 2016 (under separate cover) [⇒](#)

### Purpose / Summary

As part of the consent conditions for the Northern Reclaimed Water Management Scheme (known as REMS1A), and the subsequent Operations Environment Management Plan, annual reporting of the Scheme's performance is required. Further, an undertaking was made to the community that Council would monitor and report to it on health and environmental aspects of the Scheme. Since the inception of REMS1A in 2001, the Annual Report has been expanded to include reclaimed water use and biosolids management from each of Council's sewerage schemes.

### Recommendation (Item to be determined under delegated authority)

That in accordance with the Committee's delegated authority from Council, that the Shoalhaven Water Reclamation annual report 2015/16 be accepted and noted.

### Options

1. As recommended.

Implications: The Annual Report is circulated to various interested parties as well as being made available on the website

2. The Committee could request further information on the schemes

Implications: Further advice from staff could be provided

### Background

The Annual Report incorporating all reclaimed water management with performance highlights has been prepared (see attachment).

In summary:

- Shoalhaven City Council is involved in water reclamation schemes at most of its thirteen wastewater treatment plants involving re-use on 31 properties.
- The largest scheme is the Northern Shoalhaven Reclaimed Water Management Scheme (REMS) involving four wastewater treatment plants and re-use on 23 properties.
- During 2015/16 approximately 1,450ML of reclaimed water was beneficially re-used from all schemes in the Shoalhaven, 17% of all reclaimed water produced.

- The REMS Stage 1A entered its fifteenth year of operation with 38% of scheme output beneficially re-used with the surplus released to Penguin Head. This percentage is well below the long-term average rate of re-use for the scheme due to the higher than average rainfall received.
- There was approximately 300ML of the REMS water recycled for dairy yard wash in 2015/16, replacing previous usage of potable water for this purpose.
- Each of the water reclamation schemes met its water quality targets with respect to disinfection of reclaimed water.
- Approximately 5,220 tonnes of processed, dewatered biosolids were applied to farmland during 2015/16 in accordance with NSW Government environmental guidelines.
- Environmental monitoring undertaken as part of the REMS and the Shoalhaven Heads, Ulladulla and Conjola sewerage schemes found no significant adverse outcomes.
- Tenders were received, and a contract awarded, to construct REMS Stage 1B including the upgrade of Nowra and Bomaderry wastewater treatment plants and their integration into the REMS distribution system.

The 2015/16 Water Reclamation Annual Report highlights Council's commitment to the promotion of the beneficial reuse of treated wastewater (reclaimed water) and the solids removed during the treatment process (biosolids). The REMS scheme, together with Council's other reuse schemes, can promote sustainable development by:-

- Protecting the environment
- Reducing the demand for potable water supplies
- Promoting local economic development
- Directly involving the community in water conservation

For each reclamation project, Council has established procedures to ensure the water recycling activity complies with NSW and Commonwealth guidelines.

The annual report meets the requirements of the environmental monitoring plan for Council's reuse schemes.

### **Community Engagement**

The Annual Report is circulated to various interested parties as well as being made available on the website.

As has been recently reported to Council, the next stage of REMS 1B is under construction. The past, present and future commitment of Shoalhaven Council to the scheme is an excellent example of Council's leadership in this field. Engagement with key stakeholders as well as the broader community is an ongoing part of the REMS 1B project.



## LOCAL GOVERNMENT AMENDMENT (GOVERNANCE & PLANNING) ACT 2016

### Chapter 3, Section 8A Guiding principles for councils

#### (1) Exercise of functions generally

The following general principles apply to the exercise of functions by councils:

- (a) Councils should provide strong and effective representation, leadership, planning and decision-making.
- (b) Councils should carry out functions in a way that provides the best possible value for residents and ratepayers.
- (c) Councils should plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community.
- (d) Councils should apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements.
- (e) Councils should work co-operatively with other councils and the State government to achieve desired outcomes for the local community.
- (f) Councils should manage lands and other assets so that current and future local community needs can be met in an affordable way.
- (g) Councils should work with others to secure appropriate services for local community needs.
- (h) Councils should act fairly, ethically and without bias in the interests of the local community.
- (i) Councils should be responsible employers and provide a consultative and supportive working environment for staff.

#### (2) Decision-making

The following principles apply to decision-making by councils (subject to any other applicable law):

- (a) Councils should recognise diverse local community needs and interests.
- (b) Councils should consider social justice principles.
- (c) Councils should consider the long term and cumulative effects of actions on future generations.
- (d) Councils should consider the principles of ecologically sustainable development.
- (e) Council decision-making should be transparent and decision-makers are to be accountable for decisions and omissions.

#### (3) Community participation

Councils should actively engage with their local communities, through the use of the integrated planning and reporting framework and other measures.

### Chapter 3, Section 8B Principles of sound financial management

The following principles of sound financial management apply to councils:

- (a) Council spending should be responsible and sustainable, aligning general revenue and expenses.
- (b) Councils should invest in responsible and sustainable infrastructure for the benefit of the local community.
- (c) Councils should have effective financial and asset management, including sound policies and processes for the following:
  - (i) performance management and reporting,
  - (ii) asset maintenance and enhancement,
  - (iii) funding decisions,
  - (iv) risk management practices.
- (d) Councils should have regard to achieving intergenerational equity, including ensuring the following:
  - (i) policy decisions are made after considering their financial effects on future generations,
  - (ii) the current generation funds the cost of its services

### **Chapter 3, 8C Integrated planning and reporting principles that apply to councils**

The following principles for strategic planning apply to the development of the integrated planning and reporting framework by councils:

- (a) Councils should identify and prioritise key local community needs and aspirations and consider regional priorities.
- (b) Councils should identify strategic goals to meet those needs and aspirations.
- (c) Councils should develop activities, and prioritise actions, to work towards the strategic goals.
- (d) Councils should ensure that the strategic goals and activities to work towards them may be achieved within council resources.
- (e) Councils should regularly review and evaluate progress towards achieving strategic goals.
- (f) Councils should maintain an integrated approach to planning, delivering, monitoring and reporting on strategic goals.
- (g) Councils should collaborate with others to maximise achievement of strategic goals.
- (h) Councils should manage risks to the local community or area or to the council effectively and proactively.
- (i) Councils should make appropriate evidence-based adaptations to meet changing needs and circumstances.